



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

MCBO 12451.3
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MARINE CORPS BASE ORDER 12451.3

From: Commander
To: Distribution List

Subj: CIVILIAN EMPLOYEE INCENTIVE AWARDS

Ref: (a) CDCO 12272.1
(b) DoN CHRM, Subchapter 451.1

Encl: (1) Organizations Using Financial UIC 00264 for Civilian Payroll
(2) Civilian of the Quarter, Instructions for Submitting Nominations
(3) Outstanding Service Award, Instructions for Submitting Nominations
(4) Civilian of the Year, Instructions for Submitting Nominations
(5) NAVMC HQ 959, Special Act and On the Spot Cash Award Nominations
(6) Criteria for Dollar Amount of an Award

1. Purpose. Establish policy governing the administration of civilian employee incentive awards.

2. Applicability. In accordance with reference (a), this Order applies to appropriated fund civilian employees working for the Marine Corps Combat Development Command (MCCDC) under financial UIC 00264 and Marine Corps Base, Quantico (MCBQ). These commands are listed on enclosure (1). Training and Education Command (TECOM) shall develop and publish its own policy and procedures governing civilian incentive awards.

3. Background. For any organization, the workforce is its most valuable resource. 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 powerful motivators.

4. Information

- a. This Order delineates policy for:
- (1) Quarterly Awards and Civilian of the Year.
 - (2) Monetary Incentive Awards.

b. Time-off incentive awards, honorary awards, and length of service and retirement recognition are covered in MCBO 12451.1, MCBO 12451.2 and MCBO 12450.2 respectively.

c. 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.

d. 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.

5. Policy

a. Approval Authority. In accordance with reference (b), the authority to approve awards covered by this Order are:

(1) Quarterly Awards and Civilian of the Year shall be approved by the MCBQ Commander quarterly after an awards board has met and made their recommendation on nominations received.

(2) Special Act and On-the-Spot Awards of \$300 or less may be approved by commanding officers and division directors, to include those directors subordinate to the Director of Capabilities Development Directorate.

(3) On-the-Spot Awards and Special Act Awards for more than \$300, but less than \$750 must be approved by the activity's Chief of Staff or Directorate Director. Recommendations for awards over \$300 must include an endorsement as to funds availability from the MCCDC Comptroller Division.

(4) Special Act Awards for more than \$750, but less than \$5000 require a Monetary Incentive Awards Board recommendation, and must be approved by the MCCDC CG. Recommendations must include an endorsement as to funds availability from the MCCDC Comptroller Division.

(5) In accordance with reference (b), all incentive awards for more than \$5000 must be approved by the Commandant of the Marine Corps.

b. Quarterly Awards and Civilian of the Year

(1) Civilian of the Quarter and Civilian of the Year.

Employees will compete in one of two categories. The result will be awardees for:

(a) Junior Civilian of the Quarter or Year. GS-10 or equivalent and below.

(b) Senior Civilian of the Quarter or Year. GS-11 or equivalent and above.

(2) Civilian of the Quarter. Each battalion level command, division or equivalent may only nominate one junior and one senior employee. Specific information, instructions and a nomination form for this award is attached as enclosure (2).

(3) Outstanding Civilian Service. Each battalion level command, division or equivalent may nominate multiple employees or a group/team of employees for this award. Specific information, instructions and a nomination form for this award is attached as enclosure (3).

(4) Civilian of the Year. Each battalion level command, division or equivalent may only nominate one junior and one senior employee. Specific information, instructions and a nomination form for this award is attached as enclosure (4).

c. Monetary Incentive Awards. Recommendations will be prepared using the electronic version of NAVMC HQ 959, enclosure (5), and must adhere to the criteria in enclosure (6). NAVMC HQ 959 can be found at the following website:
<http://192.156.19.109/ar/mcefs.nsf/f533bf8b74021a9f852562370040c76f/5c427ac4aa08d56285257612004399f4?OpenDocument>

d. Awards shall be presented in a ceremony whenever practical.

e. The MCCDC G-1, Civilian Manpower Branch will coordinate boards, award approval process and ensure the contents of this Order are followed.

6. Administrative Instructions

a. Quarterly Awards Board

(1) The board will be designated annually by the MCBQ Commander, and will be made up of not less than three voting representatives from organizations applicable to this Order, and two AFGE, Local 1786 members.

(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 MCCDC G-1, Civilian Manpower Branch, will act as the administrator for this board.

b. Monetary Incentive Awards Board. If a board is required, in accordance with paragraph 5, due to the monetary amount recommended:

(1) The board will be made up of Comptroller Division and Human Resources and Organizational Management Quantico representative, and no less than five principal officials, commanding officer or director, from divisions and/or battalion level commands applicable to this Order.

(2) 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 MCCDC G-1, Civilian Manpower Branch.

(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 MCCDC G-1, Civilian Manpower Branch.

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

(4) The board administrator will forward the board results and recommendations to the appropriate authority, in accordance with paragraph 5a, for approval or disapproval.

c. If or when the award is approved:

(1) The organization submitting the award recommendation will prepare the Request for Personnel Action (RPA), attach the approval documentation and submit it to the Human Resource Center-South East via the G-1 DCPDS box for processing and payment. If the organization has less than 10 civilians on their Table of Organization, the Civilian Manpower Branch will prepare the RPA.

(2) The organization submitting the award recommendation will facilitate an appropriate ceremony to recognize the employee.

/s/
D. J. CHOIKE

DISTRIBUTION: A

**ORGANIZATIONS USING FINANCIAL UIC 00264
FOR
CIVILIAN PAYROLL**

Deputy Commandant for Combat Development and Integration

Marine Corps Combat Development Command

Marine Corps Warfighting Lab

Marine Forces Cyber Command

Marine Corps Base, Quantico

Headquarters and Service Battalion, Quantico

Security Battalion, Quantico

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

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. 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.

3. Nomination Process/Responsibilities

a. Nominating Official

(1) Supervisors will prepare a nomination using the form that follows these instructions and forward it through the employee's supervisory chain to the Civilian Manpower Branch.

(2) The union (AFGE, Local 1786) may also recommend an employee for this award by submitting a nomination to the first line supervisor, using the form that follows these instructions. 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.

b. Assistant Chiefs of Staff/Directors/Commanding Officers

(1) Assistant Chiefs of Staff, activity directors or commanding officers will carefully review each nomination received to determine which one junior and one senior nomination best meets the criteria for the award.

ENCLOSURE (2)

(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 award nomination is ultimately approved by the Awards Board and Chief of Staff, the activity director/commanding officer will be provided with a Certificate of Appreciation for presentation to the employee in an appropriate ceremony. The division director/commander will ensure a Request for Personnel Action is prepared to process the cash award and time-off award.

4. 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.

5. 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 OF THE QUARTER

1. Name of Nominee	
2. Title/Grade of Nominee	
3. Organization	
4. Calendar Quarter (Circle One)	1st (Jan-Mar) 2nd (Apr-Jun) 3rd (Jul-Sep) 4th (Oct-Dec)

6. Record of Nomination and Approvals:

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

7. To Be Completed By Nominating Official

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

ENCLOSURE (2)

**OUTSTANDING SERVICE AWARD
INSTRUCTIONS FOR SUBMITTING NOMINATIONS**

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. 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.

3. Nomination Process/Responsibilities

a. Nominating Official. Any employee may nominate another employee or group of employees for this award by using the form at the end of these instructions 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.

b. Assistant Chiefs Of Staff/Activity Directors/Commanding Officers

(1) Assistant Chiefs of Staff, activity directors or commanding officers will 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.

ENCLOSURE (3)

(3) If the award nomination is ultimately approved by the Quarterly Awards Board and Chief of Staff, the activity director/commanding officer will be provided with a Letter of Appreciation for presentation to the employee in an appropriate ceremony. The division director/commander will ensure that a Request for Personnel Action is prepared to process cash awards and time off awards.

4. Deadlines For Nominations. Nominations for Outstanding Service Awards may be submitted at anytime, with consideration of the awards on the same schedule as for Civilian of the Quarter awards. Nominations for Outstanding Service Awards received by the cutoff dates for Civilian of the Quarter will be considered when the Awards Committee meets to consider those awards. Awards received after the cutoff date will be held until consideration of the next Civilian of the Quarter.

NOMINATION FOR OUTSTANDING SERVICE AWARD

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

5. Record of Nomination:

	SIGNATURE/TITLE	DATE
NOMINATING OFFICIAL:	PRESIDENT, AFGE, LOCAL 1786 (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)		

6. TO BE Completed By Nominating Official

a. Attach a justification that fully describes the accomplishment/service that forms the basis for the award.

7. To Be Completed By 1ST Line Supervisor

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

ENCLOSURE (3)

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

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. 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; creativity and initiative in overcoming challenges and obstacles.

3. Nomination Process/Responsibilities

a. Nominating Official

(1) Supervisors will prepare a nomination using the form that follows these instructions and forward it through the employee's supervisory chain to the Civilian Manpower Branch.

(2) The union (AFGE, Local 1786) may also recommend an employee for this award by submitting a nomination to the first line supervisor, using the form that follows these instructions. 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.

b. Assistant Chiefs Of Staff/Directors/Commanding Officers

(1) Assistant Chiefs of Staff, activity directors or commanding officers will carefully review each nomination

ENCLOSURE (4)

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 award nomination is ultimately approved by the Awards Board and Chief of Staff, the activity director/commanding officer will be provided with Certificates of Appreciation for presentation to the employees in an appropriate ceremony. The division director/commander will ensure a Request for Personnel Action is prepared to process the cash awards and time-off awards.

4. 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.

5. 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	

6. Record of Nomination and Approvals:

NOMINATING OFFICIALS		SIGNATURE/TITLE	DATE
		PRESIDENT, AFGE, LOCAL 1786 (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	

7. To Be Completed By Nominating Official

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

ENCLOSURE (4)

CRITERIA FOR DOLLAR AMOUNT OF AN AWARD

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>MODERATE</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>SUBSTANTIAL</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>
<p>HIGH</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>EXCEPTIONAL</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>