



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATION NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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QUANTICO, VIRGINIA 22134-5001

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MCINCR-MCBQBul 5-26
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MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS
BASE QUANTICO BULLETIN 5-26

From: Commander, Marine Corps Installations National Capital Region-Marine Corps Base
Quantico

To: Distribution List

Subj: DEFENSE PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM
PERFORMANCE AWARD REVIEW BOARD BUSINESS RULES, DEFENSE
AGENCY AND DEPARTMENT OF WAR FIELD ACTIVITY DIRECTORS

Ref: (a) Letter of Instruction for Awards Under the Defense Performance Appraisal Program
for the 2026 Rating Cycle and the Fiscal Year 2026 Awards Spending for 14 May
2026

(b) Memorandum For Senior Pentagon Leadership, Defense Agency and
DOW Field Activity Directors

Encl: (1) Performance Award Review Board Business Rules
(2) Performance Award Review Board Chart
(3) Timeline
(4) Rating Official Recommendation Form
(5) Non Disclosure Agreement

1. Situation. This Bulletin establishes policy and procedures for Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) concerning performance-based awards for civilian employees covered by the Defense Performance Management and Appraisal Program (DPMAP). This Bulletin is implemented in accordance with the referenced guidance. This guidance applies to all appropriated fund (APF) employees assigned to MCINCR-MCBQ who are covered by DPMAP.

2. Mission. At the conclusion of the 2026 appraisal cycle, employees will receive annual appraisals and ratings of record. The Performance Awards Review Board (PARB) will then convene to determine awards for each eligible employee. Eligible employees may receive cash awards, time-off awards, or a combination of both. The board may also grant Quality Step Increases (QSIs). In accordance with reference (b), a new DPMAP interim cycle will begin on 1 April 2026 and conclude on 30 September 2026. The guidance established in this Bulletin applies to both appraisal cycles.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

3. Execution

a. Commander's Intent. Employees who receive a rating of record of 3, Fully Successful, or 5, Outstanding, are eligible for consideration for an award; however, awards are neither mandatory nor guaranteed at any rating level. The Rating Official (RO) will submit award recommendations to the Higher Level Reviewer (HLR) using enclosure (1). After the HLR signs the recommendation, the RO will provide the signed document to the PARB administrator.

b. Concept of Operations

(1) PARB. The PARB will ensure awards are distributed fairly and adhere to merit system principles. The PARB cannot change performance ratings; its role is limited to award decisions.

(a) Employees who receive a rating of record of 3, Fully Successful, or 5, Outstanding, may be considered for an award. The Performance Award Review Tool (PART) calculates an initial award amount using a common share value based on the salaries and summary ratings of employees covered by the PARB. The PARB may adjust these preliminary amounts based on final appraisal assessments and the business rules established in enclosure (3). As a result, not all eligible employees will receive an award. Rating Officials and Higher Level Reviewers must ensure that each appraisal narrative includes supporting attributes that align with the employee's rating of record. After the results from each subordinate PARB are consolidated into the official MCINCR-MCBQ PART and Quality Step Increase (QSI) decisions are finalized, the PART automatically recalculates and balances the award amounts. As a result, the final dollar amount of a cash award may differ from the preliminary amounts reflected in the subordinate PARB results.

(b) PARB chairperson, member, and administrator will utilize appropriate safeguards to protect employee information, and all will sign non-disclosure agreement (NDA), per enclosure (5). The PARB will consist of the following:

1. Sub-PARBs. Each Sub-PARB will consist of a Chairperson as shown in enclosure (2), at least 2 members and an administrator. In some instances, the administrator may also be a member of the board.

(c) PARB Members. The PARB Members will be Assistant Chiefs of Staff and Division Directors who serve as chairs of the Sub-PARBs. Members must have adequate knowledge of the performance of employees whose awards are being considered by the PARB and may be called upon to address performance contributions of the employee along with obstacles the employee may have encountered during the appraisal period.

(d) PARB Administrator. The PARB Administrator will manage all administrative requirements for the PARB, including operating the PART. The administrator is responsible for the following:

1. Ensuring NDAs found in enclosure (5) are signed and maintained for all PARB and Sub-PARB chairpersons, members, and administrators.

2. Populating the PART with required data elements and providing additional material necessary for the PARB review process.

3. Providing populated PART to Sub-PARBs for use during PARB discussions.

4. Providing PART training for Sub-PARB Administrators.

5. Running all the necessary reports, tracking decisions and monitoring funding levels during the proceedings.

6. Using the “wildcard” columns on the PART to document reasons for PARB decisions as necessary.

7. Retaining the final PART for two years as required by reference (a).

8. Submitting award spreadsheets to HROM for submission to OCHR for processing.

9. Submitting additional RPAs as necessary for specially situated employees to receive awards.

(2) PART. The PART will be used by the PARB during deliberation and to record final award decisions. Data will be uploaded from automated systems to minimize errors. Each Sub-PARB will submit their PART to the Performance Award Program Manager, to be aggregated into the MCINCR-MCBQ PART.

(3) After ratings are entered, the PART calculates a share value and initial cash award amount for Fully Successful and Outstanding employees. The share value is consistent for all employees and, combined with the average rating, determines a percentage used to calculate the initial cash award.

(4) The PART automatically calculates the average rating by dividing the sum of element ratings by the number of elements, allowing for performance-based awards to reflect varying performance levels within each rating.

(5) When cash award amounts are adjusted, the PART recalculates awards for all employees to remain within the budget. The PARB administrator must ensure the PART is balanced during changes.

c. Coordinating Instructions

(1) Awards Funding. Department of War (DoW) and Department of the Navy (DoN) issue annual award limitations based on Official of Personnel Management guidance. Within those parameters, MCICOM determines the available funding for both cash awards and QSIs. The FY26 restrictions are outlined below.

(a) Cash Awards. Cash or percentage of Manage-to-Payroll is allocated to performance rating-based awards.

(b) Commander, MCINCR-MCBQ. May approve awards up to 10% of basic pay (not to exceed \$7,500).

(c) CMC approval. Required for awards of up to 10% of basic pay (not to exceed \$10,000).

(2) Employees rated 3-Fully Successful may receive up to 5% of their base pay. Employees rated 5-Outstanding may receive up to 10% of their base pay.

(3) Five percent of the awards budget must be used to reward supervisors who were rated 5 Outstanding on the holding employees accountable critical element plus at least one other Critical Element.

(a) QSIs. Funding for QSIs is separate from the pool used for cash awards. QSIs creates an ongoing salary obligation; MCINCR-MCBQ will exercise caution in awarding QSIs. Only employees who have documented sustained Outstanding ratings will be eligible for a QSI, and sustained high performance is expected. QSIs may not be granted at the same time as cash awards.

(b) Time Off Awards. The PARB will consider wage costs and productivity loss when granting time-off awards, ensuring the amount is commensurate with the contribution. Time off may be awarded alone or in addition to cash awards or QSIs.

4. Administration and Logistics

a. Timeline. The timeline outlined in enclosure (3) will be followed for:

(1) DPMAP cycle from 1 April 2025 and ending on 31 March 2026. Performance-based awards may not be processed with an effective date prior to 1 June 2026, even if the PARB completes deliberations earlier.

(2) DPMAP Interim cycle will begin on 1 April 2026 and end on 30 September 2026. Performance awards may be given for this shortened appraisal cycle using FY2027 budget. Awards should be effective no earlier than 1 December 2026.

b. Grievances. Decisions regarding award receipt, amount, or type are not subject to administrative or negotiated grievance procedures.

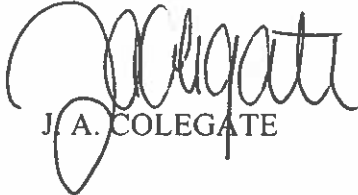
c. Records Management. In accordance with reference (a), PARB records will be retained for two years.

5. Command and Signal

a. Employee notification will occur after the Commander, MCINCR-MCBQ, has rendered final decisions on PARB recommendations. The G-1 will facilitate notification to affected employees.

b. Point of contact regarding this matter is G-1 Manpower Civilian Directorate.

c. This bulletin is effective upon publication and remains in effect until superseded.



J. A. COLEGATE

Distribution List: A

PERFORMANCE AWARD REVIEW BOARD BUSINESS RULES

MCINCR-MCBQ

1. Mandatory PARB Business Rules. The business rules listed below reflect policy and regulatory requirements which must be adhered to across all PARBs and Sub-PARBs. Additional rules may be added only with the approval of the PARB Chair.

- a. An employee is not entitled to an award, regardless of the rating level.
- b. PARBs do not have the authority to change the rating of the employee.
- c. To be eligible for a QSI, the employee must occupy a permanent position and be rated Outstanding. The written appraisal must support the rating. The employee must be below step 10 (step 12 for employees under Cyber Excepted Service [CES]) and not have received a QSI in the prior 52 weeks. Additionally, the high level of performance must be expected to continue.
- d. An employee may not receive both a cash award and a QSI in the same rating period. QSI Candidates will be boarded separately for approval by the MCINCR-MCB Quantico Commander or Chief of Staff. Chairs of the Sub-PARBs will serve on the QSI board with the Chief of Staff as the Chair. Any board members nominated for a QSI must leave the area when their nomination is discussed. A copy of the QSI Nominee appraisal is to be submitted with the PART to G-1. PARBs will apply cash awards for consideration in the PART Tool for the employee recommended a QSI, in the event of non-selection. Once QSIs are granted, cash awards will be evenly divided throughout the PARB.
- e. The maximum number of time off hours that may be awarded based on a rating of record is 40 hours; a maximum of 80-time off award hours may be granted in a 12-month period. The PARB Chair members must use the below table for awarding time off.

Summary Rating Range	Maximum Hours Permitted
3.0 - 3.79	24
3.80 - 4.29	32
4.3 - 5.0	40

- f. Time off awards may be given in addition to, or in lieu of, cash awards and QSIs.
- g. When a QSI will put an employee into Step 4 or 7, care will be taken to ensure the QSI is in the best interest of the employee due to the placement in a longer waiting period for within-grade increases. The Performance Program Manager will review nominations for potential harm to the employee prior to the QSI Board deliberations, however, G-1, CMB staff may be contacted as needed for clarification on WGI timelines and impacts.

h. In accordance with reference (a), the approving authority was delegated to the Commandant of the Marine Corps (CMC) to approve ratings-based and non-ratings-based awards exceeding \$10,000 per individual up to \$25,000 per individual. Recommended performance awards at or above \$7,500 require further review and concurrence from the MCINCR-MCB Quantico Commander or Chief of Staff.

(1) Per reference (a), employees rated fully successful may be awarded cash up to 5% of their basic salary. Employees rated 5-Outstanding may be awarded cash up to 10% of their basic salary. In instances of Exceptional Performance, 20% may be granted, subject to applicable approval authority.

(2) Per reference (a) 5% of the award budget must be awarded to Supervisors rated 5 Outstanding on the Holding Employees Accountable Critical Element and at least one other Critical Element.

i. Care will be taken to ensure similarly situated employees with like performance ratings are rewarded in a consistent manner.

j. The PARBs should consider all aspects of an individual's compensation profile when making awards decisions, to include recent promotions, within-grade increases, and monetary awards paid out during the performance cycle. Individuals who received the DOW Bonus are not eligible for Cash Awards.

k. The PARB Members and Administrators may not participate in making decisions about their own awards and must exit the meeting when their award is being considered. The PARB Members and the PARB Administrator will utilize appropriate safeguards to protect employee information.

2. Performance Recognition for MCINCR-MCBO

a. The PARB performance awards process may grant a cash award, time off award or a combination of both to recognize employees. A QSI may be given to the highest performers with approval by the Base Commander.

b. Employees must be evaluated over a 90 day period to be eligible for a rating of record. Employees onboard for less than 90 days or who do not work under an Approved Performance Plan for the required 90 day period are not eligible for an appraisal or award and will not be reviewed by the PARB. This is determined by the onboard date of the employee, the performance plan approval date in the DPMAP plan and guidance from Labor Employee Relations. Only employees on board as of 31 March 2026 are eligible for awards during the May/June PARBs, specifically employees that depart before 31 March 2026 are ineligible.

c. The performance payout may be given to the individual as a cash award, time off award or both.

d. Quality Step Increase (QSI). The QSIs are authorized in limited quantities during the performance award period. Each PARB can submit one nominee for QSI consideration except for

PARBs that have more than 100 employees who may submit one per every 50 GS employees (Wage Grade employees are not eligible for QSI). All submissions will be reviewed and voted on by the QSI Board once all Sub-PARBs have concluded. The MCINCR-MCBQ Commander or Chief of Staff serve as the final approval authority for all QSIs.

e. Supervisors may recognize specific contributions or acts during the year through agency Special Act Awards. Supervisors may not recommend Special Act Awards in lieu of performance awards. Employees should not be awarded for the same act twice, although special acts that are based on performance can be included in PARB deliberations for determination of award amounts.

f. Organizations will ensure transparency in the recognition and rewarding process.

g. If an employee is not recommended for an award by the rating official on the awards recommendation sheet (Enclosure 4), the PARB does not need to review the appraisal for a performance-based award. In this case, the employee will not receive an award, but their salary will still be included in the aggregate salary funding the money for the performance awards.

3. Funding. The funding amount approved by the Commander will be pre-loaded in the Performance Award Review Tool (PART) by Performance Management Program Manager, G-1 CMB. No bonuses may exceed the approved amount.

4. PARB Deliberations

a. To ensure equity and consistency, PARBs will review the rating official award sheets and each employee's final rating of record level, enclosure (4). Award percentages should be calculated automatically by the PART. These percentages can be adjusted based on PARB deliberations but should remain equitable across similarly rated employees.

b. Where practical, rating officials should be members of the PARB reviewing the performance of their employees.

c. PARB Chairs will have their annual appraisal reviewed by the senior staff PARB; past practice has been that their salary has resided in the senior staff PARB. Particular attention must be made to ensure their salary is only counted in one PARB.

d. Board members may not participate in their own appraisal review; members must exit the PARB meeting while their appraisal is being discussed.

e. Employees who are participating in the Deferred Resignation Program (DRP) are not eligible for time off awards.

f. Personnel who have left the command are not eligible for time off awards.

g. Rating of Record Levels. PARBs will review each employee's suggested award amount based on assigned rating of record average level for overall performance using the following standards criteria:

(1) Level 2.9 and below; Unsatisfactory (UA). Did not attain each critical element on time, requiring little supervision or rework. Failed to achieve requirements and the continuation of the goals and mission of the command. Labor Employee Relations MUST be notified of Unsatisfactory performance prior to the rating being issued.

(2) Level 3.0-4.2; Fully Successful (FS). Attained each critical element on time, requiring little supervision or rework. Successfully achieved requirements and ensured the continuation of the goals and mission of the command.

(3) Level 4.3-5.0; Outstanding (OS). Accomplished more than required to a superior level without supervision. Recognized by seniors and peers for outstanding performance. Contributed to the efficiency of the command. Contributions had great impact on the success of the goals and mission of the command.

(4) The PART (tool) will automatically distribute the funding based on the final average rating of record level. Although after the PARB has started their deliberation, the PARB Chair may adjust the percentages or dollar amounts manually.

5. Post PARB Actions

a. Save the PART with PARB approved award data. A copy of the PART will be provided to the G-1, Civilian Manpower, via an email.

b. Collect all non-disclosure agreements for retention. Copies of the agreements will be provided to the Performance Management Program Manager, G-1 CMB, via an email.

c. DPMAP Annual Appraisals must:

(1) Include all relevant signatures and encompass 90 days of observation.

(2) Not include any marks from the rating officials concerning the type or recommended level of award.

(3) Not include any marks on it relating to the deliberations of the PARB.

(4) Not include any marks that identify what the PARB approved.

d. After all the PARBs are complete the results will be consolidated into the MCINCR-MCBQ PART. Results will be provided to PARB Chairs to review for accuracy prior to submission to the Command PARB Chair. Once the Command PARB Chair and Administrator are satisfied with the results, the G-1 will provide the MCINCR-MCBQ Commander consolidated results of all PARBs and QSI Board results for final approval.

e. After the MCINCR-MCBQ Commander has approved the results and OCHR has authorized disclosure of PARB results, notifications generated by the PART will be provided for distribution to employees. In the event notifications cannot be provided via PART, Administrators from each PARB

will be provided with a blank Notification Letter and final PARB results to generate notifications to employees. These letters will be signed by the PARB Chair and delivered to each employee via their supervisor. Copies of the signed notification letters will be provided to the Performance Management Program Manager, G-1 CMB, via an email. It is recommended that the PARB Chair retain these as well.

f. Request for Personnel Action (RPA). An RPA, in the form of PART generated spreadsheets; one for cash awards and one for time-off awards will be submitted to OCHR-San Diego by the Performance Management Program Manager, G-1 CMB via HROM.

MCINCR MCBQ PARB

CHAIR: BASE COMMANDER

EMPLOYEE POOL: ALL MCBQ EMPLOYEES

* ALL SUB-PARB RESULTS FEED INTO PART FOR FINAL APPROVAL BY CO

MCBQ Senior Staff SUB-PARB

Chair: COS MCBQ
Employee pool: MCB Dept Heads,
Executive Assistant, SBA,
Chaplain, Cmd Security Office,
SAPRO

Legal SUB-PARB

Chair: Dir, QACO
Employee pool: QACO, LSSS,
SJA, IG

G-1 SUB-PARB

Chair: Dir, G-1
Employee pool: G-1

G-3 SUB-PARB

Chair: Dir, G-3
Employee pool: G-3

G-4 SUB-PARB

Chair: Dir, G-4
Employee pool: G-4

G-F SUB-PARB

Chair: Dir, G-F
Employee pool: G-F

G-6 SUB-PARB

Chair: Dir, G-6
Employee pool: G-6

G-7 SUB-PARB

Chair: Dir, G-7
Employee pool: G-7

G-8 SUB-PARB

Chair: Dir, G-8
Employee pool: G-8

COMMSTRAT SUB-PARB

Chair: Dir, COMMSTRAT
Employee pool: COMMSTRAT

RCO SUB-PARB

Chair: Dir, RCO
Employee pool: RCO

Safety SUB-PARB

Chair: Dir, Safety
Employee pool: Safety

MCCS SUB-PARB

Chair: Dir, MCCS
Employee pool: MCCS

SecBn SUB-PARB

Chair: XO SecBn
Employee pool: SecBn

Quality Step Increase Board

Chair: COS MCBQ
Members: SUB-PARB Chairs
*Convenes at conclusion of PARBs;
selections provided to CO for approval

Timeline

ACTION/EVENT	DATE
End of appraisal period	31 March
Performance appraisals reviewed, approved, and acknowledged by employee	NLT 30 April
Performance plans for next appraisal period established (i.e., approved by higher level review official and acknowledged by employee)	NLT 30 April
PARB completes award deliberations	NLT 13 June
Completed PART TOOL Submitted to G-1	NLT 16 June
Completed PART TOOL Submitted to HROM	NLT 15 July
Employees notified of award decisions	NLT 15 August

Rating Official Award Recommendation Form

Rating Official						
Higher Level Reviewer						
Organization						
EMPLOYEE NAME	PAY PLAN & GRADE	RATING OF RECORD: OS - Outstanding (4.3 -5.0) FS - Fully Successful (3.0-4.2) UA - Unacceptable (2.9 or lower; any element rated as level 1)	SUMMARY RATING (Score taken from Part E of appraisal form, e.g. 3.5, 4.7)	AWARD(S) RECOMMENDED If time off, state number of hours		
				CASH	QSI	TIME OFF

PROVIDE ANY ADDITONAL INFORMATION YOU WISH THE PARB TO CONSIDER:

If you have recommended an employee for a Quality Step Increase, by signing this form you are certifying the employee has demonstrated sustained performance of a high quality for a significant period of time and that the high quality of performance is expected to continue. You are also certifying the employee is below step 10 of his/her grade and has not received a QSI in the preceding 52 consecutive calendar weeks.

Rating Official signature:	Date:
Higher Level Reviewer signature:	Date:

DPMAP PARB Non-Disclosure Agreement

As a PARB CHAIRPERSON, MEMBER, or ADMINISTRATOR, I participate in, or am privy to, decisions related to DPMAP awards. I understand that PARB deliberations (whether written or oral) are confidential, are for official use only (FOUO), and may include personally identifiable information protected by the Privacy Act.

The PARB process will include information and discussions relating to DPMAP ratings of record and employee performance; funding determinations; and recommended and final awards.

I agree not to disclose PARB information to persons other than PARB Members, and, on an as needed basis, to the G-1 CMB Performance Management Analyst and/or HRO DPMAP point of contact. I agree to coordinate any other disclosure of the PARB process with the PARB's servicing legal office prior to releasing any information, including disclosures for official inquiries and investigations.

I understand that violation of this Non-Disclosure Agreement may subject me to disciplinary action, discharge and/or to the civil and criminal penalties of the Privacy Act.

Typed or Printed Name: _____

Signature: _____

Date: _____