



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 12451.4B

HREL

14 NOV 2007

### BASE ORDER 12451.4B

From: Commanding Officer  
To: Distribution List

Subj: INCENTIVE AWARDS PROGRAM

Ref: (a) DON Guide No. 451-02, "Guidance on Implementing  
Awards Programs"  
(b) 5 CFR 451  
(c) DoD Dir 1400.25-M, Subchapter 451, "Awards"  
(d) MCO 12451.2C  
(e) MCO 12451.3A

Encl: (1) Monetary Recognition  
(2) Scale for Determining Amount of Cash Award  
(3) Time-off Awards  
(4) Scale for Determining Amount of Time Off for a Single  
Contribution  
(5) Honorary Awards

1. Situation. To publish the policy, procedures, and responsibilities for recognizing special acts or service and exceptional performance of individual or groups of appropriated fund civilian employees per references (a) through (e).

2. Cancellation. BO 12451.4A.

3. Mission

a. Employees may be recognized and rewarded by monetary, non-monetary, or time-off awards. Enclosure (1) provides instructions regarding monetary recognition. Guidance on determining amounts of cash awards is provided in enclosure (2). Time-off awards are covered by enclosures (3) and (4). Non-monetary awards are

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distribution is unlimited.

14 NOV 2007

covered by enclosure (5). Reference should be made to these enclosures before preparing award recommendations. Additional guidance is available by calling the Human Resources Office, at 451-9243.

b. Summary of Revision. This Order has been revised it should be reviewed in its entirety.

4. Execution

a. Local Human Resources Office (HRO):

(1) Advise managers, supervisors, team leaders, and employees on program requirements and related awards issues.

(2) Forward approved awards to the Human Resources Service Center for processing and input to the Defense Civilian Personnel Data System (DCPDS).

(3) Maintain award documentation for all awards.

b. Organizational Commanders, Heads of Command Staff Sections, and Department Heads:

(1) Ensure the command policy defined in paragraph 3 is fully supported.

(2) Ensure supervisors of appropriated fund civilian employees are thoroughly familiar with the contents of this Order and that this Order is made available to employees upon their request.

c. Managers/Supervisors:

(1) Encourage and motivate employees to participate in the program.

(2) Recommend appropriate awards to recognize significant employee accomplishments and contributions.

5. Administration and Logistics. This Order has been coordinated with and concurred by the Commanding Generals of Marine Corps Installations East, U. S. Marine Corps Special Operations Command,

II Marine Expeditionary Force, 2d Marine Division, 2d Marine Logistics Group, and the Commanding Officers of Marine Corps Air Station, New River, Naval Dental Clinic, Camp Lejeune, and Naval Hospital, Camp Lejeune.

6. Command and Signal

a. Command. This Order is applicable to all appropriated fund civilian employees serviced by the Civilian Human Resources, Camp Lejeune Office.

b. Signal. This Order is effective the date signed.

  
W. A. MEIER  
By direction

DISTRIBUTION: A

## MONETARY RECOGNITION

1. Responsibility. Managers and supervisors have major responsibilities for assuring effective use of recognition. They must determine the type of recognition that most appropriately recognizes the contribution, is most motivating to the employee(s), and is most cost-beneficial in terms of return on investment to the organization. They must recommend appropriate awards promptly. The official responsible for the financial management of the organization to which the employee(s) belongs will determine how the award(s) will be paid within the organization's operating authorization.

2. Special Act Award. Special Act Awards may be granted in recognition of a one-time special act, service, or achievement of a nonrecurring nature by an employee or a group of employees in the public interest connected with or related to official employment. This type of recognition is appropriate when an employee or group of employees performs substantially beyond expectations on a specific assignment, aspect of an assignment, or job function. It is also appropriate for a single scientific achievement, act of heroism, or similar one-time special act, service, or achievement of a nonrecurring nature. Additionally, an award in this category could be granted to an employee or group of employees whose disclosure of fraud, waste, or abuse in the Federal government resulted in tangible benefits to the government. Greatest motivational impact (and therefore greatest effectiveness) is achieved when the award is recommended, approved, and presented promptly following the contribution. A recommendation for this type of award may be submitted at any time. There is no limit to the number of Special Act Awards an employee may receive in any given period, either as an individual or as a member of a group. Receipt of an award in this category does not preclude the same employee(s) receiving honorary recognition, a time-off award, or a cash award or quality step increase based on performance of job responsibilities when criteria for such recognition otherwise are met. The amount of the award for a Special Act Award is based on tangible and intangible benefits to the government as determined from the table contained in enclosure (2) of this Order.

14 NOV 2007

a. Recommendations for Special Act awards will be initiated by the immediate supervisor. Approval authority at Marine Corps Base rests with department heads or equivalents and at other Marine Corps Base activities with the senior commanding officer.

b. The award recommendation is to be forwarded to the appropriate approving official. If approved, an electronic request for personnel action will be initiated and coordinated to the Human Resources Service Center for processing. The Recommendation for Award form may be used to document recommendations and approvals for Special Act awards. Once approved, the forms should be forwarded to the HRO for inclusion in Employee Performance Files. The Recommendation for Award form can be found in the Forms Management section located at <https://clbmcb-www1.lejeune.usmc.mil>.

### 3. On-the-Spot Award

a. An On-The-Spot Award is a Special Act or Service award for a one-time achievement that essentially provides an immediate reinforcement for exceptional performance beyond the normal bounds of an employee's job and which benefits the local workplace. It ranges from \$25 - \$750, commensurate with the nature of the service or act being recognized.

b. Recommendations (to include the amount of the award) may be proposed by the immediate supervisor. Approval authority at Marine Corps Base and the Naval Dental Clinic rests with division heads or equivalents and at other Marine Corps Base activities with department heads or equivalents. A one or two line description/justification of the award will suffice. If approved, an electronic Request for Personnel Action will be initiated and coordinated to the Human Resources Service Center for immediate processing. The Recommendation for Award form may be used to document recommendations and approvals of On-the-Spot Awards. Once approved, the forms should be forwarded to the HRO for inclusion in Employee Performance Files.

### 4. Performance Awards

a. Awards may be granted to employees for demonstrated sustained performance by individual, team, or organizational achievements of high quality, significantly above that expected at the "Acceptable" level. This type of recognition is

appropriate when an employee performs substantially beyond expectations on a regular or continuing basis. Cash awards may be determined using a specific dollar amount or a percentage of basic pay including any applicable locality payment under 5 CFR part 531, subpart F; special rate supplement under 5 CFR part 530, subpart C; or similar payment or supplement under other legal authority. For an employee receiving a retained rate under 5 CR part 536, subpart C (or similar authority, such as 5 CFR 359.705), the rate of basic pay is the maximum payable rate of the employees grade or level, rather than the retained rate. Awards granted as a percentage of basic pay may not exceed 10 percent of the employee's annual rate of basic pay.

b. Recommendations for performance awards based on annual performance ratings of record will be solicited annually by the Manpower Directorate for Marine Corps Base employees and by the respective Commanders for the II Marine Expeditionary Force, Naval Hospital, Naval Dental Center, and Marine Corps Air Station New River. For each approved award, an electronic Request for Personnel Action will be initiated and coordinated to the Regional Service Center for processing. The Recommendation for Award may be used to document recommendations and approvals of Performance Awards. Once approved, the forms should be forwarded to the HRO for inclusion in Employee Performance Files.

##### 5. Quality Step Increases

a. The purpose of Quality Step Increase (QSI) is to provide appropriate incentives and recognition for excellence in performance by granting faster than normal step increases. Therefore, careful consideration should be given before granting a QSI. An employee is eligible for only one QSI within any 52-week period. To be eligible for a QSI, a General Schedule employee must meet the following criteria:

(1) Receive a rating of record of "Acceptable".

(2) Demonstrate sustained performance of high quality significantly above that expected at the "Acceptable" level and which depicts unusually good or excellent quality or higher quantity of work provided ahead of schedule and with less than normal supervision.

14 NOV 2007

(3) Make a significant contribution to the organization's mission.

(4) Meet an expectation that the high quality performance will continue in the future.

(5) Have not received a QSI in the past 52 weeks.

b. Recommendations for QSI's may be made by immediate supervisors and are approved by Chiefs of Staff or Executive Officers, as appropriate. An electronic Request for Personnel Action will be initiated for approved QSI's and coordinated to the Human Resources Service Center for processing. The Recommendation for Award form may be used for documenting recommendations and approvals of QSI's. Once approved, the forms should be forwarded to the HRO for inclusion in Employee Performance Files.

14 NOV 2007

# RECOMMENDATION FOR AWARD

Print Form

Reset Form

## PRIVACY ACT STATEMENT

Under the **AUTHORITY** 10 U.S.C. 5013 and E.O. 9397, this form is for official use for the **PURPOSE** to maintain records of military and civilian personal awards to electronically process award recommendations. The **ROUTINE USE** of this form is generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) to the public and private organizations, including news media, for the purpose of granting access and/or publicizing awards or honors. The **DISCLOSURE** is **MANDATORY** in order to receive the recommended award.

TO: \_\_\_\_\_ DATE (YY MMM DD): \_\_\_\_\_

(Approving Official)

In accordance with the reference, consideration for the award herein described is recommended for the employee(s) named below.

### RECOMMENDED BY:

### POSITION (Title, Location) AND NAME OF ACTIVITY

Employee (Name: First, MI, Last)  
PAYROLL NUMBER

POSITION  
(Title and Location)

GRADE

ANNUAL BASE PAY

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### 1. BASIS FOR AWARD RECOMMENDATION

<input type="checkbox"/> ON-THE-SPOT	<input type="checkbox"/> SPECIAL ACT OR SERVICE	DATE(S) OF ACHIEVEMENT/PERFORMANCE	AMOUNT OF AWARD
		FROM (YY MMM DD):	
<input type="checkbox"/> TIME-OFF AWARD	<input type="checkbox"/> PERFORMANCE AWARD	TO (YY MMM DD):	OR % OF SALARY
<input type="checkbox"/> QUALITY STEP INCREASE	PERFORMANCE RATING	TIME-OFF AMOUNT (IN # OF HOURS)	

### 2. ESTIMATE OF BENEFITS (For Special Act or Service Awards)

A. INTANGIBLE BENEFITS:	<input type="checkbox"/> SAFETY	<input type="checkbox"/> IMPROVED METHOD	<input type="checkbox"/> MORALE	<input type="checkbox"/> OTHER (Specify)
B. VALUE:	<input type="checkbox"/> MODERATE	<input type="checkbox"/> IMPROVED METHOD	<input type="checkbox"/> HIGH	<input type="checkbox"/> EXCEPTIONAL
C. EXTENT OF APPLICATION:	<input type="checkbox"/> LIMITED	<input type="checkbox"/> EXTENDED	<input type="checkbox"/> BROAD	<input type="checkbox"/> GENERAL

3. **DESCRIPTION OF ACHIEVEMENT/JUSTIFICATION:** (Keep short, but should clearly show exceptional achievement of a contribution worthy of recognition. One or two lines is sufficient for On-The-Spot Awards.)

### 4. ACTION BY APPROVING OFFICIAL

AN AWARD IN THE AMOUNT OF ☐ \$ AMT  ☐ # HOURS  ☐ QUALITY STEP INCREASE

- ☐ Approved. The recommended award meets current requirements.
- ☐ Disapproved. The recommended award does not meet current requirements

STATE REASON(S) FOR DISAPPROVAL:

NAME AND TITLE	SIGNATURE	DATE (YY MMM DD)



14 NOV 2007

## SCALE FOR DETERMINING AMOUNT OF CASH AWARD

BASED ON INTANGIBLE BENEFITS

<i>Value of Benefits</i>	<i>Extent of Application</i>			
	<i>Limited</i>	<i>Extended</i>	<i>Broad</i>	<i>General</i>
	Affects functions, mission or personnel of one facility, installation, regional area, or an organizational element of headquarters.  Affects a small area of science or technology	Affects functions, mission or personnel of an entire regional area, command or bureau.  Affects an important area of science or technology.	Affects functions, mission or personnel of several regional areas or commands, or an entire department or agency.  Affects an extensive area of science or technology.	Affects functions, mission or personnel of more than one department/agency, or is in the public interest throughout the nation and beyond.
<b>MODERATE VALUE</b> Change or modification of an operating principle or procedure with limited impact or use.	\$25-\$500	\$501-\$750	\$751-\$1,000	\$1,001-\$1,500
<b>SUBSTANTIAL VALUE</b> Substantial change or modification of procedures. An important improvement to the value of a product, activity, program, or service to the public.	\$501-\$750	\$751-\$1,000	\$1,001-\$1,500	\$1,501-\$3,150
<b>HIGH VALUE</b> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$751-\$1,000	\$1,001-\$1,500	\$1,500-\$3,150	\$3,151-\$6,300
<b>EXCEPTIONAL VALUE</b> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program or service to the public.	\$1,001-\$1,500	\$1,501-\$3,150	\$3,151-\$6,300	\$6,301-\$10,000

BASED ON TANGIBLE BENEFITS

<u>ESTIMATED FIRST-YEAR BENEFITS</u>	<u>AMOUNT OF AWARD</u>
Up to \$10,000	10% of benefits
\$10,001-\$100,000	\$1,000 for the first \$10,000 plus 3% to 10% of benefits over \$10,000
\$100,001 or more	\$3,700 to \$10,000 for the first \$100,000 plus .5% to 1.0% of benefits over \$100,000

14 NOV 2007

## TIME-OFF AWARDS

1. Eligibility Criteria. A time-off award is an award in which time-off without loss of pay or charge to leave may be granted to an employee in recognition of superior accomplishment or other personal effort which has contributed to the quality, efficiency, or economy of government operations. Examples of achievements that may be considered for a time-off award include:

a. Making a high quality contribution involving a difficult or important project or assignment.

b. Displaying special initiative and skill in completing an assignment or project before the deadline.

c. Using initiative and creativity in making improvements in a product, activity, program, or service.

d. Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

e. Accomplishing a specific one-time or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to un-programmed requirements.

f. Submitting a suggestion that has been adopted but the employee is not eligible for a cash award because the suggestion is considered to be within the employee's normal job responsibilities.

g. Sustaining a high level of performance for an extended period as reflected, for example, in a rating of record.

2. Limitations

a. The total amount of time-off that may be granted to an employee during a leave year is 80 hours.

14 NOV 2007

For part-time employees or those with an uncommon tour of duty, the total time that may be granted during any calendar year is the average number of hours of work in the employee's biweekly scheduled tour of duty.

b. The maximum amount of time-off that may be granted for any single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution is one-half the maximum amount of time that could be granted during the year.

c. Time-off granted as an award must be scheduled and used within one year after the award is made. Any unused amount remaining after that time must be forfeited without further compensation to the employee.

d. If the employee is transferring to another DoD service or outside DoD, the time-off cannot be transferred and, in order to avoid the loss of the time-off, the employee should be allowed to use the incentive prior to transfer.

e. Should an employee become incapacitated during a period of time-off granted as an award, the employee may be granted sick leave for the period of incapacitation.

f. Time-off awards may not be used for group dismissals, for the purpose of granting all or part of a day as a holiday, or to extend a legally designated holiday.

g. A time-off award does not convert to cash under any circumstances.

3. Guidelines For Evaluation. Although time-off awards do not involve a cash disbursement, they constitute a value to the organization in production time lost. Consequently, in granting and determining the length of time-off awards, the benefits realized by the government from an employee's contribution should be considered. The amount of time-off should be proportionate to the value of the contribution being recognized. Enclosure (4) provides guidance for determining the appropriate amount of time-off to be awarded for a single contribution.

14 NOV 2007

4. Recommendation and Approval. Recommendations and justifications for time-off awards will include a description of how the employee met one or more of the criteria for a time-off award. Recommendation for Award form may be used for documenting recommendations and approvals of time-off awards. Once approved, the forms should be forwarded to the HRO for inclusion in Employee Performance Files.

a. Awards of one Workday or Less. For purposes of computing time-off, one workday means eight hours for employees on the basic 40-hour workweek schedule, and nine hours for employees participating in the compressed work schedule (5-4/9 Plan). Recommendations may be initiated by the immediate supervisor and are approved or disapproved by division heads or equivalents. If approved, an electronic Request for Personnel Action will be initiated and coordinated to the Human Resources Service Center for processing.

b. Awards in Excess of One Workday. Recommendations will be initiated by division heads or equivalents. Approval authority rests with department heads at Marine Corps Base and with senior command officials at other Marine Corps Base activities. An electronic Request for Personnel Action will be initiated for each approved award and coordinated to the Human Resources Servicing Center for processing.

14 NOV 2007

SCALE FOR DETERMINING AMOUNT OF TIME OFF  
FOR A SINGLE CONTRIBUTION

<u>Value to Organization</u>	<u>Number of Hours</u>
Moderate:	1 to 10
(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.	
(2) Beneficial change or modification of operating principles or procedures.	
Substantial:	11 to 20
(1) An important contribution to the value of a product, activity, program, or service to the public.	
(2) Significant change or modification of operating principles or procedures.	
High:	21 to 30
(1) A highly significant contribution to the value of a product, activity, program, or service to the public.	
(2) Complete revision of operating principles or procedures, with considerable impact.	
Exceptional:	31 to 40
(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.	
(2) Initiation of a new principle or major procedure, with significant impact.	

14 NOV 2007

## HONORARY AWARDS

1. Award Principles. DON provides for and encourages the use of honorary awards to recognize exceptional and meritorious service, noteworthy suggestions, and special achievements. Honorary awards are not intended to serve as substitutes for deserved cash awards and may be granted independently of or in addition to cash awards. Some employee contributions have high value and significant benefit so that it would be appropriate to grant both honorary and cash awards for the same employee contribution. There are a number of non-Navy awards for which DON employees may be nominated in competition. They include cash and/or honorary awards granted by other government departments and agencies, and awards granted by private organizations or institutions for *outstanding service* and achievements by government employees. Expenditures of modest amounts of funds for non-monetary awards such as plaques, coffee mugs, or belt buckles (not to exceed \$50 per award) are authorized. Such awards may be provided for recognition of significant one-time achievements of an individual or group or for contributions of minor impact or benefits. The official responsible for the financial management of the organization to which the employee(s) belongs will determine how the cost of the program will be paid within the organization's operating authorization.

a. Achievement Awards. Achievement awards are granted in recognition of superior performance of duties.

(1) Certificates of Appreciation. This certificate is available for use at the discretion of the senior official in each work unit.

(2) Certificates of Commendation. These may be presented at any time. This recognition may be given to an employee (or group of employees) or supervisor for:

(a) Performance for which a cash award is not warranted.

14 NOV 2007

(b) Any particular project or act.

(c) Special contributions in such program areas as Equal Employment Opportunity or Cost Reduction.

(d) Other contributions that warrant honorary recognition.

Certificates of Commendation may only be signed by the Commander (battalion level equivalent) or the Commanding General and should be procured by the organization to which the employee(s) belong.

(3) Navy/Marine Corps Meritorious (DON) Civilian Service Award (MCSA). This award is the third highest honorary award within the DON and the second highest honorary award within the Marine Corps. It is granted by the senior command official to individual employees in recognition of meritorious service or for contributions that have resulted in high values and/or benefits to the DON or the Marine Corps. This award should not be used as a retirement award. However, if a significant accomplishment occurs close to retirement, it may be acceptable to present it at retirement. If in the opinion of a manager, an employee or group of employees has distinguished themselves to the extent that they should be given recognition in the form of this award, a Commendation for Meritorious Civilian Service certificate shall be prepared and forwarded through the chain of command for the Commander's or Commanding General's approval, and arrange for the presentation of the award to the recipient. Commendation for Meritorious Civilian Service certificates and medals should be procured by the organization to which the employee(s) belong. The Human Resources Office, extension 451-9243, will provide information regarding procurement.

(4) Navy/Marine Corps Superior Civilian Service Award (SCSA). This award is the second highest honorary award within the DON and the highest honorary award within the Marine Corps. This award recognizes employee contributions, which, though exceptionally high in value, are not of sufficient significance

to warrant consideration for the Navy Distinguished Civilian Service Award. Recommendations for this award shall be prepared and forwarded through the chain of command to CMC for review and forwarding to SecNav for approval. Additional guidelines for this award are available in reference (a) and (d).

(5) Navy Distinguished Civilian Service Award(DCSA). This is the highest honorary award that the Secretary of the Navy (SecNav) may confer upon a civilian employee of DON. Bestowal is on a highly selective basis to employees who have distinguished themselves by extraordinary service or contributions of major significance to the DON. Recommendations for this award shall be prepared and forwarded through the chain of command to CMC for review and forwarding to SecNav for approval. Additional guidelines for this award are available in reference (a) and (d).

(6) Armed Forces Civilian Service Medal. This is the highest DoD award for a civilian in direct support of military forces engaged in operations of peacekeeping or a prolonged humanitarian nature. It is closely aligned with the Armed Forces Service Medal (AFSM) for military members. Recommendations for this award shall be prepared and forwarded through the chain of command to CMC for review and forwarding to DoD for approval. Additional guidelines for this award are available in reference (d).

(7) Equal Opportunity Award. The Marine Corps Equal Opportunity Award recognizes military and civilian personnel whose achievements have significantly contributed toward the fulfillment of Marine Corps civilian equal employment opportunity goals. The award consists of a certificate signed by CMC. Nominations should be prepared and forwarded through the chain of command to the CMC (MPO-34).

(8) DoD and Presidential Recognition. The following DoD and Presidential honorary awards must be submitted to the Secretary of the Navy for approval:



14 NOV 2007

- (a) DoD Distinguished Civilian Service Award
- (b) Secretary of Defense Meritorious Civilian Service Award
- (c) DoD Distinguished Public Service Award
- (d) Secretary of Defense Award for Outstanding Public Service
- (e) President's Award for Distinguished Federal Civilian Service
- (f) Presidential Medal of Freedom
- (g) Presidential Citizens Medal
- (h) National Security Medal

Descriptions and criteria for these awards are available in reference (a).

b. Service Awards. Service awards are granted automatically upon attainment of specified lengths of employment and upon retirement.

(1) Career Service Recognition. The Federal Length of Service Award is granted to all DON and Marine Corps civil service employees who have completed 10, 20, 30, 40, and 50 years of Federal service. For the purpose of this award, "Federal service" includes all honorable military service and civilian service in departments and agencies of the Federal government. The most recent 10 years must have been as a Federal civil service employee with the most recent year as a civilian employee of the DON. For Federal service of 10 years through 30 years, a lapel emblem indicating years of service and a certificate signed by the senior command official are issued. For service of 40 years or more, a lapel emblem indicating years of service and a certificate signed by the Secretary of the Navy

14 NOV 2007

are issued. The Human Resources Office will prepare Federal Length of Service Award certificates 30 years or less and will request certificates from the DON for service awards of 40 years or more. Prepared certificates will be forwarded to appropriate officials for signature and presentation.

(2) Retirement Awards. Certificates of Retirement are presented to civilian employees who retire from Federal employment. The Human Resources Office will prepare retirement certificates and forward them to the appropriate officials for signature and presentation.