



# TEAM BEAUFORT NEWSLETTER



## FROM THE COMMAND DECK Colonel Miller and Sergeant Major Mays



### 2018 – YEAR IN REVIEW

First off, Happy Holidays and we hope you all had a great Thanksgiving. During this holiday season safety should be everyone’s top priority, especially since many of you will be traveling to visit family and friends. Please be vigilant and aware of your surroundings as you travel.

### CIVILIAN HUMAN RESOURCES OFFICE – SOUTHEAST

The hiring process can be a stressful time, and is often fraught with confusion and questions. Our Civilian Marines not understanding the sometimes long and complex process can result in MCAS Beaufort missing out on qualified candidates. However, the Civilian Human Resources Office – Southeast (CHRO-SE) is here to help you navigate the hiring process and help us accomplish our mission here at MCAS Beaufort by hiring the best.

The CHRO-SE, in coordination with Headquarters Marine Corps, supports critical human resources (HR) needs in all aspects of civilian personnel management by providing information, technical advice, guidance, assistance, and services in the following HR management disciplines: recruitment, placement, position management, classification advisement, employee benefits, employee relations, employee development, labor relations, performance management, awards, civilian employee assistance, work/life programs, and more. CHRO-SE provides the critical services needed to develop, motivate, and maintain civilian HR necessary to ensure successful accomplishment of the mission.

There are eight phases in the hiring process as explained by our HR director, Cicely Dawson.

#### COMMAND PRIORITIES

##### *Support the Warfighter*

Our top priority is to provide MAG-31 warfighters with the means to be successful.

##### *Support the Family*

Support each member of the team to achieve success. We want your time in Beaufort to be personally and professionally enjoyable.

##### *Communication and Professionalism*

Organizational interactions should be second to none.

#### PILLARS OF COMMAND

1. COMMUNICATION
2. PROFESSIONALISM
3. STANDARDS

Website:  
[beaufort.marines.mil](http://beaufort.marines.mil)

Air Station News:  
[dvidshub.net/unit/mcasb](http://dvidshub.net/unit/mcasb)

Facebook:  
[facebook.com/mcasbeaufort](https://facebook.com/mcasbeaufort)

Twitter  
[twitter.com/mcasbeaufortSC](https://twitter.com/mcasbeaufortSC)

- Phase One: The hiring manager, manpower, and HR Office conducts workforce planning and creates a recruitment plan to identify resources and sources for recruitment.
- Phase Two: The hiring manager collaborates with the HR Office on an assessment strategy (The Job Analysis and Assessment tool is utilized to identify knowledge, skills, and abilities to perform the critical duties of the position).
- Phase Three: CHRO-SE creates and posts the Job Opportunity Announcement on usajobs.gov.
- Phase Four: CHRO-SE receives applications and notifies applicants with a document or receipt of application.
- Phase Five: CHRO-SE evaluates applicants, issues certificate of eligibility, and notifies applicants. Evaluations are based upon various factors, including minimum qualifications determinations.
- Phase Six: The hiring manager conducts interviews and makes selections, determining the most qualified candidate using their method of choice (e.g. interviews, resume scoring).
- Phase Seven: CHRO-SE audits the returned certificate for compliance with laws and regulations. Then, the HR Office makes an initial tentative offer to the selected candidate and initiates the pre-employment requirements. Some pre-employment requirements may lengthen the recruitment process. Upon completion of pre-employment requirements CHRO-SE initiates the Final Job Offer.
- Phase Eight: The hiring manager and the HR Office conducts orientation and employee engagement. Supervisors ensure successful introduction to the work environment by providing information about the organization and everyday aspects of the job, explains job responsibilities, sets realistic expectations, and establishes a formal performance plan to provide timely and constructive feedback on completed work assignments.

For any other questions and additional resources contact the CHRO-SE at (843) 228-2203; DSN: 335-2203.

## UPCOMING COMMAND CLIMATE SURVEY

During the 2<sup>nd</sup> quarter of this fiscal year, we will provide a Defense Equal Opportunity Climate Survey (DEOCS) for each Civilian Marine to fill out. The DEOCS serves as a tool for us to assess the climate of command for which we are responsible. It provides us valuable information about your perception of the organization's climate and will cover areas such as job satisfaction, discrimination, sexual harassment, inclusion at work, sexual assault, engagement, and organizational processes. While the survey is routinely administered when a new commander comes aboard, we have decided to administer it again to track our progress against last year's survey and identify areas for improvement.

Please note that while we would like all our Civilian Marines to fill out the survey, it is not mandatory. It is simply an additional avenue to raise your concerns anonymously without fear of reprisal or retaliation. The more who fill out the survey, the more accurate the results will be, empowering us to take action on any trends or common issues. Once an employee completes the survey, their responses are sent electronically to the Defense Equal Opportunity Management Institute, Patrick Air Force Base, FL to calculate the results. The results are sent to us for information and action.

## STAY VIGILANT

NOAA climate prediction center, predicts a weak El Nino climate pattern will persist through winter resulting in a relatively warmer and wetter winter for the Southern states and a relatively warmer and mild winter with average snowfall in the Northern and Midwest states. These conditions will persist until spring.

Monitor the latest forecasts and briefings from the National Weather Service in order to prepare your family for any extreme weather affecting our area or along your route during vacations.

Traveling during the holiday season can be a dangerous time. Driver fatigue, road terrain, weather conditions, and more drivers on the road all add to the risk of having an accident during this time. We continue to encourage you to have a plan and stay safe during this time.



## MCRD PARRIS ISLAND UPDATE

A company of female Marines made history Nov. 16 after becoming the first group of new Marines to debut the Corps' latest dress uniform. The new coat features the iconic collar, white belt and gold waist plate seen on male Marine uniforms. The coat mostly resembles the current male version although it lacks pockets and lines on the uniform.



## MAG-31 UPDATE

Most recently, VMFA-115 returned from deployment and VMFA (AW)-224 recently returned from Trident Juncture exercise in Norway. This means for the first time in over a decade all squadrons are home at one time and are already preparing for their next deployments wherever they may be. As always, we will continue to support the mission capabilities of MAG-31 in any way we can.

