

1. Why are MCCS jobs at a lower pay scale for skill sets and have no room for negotiations?

The nonappropriated fund (NAF) pay ranges have been established under the authority of DoD Instruction (DoDI) 5120.39 (Department of Defense Wage Fixing Authority). Per that guidance along with local guidance, hiring managers have the ability to extend an offer (within the established pay ranges) based on a candidate's experience, the program's internal equity, and budgetary constraints.

2. Can spouses be considered for employment prior to arrival on island?

Per MCO P12000.11a, para 2113(2a.6), the time period of spouse preference eligibility begins 30 days before the military sponsor's reporting date to the new duty location. It continues during the entire tour unless placement into, or declination of, any offer of a continuing position at any grade level. It should also be noted that a hiring manager may elect not to hire an applicant that is not currently on island if business/missions needs dictate otherwise.

3. Is the hiring process for spouses different for each service and is there a standardization of those practices available to make the transition to Okinawan life considerably easier?

Yes, the hiring process could be significantly different between the branches and based on several factors. MCCS Okinawa follows the standard guidance of the DoDI 1400.25, volume 1232, volume 1403, and MCO P12000.11a, Chapter 2, Chapter 7, and Appendix A.

4. Are the various HR policies consolidated into one source or point of contact?

Yes. The following policies can be found on the internet or by visiting the local MCCS Human Resources Office. MCCS Okinawa follows the guidance of the DoDI 1400.25, volume 1232, volume 1403, and MCO P12000.11a, Chapter 2, Chapter 7, and Appendix A. In addition, our office hours are 0730-1630 Monday – Friday and we are always available to answer questions specific to customer's inquiries.

5. Why is the hiring process unnecessarily long and why can't information pertinent to it be communicated to spouses earlier?

The hiring process in itself is not very long in terms of days and typically are only announced for a minimum of 7 days and maximum of 30 days. However, the vetting and selection of applicants could extend the hiring process due to background checks and paperwork processing. Our MCCS Okinawa web page (<http://usmc-mccs.org/careers/>) has information concerning vacancies and other MCCS information. In addition, MCCS follows the guidance of MCO P12000.11a, Chapter 2, Chapter 7, and Appendix A. In doing so, we must also ensure that the establishment of qualifications standards and requirements for



any NAF position are followed. These standards must be based on factual job duties and established in a manner that encourages competition for the job with the goal of hiring the most qualified applicant available. Then once qualification requirements have been determined and placed on an appropriate vacancy announcement, we proceed with the hiring process.

In addition to the above-mentioned MCO, MCCS Okinawa also follows the guidance of the DoDI 1400.25, volume 1232, volume 1403. Although the hiring process may seem long for some applicants, on average, our hiring process typically takes 14-45 days; however, there are cases and other factors that could extend that timeline (most of which involve the applicant turning in completed and accurate vetting documents which include their background check forms and its process). With that said, our hiring process is as follows: (1) An announcement is posted for a period of 7-30 days; in some cases, closed and re-announced for the same periods of time if a selection is not made. (2) Once an announcement closes, all applications/resumes are screened for minimum qualification standards based on each specific billet that is being recruited for. (3) Once the screening process is completed, the applications/resumes are then routed through a rating and ranking process. (4) At the completion of the rating and ranking process, a recommendation and determination is made to interview the top candidates (typically the 3-5 candidates). (5) Once the interview process is completed, hiring managers have an option to conduct subsequent interviews until a final selection is made. (6) Once a selection is made, the hiring manager creates a selection packet and routes it through the appropriate chain of command (via the HR office) for final vetting/approval. (7) Once approved, an official offer is made and the candidate may accept, decline, or counter the offer. (8) Once an offer is accepted, then the candidate must complete an in-processing packet as well as a Declaration of Federal Employment (OF306), and an Electronic Questionnaire Packet (eQIP) for the purpose of conducting a background check. It should also be noted that we are bound by policy to hire U.S. Citizens and may also hire non-U.S. Citizens if they have an SSN or ITIN and can meet the conditions of an adjudicated eQIP and local background checks.

Furthermore:

- **For our Military Spouses and Command Sponsored Family Member** - MCCS Okinawa follows the guidance of the DoDI 1400.25, volume 1232, volume 1403, and MCO P12000.11a, Chapter 2, Chapter 7, and Appendix A.
- **For our locally hired U.S. Citizens** - We must follow the guidance of the aforementioned as well as the Status of Forces Agreement, and the United States Forces Japan 36-2611 which provides details pertaining to immigration status', and other applicable polices concerning criminal history checks (e.g., Executive Order 10450, DoDI 1400.25, volume 731, DoDI 1402.05) that are conducted through various agencies (e.g., General Information Services (GIS), Local, Federal, State).



- The following information captures our average processing times once an announcement closes:
 - Minimum Screening: 1-2 days
 - Rating and Ranking: 1-3 days
 - Interviews: 2-5 days (based on number of interviews and availability)
 - Selection Packet processing/vetting: 1-3 days
 - Offers: 1-3 days or more (based on acceptance or counters)
 - Background check process:
 - Fingerprints results: 2-14 days (only affects childcare positions because they are unable to start until their fingerprint results are received and cleared)
 - GIS: 4-5 days or longer
 - eQIP processing: 1-7 days (based on a successful submission as determined by applicants inputted data)

6. Is there an actual process for employment hiring? How does spousal preference work?

Yes, please visit our website <https://www.mccsokinawa.com/jobs> and select "Apply Now" or <https://www.usmc-mccs.org/careers/> for employment opportunities and information. In addition, our HR Office is available to answer any specific questions.

7. What is Military spousal preference and could you explain the "Use once and you lose it" benefit?

Military Spouse Preference (MSP) is for spouses of active duty military member of the Armed Forces and offers priority placement (if minimally qualified) for MCCS jobs graded at NF-3 and below, Craft and Trades, and Child and Youth positions. Per MCO P12000.11a, para 2113(2a.6), the time period of spouse preference eligibility can begin 30 days before the military sponsor's reporting date to the new duty location. It continues during the entire tour unless placement into, or declination of, any offer of a continuing position at any grade level.

8. Is there a visible and accessible tracking system for job applications?

Yes. Our online application process is managed through the Human Resources Management System (PeopleSoft). Once an applicant submits their application, they will receive an email notification that the application has been successfully submitted. Note: Applicants have the ability to check the progress of their application by logging into their MCCS user account via MCCS Careers website (www.usmc-mccs.org/careers/) to view their



application status. In addition, the Position Description within the job announcement also provides information to contact HR - jobs@okinawa.usmc-mccs.org or DSN 645-3052 or Int'l 011-81-970-3052.

9. Are there any weekly Facebook seminars to inform spouses about the job options available to them?

Yes. Our MCCS Facebook page is managed by our MCCS Marketing Department. Our HR Department works closely with Marketing and provides bi-weekly feeds for input to Facebook that promotes our vacant "Hot Jobs". In addition, we also have broadened our advertisement scope to reach more of the community via Marketing's "Digital Spotlight", which is a free email subscription with useful information to include jobs and employment. However, the most effective way to view our job vacancies is by visiting our website (www.usmc-mccs.org/careers/) or by visiting the NAF HR Office, building 5966 and viewing our open jobs via our Kiosk or by speaking with a Talent Acquisitions Specialist. We can also be reached by phone at DSN 645-3052 or Int'l 011-81-970-3052.

10. Why do jobs, both MCCS and otherwise, have such high requirements for education?

MCCS Okinawa offers multiple entry-level positions where the basic education requirement is a high school level education. As with any organization, there are jobs that will require a specialized skill set or specific academic requirements. Our jobs range in grade from NF-01 to NF-05 and the level of experience and/or education required for these positions are determined by the position description's basic requirements and often dictated based upon a level of standard requirements in order to provide the specialized support to our customers.

11. There are low paying jobs and a large expense of childcare making it more economical for some spouses to stay at home instead of seeking employment. Can anything be done to fix this?

The nonappropriated pay ranges have been established under the authority of DoDI 5120.39 (Department of Defense Wage Fixing Authority). Per that guidance along with local guidance, hiring managers have the ability to extend an offer (within the established Pay Ranges) based on a candidates experience, the program's internal equity, and budgetary constraints. In addition, effective 2018, our Family Care Branch billets now offer up to 50% off of child care expenses if an applicant is employed by the Family Care Branch. NOTE: This applies to ALL Family Care Branch employees (except and billets (e.g., Management, Trainers, Support Staff, Assistants, and Technicians). However, it does not apply to Exceptional Family Program or School Liaison Program.



12. Why are the background checks involving multiple hiring agencies so slow (e.g., MCCS, OPM, NCIS)?

The background check process varies widely from person to person. Our MCCS HR Security Team is mandated to perform various background checks through multiple entities per Executive Order (EO) 13764, Code of Federal Regulations, DoD 5200.R, DoDI 1402.05, SECNAV M5510, MCO P12000.11a, and others. MCCS also conducts an initial document screening of local record checks within 48 hours of receipt - this occurs AFTER a job offer has already been made. These checks are conducted through various agencies such as, the General Information Services (GIS), Local, State, and Federal checks. There are two other factors that can also cause a delay in the applicant's background check, which also delays an applicant's start date: these are adverse records that require adjudication and/or the inability of the employee to complete their SF-85 Electronic Questionnaire Packet (eQIP) questionnaire in a timely or accurate manner. In addition, these delays vary based on the severity of any noted criminal history or the capability of the employee to complete the form per the instructions.

It should be made clear that once an offer is accepted, the candidate must then complete an in-processing packet as well as a Declaration of Federal Employment (OF306), and an eQIP for the purpose of conducting a background check.

The typical Background check timeline is as follows:

- For Fingerprints: 2-14 days (only affects childcare positions because they are unable to start employment until their fingerprint results are received and adjudicated)
- For GIS: 4-5 days (or longer)
- eQIP processing: 1-7 days (based on a successful submission as determined by applicants inputted data)

13. Why do we hire so many nationals?

Under the Treaty of Mutual Cooperation and Security between the United States of America and Japan, the Status of Forces Agreement (SOFA), between the Secretary of the State of the United States of America and the Prime Minister of Japan, local labor requirements of the United States Armed Forces SHALL be satisfied with the assistance of the Government of Japan while recognizing the fundamental rights of labor as provided in Japanese law and as provided for in the SOFA with the desire to accomplish the smooth performance of the mission of the United States Armed Forces, Japan. As agreed under the SOFA and updated regularly via a Special Measures Agreement, GOJ as the legal employer of Japanese labor on USFJ installations, will bear "all or part" of the cost of their wages and will bill Service Components for amounts exceeding the funded ceiling.



USFJ Commands and Units have surmised that the local workforce, which resides in the local area and is not affected by tour rotations, provides a highly desired level of continuity, is readily available for a wide spectrum of position experience work sets, and provides to some extent a cultural liaison with the local community in which we work. In addition, our MLC/IHA workforce in its entirety is more economical in consideration to our labor funding budgets.

In addition, the MLC/IHA labor force provides a level of dedication and professionalism rarely seen in government service, and while it is not free, it is financially subsidized by GOJ which provides a multi-faceted benefit to USFJ.

14. Can greater emphasis be made for spouses to attend local job fairs instead of being so reliant on MCCS positions?

Yes. The MCCS Okinawa HR Office is present at the mandatory Newcomers Brief every Wednesday at the Camp Foster Community Center. In addition, MCCS hosts an Annual Job fair each September and invites other agencies throughout the island to attend and promote their job opportunities. In addition, there are multiple smaller scale job fairs hosted at the various camps that offer job opportunities for family members. I would encourage spouses to consistently tune into AFN and also view the various websites such as MCCS Okinawa, 18th Force Support Squadron, Navy MWR, and Torii MWR for other job fair dates/times.

