

## MCB QUANTICO ROUTING SHEET

| <u>ACTION CODE LEGEND:</u>   |             |                     |      |          | DATE: 3 August 2015   |            |           |   |                   |
|--|-------------|---------------------|------|----------|---|------------|-----------|---|-------------------|
| X - ORIGINATOR OR OFFICE AFFIXING ROUTING SHEET<br>A - SIGNATURE<br>B - RECOMMENDATION<br>C - CONCURRENCE<br>D - INFORMATION |             |                     |      |          | E - RETURN TO: <u>G-1 CMB</u><br>F - INITIAL<br>G - DECISION<br>H - OTHER: _____  |            |           |   |                   |
| <b>UPDATE TO MCBO 12451.3A<br/>CIVILIAN EMPLOYEE INCENTIVE AWARDS</b>  |             |                     |      |          |   |            |           |   |                   |
| ROUTING - USE NUMBERS TO SHOW ORDER OF ROUTING   |             |                     |      |          |   |            |           |   |                   |
| RTG  | ACTION CODE | OFFICE CODES        | DATE |          | INITIALS  |            | ROUTINE X | ORIGINATOR INITIALS   | DUE DATE (IF ANY) |
|  |             |                     | IN   | OUT      | CONCUR  | NON-CONCUR |           |   |                   |
| 5  | A           | COMDR, MCBQ         |      |          |   |            |           |    | 31 August 2015    |
| 4  | F           | COMDR SECRETARY     |      |          |  |            |           | Jamie Deets<br>Civilian Manpower Branch<br>784-3101   |                   |
| 3  | C           | C/S, MCBQ           |      |          |   |            |           |   |                   |
| 2  | D           | SSEC, MCBQ          |      | 16/08/15 |  |            |           | ACTION OFFICER: Jamie Deets<br><br>Tab A: Information Paper (Left Side)<br>Tab B: Updated MCBO 12451.3A   |                   |
|  |             | SGTMAJ, MCBQ        |      |          |   |            |           |   |                   |
| 1  | X           | AC/S, G-1           |      |          |   |            |           | 1. <u>Purpose</u> . To obtain the Commander's signature on the enclosed Base Order on Tab (B).<br><br>2. <u>Background</u> . This order has been updated to reflect changes IAW the 5400 bulletin as well as procedural changes in submitting incentive awards.<br><br>3. <u>Discussion</u><br><br>4. <u>Recommendation</u> Recommend approval.<br><br><div style="text-align: right;">                     Very respectfully,<br/><br/>                     D.C. NEWMAN                 </div> |                   |
|  |             | BASE ADJUTANT       |      | 4/12     |  |            |           |   |                   |
|  |             | SECURITY MANAGER    |      |          |   |            |           |   |                   |
|  |             | CAREER PLANNER      |      |          |   |            |           |   |                   |
|  |             | AC/S, G-3           |      |          |   |            |           |   |                   |
|  |             | AC/S, G-4           |      |          |   |            |           |   |                   |
|  |             | AC/S, G-5           |      |          |   |            |           |   |                   |
|  |             | AC/S, G-6           |      |          |   |            |           |   |                   |
|  |             | COMPTROLLER         |      |          |   |            |           |   |                   |
|  |             | SJA                 |      |          |   |            |           |   |                   |
|  |             | COUNSEL, QACO       |      |          |   |            |           |   |                   |
|  |             | INSPECTOR           |      |          |   |            |           |   |                   |
|  |             | CHAPLAIN            |      |          |   |            |           |   |                   |
|  |             | BPO                 |      |          |   |            |           |   |                   |
|  |             | DIR, SAFETY DIV     |      |          |   |            |           |   |                   |
|  |             | DIR, MCCS           |      |          |   |            |           |   |                   |
|  |             | DIR, MCM            |      |          |   |            |           |   |                   |
|  |             | DIR, RSU            |      |          |   |            |           |   |                   |
|  |             | RCO-NCR             |      |          |   |            |           |   |                   |
|  |             | SAPRP               |      |          |   |            |           |   |                   |
|  |             | LSSS-NCR            |      |          |   |            |           |   |                   |
|  |             | HROM                |      |          |   |            |           |   |                   |
|  |             | AFGE 1786           |      |          |   |            |           |   |                   |
|  |             | NHCQ                |      |          |   |            |           |   |                   |
|  |             | CO, HQSVCBN         |      |          |   |            |           |   |                   |
|  |             | CO, SECBN           |      |          |   |            |           |   |                   |
|  |             | CHIEF, FIRE DEPT    |      |          |   |            |           |   |                   |
|  |             | CO, 8TH & I         |      |          |   |            |           |   |                   |
|  |             | CO, HENDERSON HALL  |      |          |   |            |           |   |                   |
|  |             | OTHER (I.E. TENANTS |      |          |   |            |           |   |                   |

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25 September 2015

INFORMATION PAPER

**Subject: UPDATE OF MCBO 12451.3A**

1. Purpose To obtain the Commander's signature on the enclosed Base Order on Tab (B).

2. Key Points

a. This Order has been updated to reflect changes IAW the 5400 Bulletin as well as procedural changes in submitting incentive awards.

b. Once signed, this Order will be published and placed on the Base Web Site for access by MCINCR-MCBQ personnel.

Jamie Deets  
Civilian Manpower Branch  
703-784-3101



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5102

MCINCR-MCBQO 12451.3A  
B 015  
18 Apr 16

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO  
ORDER 12451.3A

From: Commander  
To: Distribution List

Subj: CIVILIAN EMPLOYEE INCENTIVE AWARDS

Ref: (a) DON Human Resources Implementation Guidance, Subchapter 451.1  
(b) MCBO 12451.1A  
(c) MCBO 12451.2A  
(d) MCBO 12450.2A

Encl: (1) Instructions for Submitting Civilian of the Quarter Nominations  
(2) Instructions for Submitting Civilian of the Year Nominations  
(3) Instructions for Submitting Outstanding Service Award Nominations  
(4) Nominations for Monetary Incentive Awards for Special Acts and On the Spot Awards  
(5) Criteria for Dollar Amount of an Award

1. Situation. To publish instructions for governing the administration of civilian employee incentive awards.

2. Cancellation. MCBO 12451.3

3. Mission. This Order applies to appropriated fund civilian employees working for Marine Corps Installations Command National Capital Region-Marine Corps Base, Quantico (MCINCR-MCBQ), which includes Headquarters & Service Battalion, Security Battalion, and Marine Corps Air Facility.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. For any organization, the workforce is its most valuable resource. Per reference (a) through (d), the primary purpose of awards is to encourage all personnel to participate in improving the efficiency, economy, and effectiveness of the organizations operations and functions. Recognizing significant contributions to the mission boosts morale, increases productivity, enthusiasm and creates a positive command environment.

(2) Concept of Operations

(a) Supervisors shall nominate employees for awards in accordance with this Order and the instructions contained within enclosures (1) through (5).

(b) Award submissions will be boarded and selected in accordance with the guidelines and procedures outlined in this Order. All submissions must contain required signatures from supervisory chain of command.

(c) Awards shall be presented in a ceremony whenever practical. Active participation by awardees and their supervisors is highly encouraged.

b. Subordinate Element Missions

(1) G-1 shall:

- a. Coordinate boards.
- b. Announce nomination deadlines.
- c. Collect all nomination packages.
- d. Oversee the award approval process.
- e. Ensure the contents of this Order are followed.
- f. Track awards issued as required.

g. Submits approved awards to Office of Civilian Human Resources (OCHR) via Human Resources and Organizational Management (HROM) office for processing.

(2) Divisions, Battalions and Special Staff Sections:

- a. Submit Nominations.
- b. Adhere to all Orders and Instructions concerning awards.
- c. Ensure that nominations do not exceed amount of funds or time off allowance allocated to them.
- d. Ensure award spreadsheets are submitted once awards are approved including all required documentation unless otherwise specified.

5. Administrative Instructions

a. Quarterly Awards Boards

(1) The board will be designated by the Commander, MCINCR-MCBQ, and will be made up of not less than three voting representatives from organizations applicable to this Order, and one American Federal Government Employee (AFGE), Local 1786 member.

(2) The board will physically meet and determine which nominations are recommended to receive awards and what the award should be.

(3) A designee from the MCINCR-MCBQ G-1, Civilian Manpower Branch, will act as the administrator for this board.

b. Monetary Incentive Awards Board

(1) If a board is required, it will be made up of Comptroller Division and no less than five principal officials, commanding officer or

director, from divisions and/or battalion level commands applicable to this Order.

(2) A designee from the MCINCR-MCBQ G-1, Civilian Manpower Branch, will act as the administrator for this board.

(3) Since it may not be necessary to meet regularly:

a. Members of the board will be designated based on availability, which will be coordinated by the MCINCR-MCBQ G-1.

b. Recommendations will be forwarded to the board electronically, i.e. email, SharePoint or electronic staffing system. Votes and alternate dollar amount recommendations will then be collected electronically and compiled by the MCINCR-MCBQ G-1.

(4) The board administrator will forward the board results and recommendations to the appropriate authority for approval or disapproval.

(5) If the employee receiving an award is not presented the award during the Length of Service Ceremony, the organization submitting the award recommendation will facilitate an appropriate ceremony to recognize the employee.

c. Funding of Cash Awards

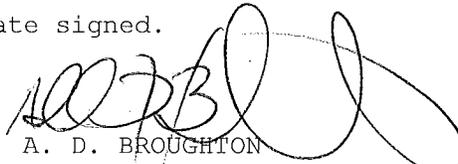
(1) Each year DON and HQMC M&RA determines the amount of funding for impact/performance awards, and hours for time-off awards. The cash amount is a percentage of total salaries from the end of the previous fiscal year. Time-off hours are also determined annually by DON and HQMC M&RA.

(2) The MCINCR-MCBQ includes both UIC 00260 and 00264. Cash awards are charged to the UIC the employee is currently assigned. In most cases the cost will be borne by the UIC an awardee is assigned. However, if necessary and coordinated, funds can be realigned to UIC 00260 at the discretion of the MCINCR-MCBQ Comptroller.

6. Command and Signal

a. This Order is applicable to MCINCR-MCBQ appropriate funds civilian employees.

b. This Order is effective the date signed.

  
A. D. BROUGHTON  
Chief of Staff

DISTRIBUTION: A

**INSTRUCTIONS FOR SUBMITTING NOMINATIONS  
FOR CIVILIAN OF THE QUARTER**

1. Description of Award. The Civilian of the Quarter will receive a Certificate of Appreciation, a \$500.00 cash award and a 32-hour time off award.

2. Nomination Requirements. Assistant Chiefs of Staff/Directors/Battalion Commanders and Special Staff Heads may submit nominations for one Junior and one Senior Civilian of the Quarter.

a. Junior Civilians are GS10 or below/salary equivalent.

b. Senior Civilians are GS11 or above/salary equivalent.

3. Criteria for Award. This award is designed to recognize a civilian employee for distinguished or extraordinary service to his/her organization each calendar quarter. The basis for the nomination is as follows:

a. The performance or service being recognized must cover the entire calendar quarter. A single short-term accomplishment is not a sufficient basis for this award. Rather, performance or service during the entire quarter must be exceptional when measured against the position requirements and should far exceed contributions and service of others with comparable responsibilities.

b. Typical contributions of employees nominated for this award include unusual efforts or leadership in accomplishing work; contributions to improvement in organizational efficiencies; superior customer service; significant contributions to the public good; creativity and initiative in overcoming challenges and obstacles.

4. Nomination Process/Responsibilities

a. Nominating Official

(1) Supervisors will prepare a nomination using the, page 3 of this enclosure, and forward it through the employee's supervisory chain to the G-1.

(2) The union (AFGE, Local 1786) may also recommend an employee for this award by submitting a completed worksheet to the first line supervisor. Nominations must include a written justification for the nomination. The first line supervisor shall forward the nomination, with an accompanying endorsement recommending approval/disapproval, through the supervisory chain to the Civilian Manpower Branch.

(3) The worksheet must include a justification that fully describes the performance or service during the quarter that forms the

basis for the award. Include specific examples of performance or service that is exceptional when measured against position requirements. Explain how the performance or service exceeded those of others with comparable responsibilities.

(4) List all awards received by the nominee based on performance or service during the quarter upon which this nomination is based.

b. Assistant Chiefs of Staff/Directors/Battalion Commanders and Special Staff Heads

(1) Assistant Chiefs of Staff, Directors, Special Staff Heads and Battalion Commanders will carefully review each nomination received to determine which one junior and one senior nomination best meets the criteria for the award.

(2) The one junior and one senior nomination selected will be forwarded or emailed to the Civilian Manpower Branch with an appropriate endorsement.

(3) Nominee's selected by the Awards Board, will be submitted for approval by the Commander MCINCR-MCBQ.

(4) Once approved, the Assistant Chiefs of Staff/Directors/Battalion Commanders and Special Staff Heads will be provided with a Certificate of Appreciation for presentation to the employee in an appropriate ceremony. Leadership will ensure a Request for Personnel Action is prepared to process the cash award and time-off award.

5. Deadline for Nominations. Civilian Manpower Branch will announce the due date for nominations each quarter. Nominations received after the deadline will be returned without action.

6. Non-Selection. The Board may elect to recommend any nominee's contribution be recognized with an Outstanding Service Award. At a minimum, nominees will receive a Letter of Appreciation and 8-hour time-off award.

**NOMINATION FOR CIVILIAN JUNIOR/SENIOR OF THE QUARTER**

|                                     |   |           |           |     |     |           |           |           |           |
|-------------------------------------|---|-----------|-----------|-----|-----|-----------|-----------|-----------|-----------|
| 1. Name of Nominee                  |   |           |           |     |     |           |           |           |           |
| 2. Title/Grade of Nominee           |   |           |           |     |     |           |           |           |           |
| 3. Organization                     |   |           |           |     |     |           |           |           |           |
| 4. Calendar Quarter<br>(Circle One) | <table border="0"> <tr> <td>1st</td> <td>2nd</td> <td>3rd</td> <td>4th</td> </tr> <tr> <td>(Jan-Mar)</td> <td>(Apr-Jun)</td> <td>(Jul-Sep)</td> <td>(Oct-Dec)</td> </tr> </table> | 1st       | 2nd       | 3rd | 4th | (Jan-Mar) | (Apr-Jun) | (Jul-Sep) | (Oct-Dec) |
| 1st                                 | 2nd   | 3rd       | 4th       |     |     |           |           |           |           |
| (Jan-Mar)                           | (Apr-Jun)   | (Jul-Sep) | (Oct-Dec) |     |     |           |           |           |           |

Record of Nomination and Approvals:

|                     |    | SIGNATURE/TITLE  | DATE |
|---------------------|----|--|------|
| NOMINATING OFFICIAL |    | PRESIDENT, AFGE, LOCAL 1786<br>(Complete only if nomination is made by AFGE) |      |
|                     |    | FIRST LINE SUPERVISOR  |      |
| CONCUR?             |    |  |      |
| YES                 | NO |  |      |
|                     |    | BRANCH HEAD  |      |
|                     |    | DIVISION/ACTIVITY DIRECTOR/COMMANDING OFFICER                                |      |
| RECOMMENDED?        |    |  |      |
|                     |    | AWARDS COMMITTEE OR CHIEF OF STAFF   |      |

Nominating Official Requirement:

a. Attach a justification that fully describes the performance or service during the quarter that forms the basis for the award. Include specific examples of performance or service that is exceptional when measured against position requirements. Explain how the performance or service exceeded those of others with comparable responsibilities.

b. List below all awards received by the nominee based on performance or service during the quarter upon which this nomination is based.

c. Date of nominee's last promotion: \_\_\_\_\_

d. Has the nominee been compensated through paid overtime or compensatory time for the performance or service that forms the basis for this nomination? [ ] Yes [ ] No

**INSTRUCTIONS FOR SUBMITTING NOMINATIONS  
FOR CIVILIAN OF THE YEAR**

1. Description of Award. The Civilian of the Year will receive a Certificate of Appreciation, a \$750.00 cash award and a 40-hour time off award. The first runner up will receive a Certificate of Appreciation, a \$500.00 cash award and a 32-hour time off award.

2. Nomination Requirements. Assistant Chiefs of Staff/Directors/ Battalion Commanders and Special Staff Heads may submit nominations for one Junior and one Senior Civilian of the Year.

a. Junior Civilians are GS10 or below/salary equivalent.

b. Senior Civilians are GS11 or above/salary equivalent.

3. Criteria for Award. This award is designed to recognize a civilian employee for distinguished or extraordinary service to his/her organization each calendar year. The basis for the nomination is as follows:

a. The performance or service being recognized must cover the entire calendar year. A single short-term accomplishment is not a sufficient basis for this award. Rather, performance or service during the entire year must be exceptional when measured against the position requirements and should far exceed contributions and service of others with comparable responsibilities.

b. Typical contributions of employees nominated for this award include unusual efforts or leadership in accomplishing work, contributions to improvement in organizational efficiencies, superior customer service, significant contributions to the public good, and creativity and initiative in overcoming challenges and obstacles.

4. Nomination Process/Responsibilities

a. Nominating Official

(1) Supervisors will prepare a nomination using the worksheet, page 3 of this enclosure and forward it through the employee's supervisory chain to the G-1.

(2) The union (AFGE, Local 1786) may also recommend an employee for this award by submitting a completed worksheet to the first line supervisor. Nominations must include a written justification for the nomination. The first line supervisor shall forward the nomination, with an accompanying endorsement recommending approval/ disapproval, through the supervisory chain to the Civilian Manpower Branch.

(3) The worksheet must include a justification that fully describes the performance or service during the year that forms the basis for the award. Include specific examples of performance or service that is exceptional when measured against position requirements. Explain how the performance or service exceeded those of others with comparable responsibilities.

(4) List all awards received by the nominee based on performance or service during the year upon which this nomination is based.

b. Assistant Chiefs of Staff/Directors/Battalion Commanders and Special Staff Heads

(1) Assistant Chiefs of Staff, Directors, Battalion Commanders or Special Staff Heads will carefully review each nomination received to determine which one junior and one senior nomination best meets the criteria for the award.

(2) The one junior and one senior nomination selected will be forwarded or emailed to the Civilian Manpower Branch with an appropriate endorsement.

(3) If the nominee is selected by the Awards Board, the award will be submitted for approval by the Commander MCINCR-MCBQ.

(4) Once approved, the Assistant Chiefs of Staff/Directors/Battalion Commanders and Special Staff Heads will be provided with a Certificate of Appreciation for presentation to the employee in an appropriate ceremony. Leadership will ensure a Request for Personnel Action is prepared to process the cash award and time-off award.

5. Deadline for Nominations. Civilian Manpower Branch will announce the due date for nominations each year. Nominations received after the deadline will be returned without action.

6. Non-Selection. The Board may elect to recommend any nominee's contribution be recognized with an Outstanding Service Award. At a minimum, nominees will receive a Letter of Appreciation and 16-hour time-off award.

**NOMINATION FOR CIVILIAN OF THE YEAR**

|                           |  |
|---------------------------|--|
| 1. Name of Nominee        |  |
| 2. Title/Grade of Nominee |  |
| 3. Organization           |  |
| 4. Calendar Year          |  |

Record of Nomination and Approvals:

|                     |    | SIGNATURE/TITLE  | DATE |
|---------------------|----|--|------|
| NOMINATING OFFICIAL |    | PRESIDENT, AFGE, LOCAL 1786<br>(Complete only if nomination is made by AFGE) |      |
|                     |    | FIRST LINE SUPERVISOR  |      |
| CONCUR?             |    |  |      |
| YES                 | NO |  |      |
|                     |    | BRANCH HEAD  |      |
|                     |    | DIVISION/ACTIVITY DIRECTOR   |      |
| APPROVED?           |    |  |      |
|                     |    | AWARDS COMMITTEE OR CHIEF OF STAFF, MCB                                      |      |

Nominating Official Requirement:

a. Attach a justification that fully describes the performance or service during the year that forms the basis for the award. Include specific examples of performance or service that is exceptional when measured against position requirements. Explain how the performance or service exceeded those of others with comparable responsibilities.

b. List below all awards received by the nominee based on performance or service during the quarter upon which this nomination is based.

c. Date of nominee's last promotion: \_\_\_\_\_

d. Has the nominee been compensated through paid overtime or compensatory time for the performance or service that forms the basis for this nomination?

Yes       No

**INSTRUCTIONS FOR SUBMITTING QUARTERLY NOMINATIONS  
FOR OUTSTANDING SERVICE AWARD**

1. Description of Award. Employees or groups/teams will receive a Letter of Appreciation, and individuals will receive up to a \$200.00 cash award and a 16-hour time-off award. The final amount will be determined by the awards board.

2. Nominations. Assistant Chiefs of Staff/Directors/Battalion Commanders and Special Staff Heads may nominate multiple employees or a group/team of employees for this award.

3. Criteria for Award. This award is designed to recognize groups or individual employees for accomplishments that promote the mission of the organization. The basis for the nomination is as follows:

a. The performance or service being recognized must be a single short-term accomplishment which shows the individual or group went beyond normal expected duties to provide exceptional service to customers; to assist the organization in making improvements; or to assist with the completion of a special project.

b. This award is based on performance or service that is narrower in scope and more limited in application action than that which is generally used as a basis for special act or service awards. It may cover a single task or work assignment that is exceptionally well done or a relatively minor but of noteworthy achievement. The award is designed to address those aspects of performance or service which typically go unrecognized but which are worthy of some level of recognition.

4. Nomination Process/Responsibilities

a. Nominating Official

(1) Any employee or supervisor may nominate another employee or group of employees for this award by using the worksheet, page 3 of this enclosure, and forwarding it to the supervisor(s) of the individual or group/team. The first line supervisor shall forward the nomination, with an accompanying endorsement recommending approval/disapproval, through the supervisory chain to the Civilian Manpower Branch.

(2) The worksheet must include a justification that fully describes the performance or service during the year that forms the basis for the award. Include specific examples of performance or service that is exceptional when measured against position requirements. Explain how the performance or service exceeded those of others with comparable responsibilities.

(3) List all awards received by the nominee based on performance or service during the quarter upon which this nomination is based.

b. Assistant Chiefs Of Staff/Directors/Special Staff  
Heads/Battalion Commanders

(1) Forward all nominations received to the Civilian Manpower Branch.

(2) The nomination will be physically forwarded or emailed to the Civilian Manpower Branch with an appropriate endorsement.

(3) If the award nomination is ultimately approved by the Base Commander, the Assistant Chiefs of Staff/Directors/Battalion Commanders and Special Staff Heads will be provided with a Letter of Appreciation for presentation to the employee in an appropriate ceremony. Leadership will ensure that a Request for Personnel Action is prepared to process cash awards and time off awards.

5. Deadlines for Nominations. Nominations for Outstanding Service Awards may be submitted at any time however, the board will make a selection quarterly as described above. It is therefore recommended that nominations be submitted on the same timeframe as Civilian of the Quarter nominations.

**NOMINATION FOR OUTSTANDING SERVICE AWARD**

|  |  |
|--|--|
| 1. Name of Nominee (if group, attach list) |  |
| 2. Title/Grade of Nominee                  |  |
| 3. Organization                            |  |

Record of Nomination:

|  | SIGNATURE/TITLE  | DATE |
|--|--|------|
| NOMINATING OFFICIAL:   | PRESIDENT, AFGE, LOCAL 1786<br>(Complete only if nomination is made by AFGE) |      |
|  | OTHER NOMINATING OFFICIAL  |      |
| -----  |  |      |
| VIA:   | FIRST LINE SUPERVISOR  |      |
|  | BRANCH HEAD  |      |
|  | DIVISION/ACTIVITY DIRECTOR/COMMANDING OFFICER                                |      |
| -----  |  |      |
| TO:  | AWARDS COMMITTEE   |      |
| LEVEL OF RECOGNITION APPROVED BY AWARDS COMMITTEE (OR CHIEF OF STAFF, AS APPLICABLE) |  |      |

**Nominating Official Requirements:** Attach a justification that fully describes the accomplishment/service that forms the basis for the award.

**1st Line Supervisor Requirements:**

- a. List below all awards received by the nominee based on the accomplishment upon which this nomination is based.
- b. Date of nominee's last promotion: \_\_\_\_\_
- c. Has the nominee been compensated through paid overtime or compensatory time for the performance or service that forms the basis for this nomination? [ ] Yes [ ] No

**Nominations for Monetary Incentive Awards  
For Special Act and On the Spot Awards**

1. Monetary Incentive Awards. Cash awards that can include nominations of individuals or groups for monetary awards ranging from \$25 to \$5,000.

a. Special Act Award. Special Act Awards are cash awards designed to recognize group or individual achievements of a non-recurring nature. These achievements may be within or outside the employee's normal job responsibilities, and recognize efforts and results that go significantly beyond what is expected. Special Act Awards are used to recognize exceptional accomplishments, such as outstanding achievement, and may be given at any time.

b. On-the-Spot Award. An On-the-Spot Award is the same as a Special Act Award but is limited to \$750, and is generally used to recognize one time achievements that have resulted in service or a work product of exceptionally high quality or quantity.

2. Fund Availability. The amount of funds available for awards is determined by HQMC. It is therefore required that each nomination for a cash award over \$300 include an endorsement of fund availability from the Comptroller controlling funds for the UIC the employee is assigned to (MCBQ UIC 00264 or MCAF UIC 00260).

3. Award Limitations and Approving Authorities

a. Special Act and On-the-Spot Awards of \$300 or less may be approved by Assistant Chiefs of Staff/Directors/Special Staff Heads/Battalion Commanders.

b. On-the-Spot Awards and Special Act Awards for more than \$300, but less than \$750, must be approved by the Chief of Staff. Recommendations for awards over \$300 must include an endorsement as to funds availability from the appropriate Comptroller office.

c. Special Act Awards for more than \$750, but less than \$5,000, require a Monetary Incentive Awards Board recommendation, and must be approved by the Commander MCINCR-MCBQ. Recommendations must include an endorsement as to funds availability from the appropriate Comptroller office.

d. All incentive awards for \$5000 or more must be approved by the Commandant of the Marine Corps.

4. Nominations. Nominations must adhere to the Criteria for Dollar Amounts for Awards as described in Enclosure 5 and are subject to fund availability. Nominations for Special Act and On the Spot Cash Awards will be prepared using the electronic version of the Special Act and On the Spot Awards:

**Special Act and On the Spot Award Nomination Form**

|                                  |  |
|----------------------------------|--|
| 1. Name of Employee Recommended  |  |
| 2. Title/Series/Grade of Nominee |  |
| 3. Organization/Code             |  |
| 4. Award Amount Recommended      |  |

Record of Nomination and Approvals:

|                       | SIGNATURE/TITLE | DATE |
|-----------------------|-----------------|------|
| NOMINATING OFFICIAL   |                 |      |
| APPROVING OFFICIAL    |                 |      |
| APPROVING COMPTROLLER |                 |      |

Nominating Official Requirement:

a. Attach a justification that fully describes the performance or service that forms the basis for the award. Include specific examples of performance or service that is exceptional when measured against position requirements. Explain how the performance or service exceeded those of others with comparable responsibilities.

d. Has the nominee been compensated through paid overtime or compensatory time for the performance or service that forms the basis for this nomination?

Yes     No

**CRITERIA FOR DOLLAR AMOUNT OF AN AWARD**

Please note Funds are limited to a percentage of aggregate of total salaries and awards may not exceed available funds.

| VALUE OF BENEFIT  | EXTENT OF APPLICATION   |   |  |  |
|---|---|---|--|--|
|   | <p>LIMITED</p> <p>Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.</p> | <p>EXTENDED</p> <p>Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.</p> | <p>BROAD</p> <p>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.</p> | <p>GENERAL</p> <p>Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond.</p> |
| <p><b>MODERATE</b></p> <p>Change or modification of an operating principle or procedure with limited use or impact.</p>   | <p>\$25 - \$500</p>   | <p>\$501 - \$750</p>  | <p>\$751 - \$1,000</p>   | <p>\$1,001 - \$1500</p>  |
| <p><b>SUBSTANTIAL</b></p> <p>Substantial change or modification of procedures. Important improvements to the value of a product, activity, program, or service to the public.</p> | <p>\$501 - \$750</p>  | <p>\$751 - \$1,000</p>  | <p>\$1,001 - 1,500</p>   | <p>\$1,501 - \$3,150</p>   |

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|--|--------------------------|--------------------------|--------------------------|---------------------------|
| <p><b>HIGH</b></p> <p>Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.</p>  | <p>\$751 - \$1,000</p>   | <p>\$1,001 - \$1,500</p> | <p>\$1,501 - \$3,150</p> | <p>\$3,151 - \$6,300</p>  |
| <p><b>EXCEPTIONAL</b></p> <p>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.</p> | <p>\$1,001 - \$1,500</p> | <p>\$1,501 - \$3,150</p> | <p>\$3,151 - \$6,300</p> | <p>\$6,301 - \$10,000</p> |