



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 12451.1
B 015
2 Nov 10

MARINE CORPS BASE ORDER 12451.1

From: Commanding General
To: Distribution list

Subj: TIME-OFF INCENTIVE AWARDS

Ref: (a) DoN CHRM, Subchapter 451.2 of Sep 10
(b) CDCO 12272.1

Encl: (1) Time-Off Awards Table
(2) Sample Time-Off Award Request Format
(3) Time-Off Award Fact Sheet for Employees

1. Purpose. Per reference (a), establish procedures for granting time-off from duty as an incentive award.

2. Applicability. Per reference (b), in accordance with reference (a), this Order applies to appropriated fund civilian employees working for Marine Corps Combat Development Command (MCCDC) and all MCCDC subordinate commands aboard Marine Corps Base, Quantico (MCBQ).

3. Background. Paragraph 451.104(a) of title 5, Code of Federal Regulations, permits Federal Employees Pay Comparability Act of 1990, Public Law 101-509, provided Federal agencies authority to grant time-off from duty without loss of pay or charge to leave, as an incentive award. These awards represent another option available to managers for recognizing excellence in employee performance and service; they are not intended to replace other awards. Reference (a) provides policy and procedures for implementing this program.

4. Authority to Approve. Time-off award recommendations will be prepared by supervisors using enclosure (2). Recommendations will be submitted to the appropriate authority for approval. Authority to approve time-off awards depends on the amount awarded. If the first level supervisor is the Commanding Officer or Division Director and the recommendation is for more than 9 hours, the approval authority will be the Chief of Staff or Directorate Director. This authority may not be delegated lower than prescribed here:

- a. First level supervisor may approve up to 9 hours.
- b. Second level supervisor may approve up to 18 hours.
- c. Chief of staff and division director may approve up to 40 hours.

5. Eligibility Criteria. A time-off award 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. This award may not be used for group dismissals.

6. Limitations on Time-Off Awards

a. Time-off awards will be approved in accordance with the criteria outlined in enclosure (1).

b. For full-time employees, the total amount of time-off which may be granted to an employee during one calendar year is 80 hours. The maximum amount of time-off that may be granted to an individual for a single contribution is 40 hours.

c. 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 generally worked during a pay period. For these employees the maximum award for any single contribution is one-half the maximum amount of time that would be granted during the year.

d. The individual's use of a time-off award is subject to scheduling and supervisory approval.

e. The time-off granted as an award must be scheduled and used within 1 year after the effective date of the award.

f. Any unused amount remaining after that time will be forfeited without further compensation to the employee.

g. Time-off awards should be scheduled and used so as not to adversely affect an employee who is in an annual leave "use or lose" situation.

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

i. A time-off award does not convert to cash under any circumstance.

j. A time-off award cannot be transferred when an employee transfers to another DOD component or outside DOD. To avoid the loss of the time-off, the employee should be allowed to use the incentive prior to the transfer. The time-off award may be transferred within DON.

7. Documentation and Recordkeeping

a. All time-off awards must be supported by appropriate written justification which shall include a description of the reason for granting the award. A sample format is included in enclosure (2).

b. Usage of the time-off award shall be reported through time and attendance reporting procedures and separately identified from other types of leave. Timekeepers will record the usage as code "LY" on time cards and will write "Time-Off Award" in the remarks section. Employees will be notified of earnings, usage, forfeitures, and available balances via the leave and earnings statement.

8. Action

a. The MCCDC/MCB G-1 will administer the MCCDC Awards Program, to include the use of time-off awards as an incentive or in conjunction with other performance based awards.

b. All time-off awards will be initiated by the respective Division, Directorate or Command, and will be entered into the Defense Civilian Personnel Data System (DCPDS) using a Request for Personnel Action (RPA).

(1) All RPA's for UIC 00264 employees will be routed to the AC/S G-1, Civilian Manpower Branch's group inbox, "EA_K4_A_00264G1Group" via the DCPDS for processing to the Human Resource Servicing Center-East (HRSC-E) for processing.

(2) Training and Education Command will establish processing standards for employees under UIC 67856.

c. Managers and supervisors will retain a copy of the approved award requests and the RPA or SF-50 for a period of 3 years, after which time they can be destroyed.

/s/
D. J. CHOIKE

DISTRIBUTION: A

TIME-OFF AWARDS TABLE*	
VALUE TO THE ORGANIZATION	NUMBER OF TIME-OFF AWARD HOURS
MODERATE: A contribution to a product, activity, program or service which is of sufficient value to warrant formal recognition, or a beneficial change or modification of operating principles or procedures	1 to 10
SUBSTANTIAL: An important contribution to the value of a product, activity, program or service to the public, or a significant change in operating principles or procedures	11 to 20
HIGH: A highly significant contribution to the value of a product, activity, program, or service to the public, or a complete revision of operating principles or procedures with considerable impact	21 to 30
EXCEPTIONAL: A superior contribution to the quality of a critical product, activity, program, or service to the public, or initiation of a new principle or major procedure with significant impact	31 to 40

THIS SCALE APPLIES TO FULL TIME EMPLOYEES WITH STANDARD 80-HOUR TOURS OF DUTY. FOR ASSISTANCE IN DETERMINING TIME-OFF AWARD AMOUNTS FOR OTHER EMPLOYEES, PLEASE CONTACT YOUR ORGANIZATIONS HUMAN RESOURCES AND ORGANIZATIONAL MANAGEMENT LIAISON.

SAMPLE TIME-OFF AWARD REQUEST FORMAT

From: Ima Supervisor
To: U. R. Division Director

Subj: TIME-OFF AWARD RECOMMENDATION

1. I nominate _____ for the following Time-Off Award in recognition of accomplishments as outlined below.

Time-Off Award of _____ hours

2. This Time-Off Award is recommended:

_____ For sustained performance as recognized in the employees annual performance appraisal.

_____ For a Special Act

(Describe the performance/accomplishments warranting recognition with the award recommended.)

3. This employee has received _____ hours of Time-Off awards during the last 12-month annual period. I certify the employee has met all eligibility requirements for the award recommended.

I. M. SUPERVISOR Date

FIRST ENDORSEMENT

12451.1
Date

From: Approval Authority
To: Supervisor/Requestor

1. The request for time-off award contained above is:

- [] Approved _____ Hours Time-Off Award
- [] Disapproved
- [] Other award recommended: _____

APPROVING OFFICIAL Date
Second Level Supervisor/Division Director/Commander

Enclosure (2)

TIME-OFF AWARD FACT SHEET FOR EMPLOYEES

Question 1) what is a time-off award?

Answer: A time-off award is an incentive award that can be given for sustained performance or for special acts and consist of a specified number of hours, up to 40, which may be used without charge to annual or sick leave.

Question 2) How do I use my award?

Answer: Time-off awards may be used just as you would annual or sick leave. You must first request leave and have it approved by your supervisor. Then make sure that you use LY on your timesheet in the place of sick or annual leave for the amount of hours you wish to use.

Question 3) If I do not use it will it convert to cash?

Answer: Current regulations prohibit time-off awards from being converted to cash.

Question 4) Will my time-off award appear on my leave and earnings statement?

Answer: Yes, your time-off award will appear in a separate category on your leave and earnings statement in the leave section. As you use the time-off award you will see the amount reduced just as sick and annual leave are reduced as you use them.

Question 5) Is there a time limit for using my time-off award?

Answer: Yes, you only have 1 year from the date you receive the award to use it. Any remaining hours on the books will be lost if they are not used within the allotted timeframe.

Question 6) I am changing jobs within the Marine Corps; will I still be able to use my time-off award?

Answer: Yes. As long as you stay within the Department of the Navy you will be able to use your time-off award.

Enclosure (3)

Question 7) I am transferring to a position with the Air Force, will my time-off award transfer with my other leave?

Answer: No. If you transfer to another agency you will lose any unused portions of your time-off award.

Question 8) Is the year I have to use the time-off award the same as the leave year? What if I cannot use my time-off award?

Answer: No. You have 1 year from the effective date of the award. For example if the effective date of the award is 1 Oct 2010 you will have until 1 Oct 2011 to use the award. You will lose the unused balance 1 year from the effective date of the award.

Enclosure (3)