



UNITED STATES MARINE CORPS
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POLICY LETTER 3-16

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: FAMILY READINESS OFFICER SALARY AND TIMEKEEPING GUIDANCE

Ref: (a) MCO P12000.11A w/ch5
(b) HQMC FY16 Family Readiness Officer (FRO) Salary Guidance
(c) MARADMIN 417/12 Family Readiness Timekeeping
(d) MARADMIN 614/15 Amplifying Guidance to Senior Level Commands

1. Purpose. To provide amplifying guidance on existing policy for I Marine Expeditionary Force (I MEF) Family Readiness Officer (FRO) salary requirements as well as policy on Non-Appropriated Fund (NAF) FRO timekeeping requirements.

2. Information. Reference (a) provides salary guidance for NAF personnel. Reference (b) provides amplifying guidance to senior level commands. Reference (c) provides guidance on FRO timekeeping requirements. Reference (d) provides amplifying guidance FRO staffing, management, and salary guidance to senior level commanders.

3. I MEF Family Readiness Officer Salary

a. Starting Salary. Per reference (a), maximum starting salary for a new applicant is a base salary plus locality adjustment. Reference (b) provides maximum authorized salaries adjusted for locality. Base salaries before locality adjustments are \$38,000 for Lieutenant Colonel level commands, \$42,000 for Colonel level commands, and \$46,000 for General Officer level commands. Maximum starting salaries do not include benefits. Commanders may hire a new FRO at a lower starting salary, but not higher.

b. Maximum Salary. Per reference (a), a NAF FRO may earn salary increases over time. In cases where an incumbent FRO's salary already exceeds the maximum authorized salary, no additional salary increases are authorized with the exception of standard cost of living increases when applied to all NAF employees at an installation.

c. Senior Level Commanders may submit requests for exceptions to this salary guidance to DC, M&RA (MF) via the I MEF Commanding General.

4. NAF Timekeeping Requirements

a. NAF FROs work directly for unit commanders, as such commanders are responsible for managing and approving timekeeping requirements. The Commander or the designated representatives within the unit to hold such authority on behalf of the Commander are the only individuals that can approve time for a FRO in PeopleSoft, a web based program. Marine Corps Community Services (MCCS) will partner with the commands to ensure they have

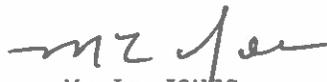
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the necessary tools to comply with the responsibilities.

b. Compensatory time and overtime are unfunded expenses and should only be used in emergency situations and only with prior approval of the Commander. Compensatory time and overtime must be closely managed to avoid any risk of funding execution. Commanders should expect their FROs to work the hours necessary to complete their duties. Commanders may use flexible work schedules to allow for evening and weekend work schedules to allow for weekend work or scheduling days off around the needs of the unit's operational tempo without the need to approve overtime and/or compensatory time. After one year, comp time is automatically paid out as time and a half overtime, quickly having an impact of limited funding.

5. Certification. This Policy Letter is applicable to the I MEF Total Force.


M. L. JONES
Chief of Staff

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