



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002 KANEHOE BAY HAWAII 96863-3002

IN REPLY REFER TO:
BaseO 12451.1B
HRO
31 Oct 2011

BASE ORDER 12451.1B

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: CIVILIAN INCENTIVE AWARDS PROGRAM

Ref: (a) Code of Federal Regulations (CFR), Title 5 Part 451
(b) Department of Defense (DoD) Manual 1400.25-M Subchapter 451
(c) Department of the Navy (DON) Awards Guide No. 451-02
(d) Marine Corps Order (MCO) 12430.2

Encl: (1) Awards Guidance
(2) Scale of Award Amounts Based on Intangible Benefits
(3) Time-Off Awards Scale for a Single Contribution
(4) Marine Corps Base (MCB) Hawaii Award Nomination/Approval Form
(5) United States Marine Corps Performance Appraisal Review Systems

1. Situation. This Order provides policy and guidance for any incentive award of a monetary or non-monetary nature given to an employee for his/her contribution, which has resulted in tangible benefits, savings or cost avoidance and/or intangible benefits. All Marine Corps Base Hawaii appropriated fund civilian employees are eligible to be considered for incentive awards per references (a) through (d). Former National Security Personnel System (NSPS) positions who have been formerly converted back to the General Schedule (GS) System and who are covered by the Interim Performance Management System (IPMS) will not be eligible for performance awards as described by this Order.

2. Cancellation. Base Order 12451.1A.

3. Mission. To establish an effective civilian incentive awards program for all non-IPMS appropriated fund civilian employees aboard MCB Hawaii.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Motivate and encourage all employees to actively participate in the common task of improving the efficiency, economy and effectiveness of Marine Corps operations and functions. Recognize and reward individuals and groups for their suggestions, inventions, and other efforts that exceed normal position requirements or exceptions and result in improved productivity and/or services.

(2) Concept of Operations

(a) The annual performance-rating period for Marine Corps Base Hawaii is 1 January to 31 December for non-IPMS employees. The Department of the Navy (DON) Interim Performance Management System is a two-level system for non-bargaining unit positions transitioning from the National Security Personnel System (NSPS) to the General Schedule (GS).

(b) At the beginning of the calendar year, the Executive Steering Committee (ESC) will review the labor budget to determine the amount that can be allotted to the Incentive Awards Program. The distribution of this amount will be managed by the Comptroller.

(c) Performance awards should be completed no later than 31 March of each calendar year for the previous calendar year's performance. The performance appraisal must be completed prior to submitting performance-based awards. Employees without completed appraisals are not eligible to receive performance-based awards.

b. Coordinating Instructions

(1) Supervisors are responsible for:

(a) Assuring that awards are timely, and properly documented. Awards may be either monetary or non-monetary.

(b) Preparing a rating of record for each element and the assignment of summary level for each employee they supervise. The supervisor will provide the employee with a copy of the rating of record.

(c) Soliciting input from their employees on performance accomplishments and encouraging employee participation in final appraisal discussions.

(d) Submitting all appraisals through the personnel action process within 30 days after the end of the rating period. All performance based awards such as monetary cash awards, time off awards and quality step increases will require the United States Marine Corps Performance Appraisal Review System Form, NAVMC 11408 (10-07) to accompany the Marine Corps Base (MCB) Hawaii Award Nomination/Approval Form. All non-performance based awards will only require the Marine Corps Base (MCB) Hawaii Award Nomination/Approval Form.

(e) An employee will not be eligible for an award when:

1. The employee is on Leave without Pay (LWOP) and is not in pay status during the appraisal cycle for at least six months.

2. The employee has been appointed or promoted to a position within this command during the last 90 days of the current rating cycle.

3. The employee has unacceptable performance or misconduct during the appraisal period.

4. Monetary awards are not considered appropriate for civilians who are retiring or leaving the command.

(2) Award Authority

(a) The Structure Management Review Board (SMRB) will be the first level of review for all awards. Award recommendations for department heads will be reviewed by the Chief of Staff and forwarded to the base commander for approval.

(b) Department heads are authorized to grant multiple awards to an employee within a calendar year provided the total value of all cash and non-cash awards does not exceed 3% of the individual's base salary without taking into account any locality-based comparability, special salary rate or interim geographic adjustments. If the total amount exceeds 3% of the individual's annual base salary, approval from the Commanding Officer or Chief of Staff is required. The monetary value of time-off and Quality Step Increases (QSI) awards are assessed as part of the calculation to determine the 3%.

(c) The ESC must approve additional award funds requested by units or departments that exceed the amount provided at the beginning of the calendar year.

(3) Award Scales for Tangible and Intangible Benefits. Please refer to Enclosures (1) and (2) of this Order.

(a) Special Act Award. Special Act Awards may be used to recognize a team or individual or achievements that go beyond expected job performance and are non-recurring in nature. Special Act Awards are used to recognize exceptional accomplishments that may be within or outside of the employee's normal job responsibilities. The award justification should detail the performance and significant results that exceeded expectations, such as an outstanding achievement, a scientific achievement, an act of heroism, or the elimination of fraud, waste and abuse. Special Act Awards may be given at any time. The appropriate award amount should be calculated using the tangible and intangible benefits scales in Enclosures (1) and (2) of this order. Nominations with supporting justifications that lack specific details of the nominee's personal accomplishments, cost savings, and/or mission impact clearly described in supporting justifications will most likely be disapproved or downgraded at the SMRB level.

(b) On-the-Spot Award. On-the-Spot Awards are designed to quickly recognize and provide immediate recognition of one-time achievements that have resulted in a service or a work product of an exceptionally high quality or quantity. This award is particularly appropriate for rewarding employee efforts that might go unrecognized. On-the-Spot Awards range from \$25 to \$500, commensurate with the nature of the service or act being recognized.

(c) Performance Awards. Performance Awards in the form of monetary or time-off awards, may be granted to employees for individual, team, or organizational achievements of high quality, that are significantly above the "acceptable" rating level. This recognition is appropriate when an employee performs substantially beyond expectations on a recurring and continuous basis. Cash awards may be determined using a specific dollar amount or a percentage of basic pay. The rate of basic pay shall be

determined without taking into account any locality-based comparability, special law enforcement adjustment, or interim geographic adjustment.

(d) Quality Step Increase. Quality Step Increases (QSI) is aimed at individual performance and not team efforts. The purpose of a QSI is to provide appropriate incentive for recognition of 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, General Schedule employees must have received a rating of record of "acceptable" during the appraisal period of 1 January to 31 December and have demonstrated sustained performance of high quality significantly above that expected at the "acceptable" level; made a significant contribution to the organization's mission; and in addition, there must be an expectation that the high-quality performance will continue into the future. A QSI should not be given within 60 days before a career-ladder promotion, nor to new employees until they satisfactorily complete their probationary period.

(e) Time off Award. Time-Off Awards are an alternate and/or additional means of recognizing the superior accomplishments or achievements of employees with other than monetary or non-monetary awards. Decisions to grant Time-Off Awards shall be based upon the same criteria or circumstances as for any other award. Supervisors and managers shall fully consider labor costs and productivity losses when granting Time-Off Awards and shall ensure that the amount of time off granted as an award is commensurate with the individual's contribution or accomplishment. Time-Off Awards cannot be transferred between DOD components. If an employee is transferring to another DOD activity or outside DOD, the employee should be allowed to use the award prior to the transfer. A Time-Off Award can be transferred within DON; however, it must be scheduled and used within one year after the effective date of the award. Enclosure (3) contains a recommended award scale for determining Time-Off Awards.

(1) Limitations on Time-Off Awards:

(a) The total amount of time-off that may be granted to any individual in any leave year is 80 hours.

(b) The maximum amount of time-off that may be granted to an individual for a single contribution is 40 hours.

(c) Time-off granted as an award must be scheduled and used within one year after the effective date of the award. Any unused amount remaining after that time will be forfeited without further compensation to the employee.

(d) Time-Off Awards do not convert to cash or have explicit cash value under any circumstances; however, supervisors need to take into consideration the hidden costs of such award which can exceed the cost of paying a cash award. A time-off award has an assessed value of a certain percentage of the employee's total salary that the agency is paying even though the employee is not working. Both time-off and monetary awards combined may not exceed 3% of the individual's salary.

2. Group Award. A group award is given when the contribution is the achievement of more than one person. Each individual in the group receives a certificate of appreciation signed by the Commanding Officer. Depending on the impact/nature of the contributions, the group may also be recommended for an On-the-Spot, Special Act, or Time-Off Award in accordance with this Order.

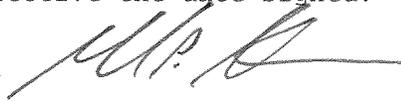
(h) Honorary Awards. This is a non-monetary award and a significant and meaningful tool for recognizing our civilian Marines. Annually, the Federal Executive Board grants awards to both military and federal civilians in several categories. Departments may nominate a representative for each category. Enclosure (1) provides guidance. This award is encouraged in addition to an end-of-year performance award.

5. Administration and Logistics. The point of contact regarding information and procedures set forth in this Order or the references is the Director, Human Resources Office, MCB Hawaii.

6. Command and Signal

a. Command. This Order is applicable to all MCB Hawaii non-IPMS appropriated fund civilian employees aboard MCB Hawaii.

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



M. P. ANTONIO

Distribution: A

Awards Guidance

AWARD	APPROVAL LEVEL	PRESENTATION	REMARKS
Federal Executive Board (FEB) Awards	Commanding Officer (CO), Marine Corps Base Hawaii	Annual FEB Luncheon	Adjutant solicits nominees. Ad hoc recommendation panel in accordance with the FEB guidelines
Special Act/Service Award Limited Application	Department Head (DH)	Department Head	See Appendix C of DON Awards Guide 451-02
Special Act/Service Award Extended/Broad/General Application up to 3% of annual base pay	Department Head	Department Head	Guide for monetary ranges (Encl 2)
Special Act/Service Award Extended/Broad/General Application more than 3% of base pay	CO MCB Hawaii/Chief of Staff (COS)	Department Head	
Performance Cash Award up to 3% of annual base pay	Department Head	Department Head	COLA excluded
Performance Cash Award more than 3% of annual base pay	CO MCB Hawaii/COS	Department Head	
Quality Step Increase	Executive Steering Committee (ESC)	Executive Steering Committee (ESC)	Federal Wage Schedule excluded
On-The-Spot Award	Department Head	Department Head	N/A
Time-Off Award (Up to 40 Hours)	Department Head	Department Head	See appendix E of DON Awards Guide 451-02 Time-Off Awards scale for # of hours
DON Distinguished Civilian Service Award	Secretary of the Navy	DON/USMC	DON Awards Review Panel (DARP)
DON Superior Civilian Service Award	Commandant of the Marine Corps	DON/USMC	DARP
DON Meritorious Civilian Service Award	CO MCB Hawaii	DON/USMC	DARP
Federal Length of Service Award less than 20 years	Department Head	Department Head	N/A
Federal Length of Service Award 20 years or more	CO MCB Hawaii	Monthly Flagpole Ceremony	N/A
Retirement Award Certificate	Department Head	Department Head	N/A
Certificate of Commendation	Department Head	Department Head	N/A
Notes:			
1. All awards for Department Heads will be approved and presented by the CO MCBH and/or COS.			
2. DON Awards Guide: https://www.donhr.navy.mil/General/guide-451-01.htm			
3. DOD Awards Subchapter: http://www.cpms.osd.mil/ASSETS/2D1119004A584D1EBAAD086F3CD1A1DC/M1400451.pdf			

SCALE OF AWARD AMOUNTS BASED ON INTANGIBLE BENEFITS

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	LIMITED Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.	EXTENDED Affects functions, mission or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	BROAD 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.	GENERAL Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond.
MODERATE Change or modification of an operating principle or procedure with limited use or impact.	\$25 - \$500	\$501 - \$750	\$751 - \$1,000	\$1,001 - \$1,500
SUBSTANTIAL Substantial change or modification of procedures. Important improvements 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
HIGH 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	\$1,501 - \$3,150	\$3,151 - \$6,300
EXCEPTIONAL 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

TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

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

MARINE CORPS BASE (MCB) HAWAII AWARD NOMINATION/APPROVAL FORM	
Employee's Name:	Position Title, Series, Grade:

Employee is nominated for the following type of award (checked below) in the amount of \$ ____; ____ hours of time off; or a Quality Step Increase (QSI).

Please check below the type of award and its criteria. On the second page of this form, complete the Narrative Description of Accomplishments block to include descriptions of the applicable criteria checked below.

Cash Performance Award

Performance Awards may be granted to employees for individual, team, or organizational achievements of high quality, that are significantly above the "acceptable" rating level. This recognition is appropriate when an employee performs substantially beyond expectations on a regular or continuing basis. Cash awards may not exceed 3 percent of the individual's basic pay. The rate of basic pay shall be determined without taking into account any locality-based comparability, special law enforcement adjustment, or interim geographic adjustment.

Criteria to be considered: (mark and discuss all that apply)

- HIGH QUALITY CONTRIBUTION TO A CRITICAL PROJECT
- DEMONSTRATED INITIATIVE OR CREATIVITY BEYOND NORMAL EXPECTATIONS
- TOOK ON ADDITIONAL WORKLOAD WITH NO LOSS OF PRODUCTIVITY
- SUBMITTED SUGGESTION WAS ADOPTED BUT CONSIDERED WITHIN NORMAL JOB DUTIES
- PROJECT REQUIRED EXTRA EFFORT
- EFFORT RESULTED IN UNIT RECOGNITION FOR RESPONSIVENESS TO UNPLANNED REQUIREMENTS
- OTHER:

Special Act Award

A Special Act/Achievement/Service Award recognizes individual or group effort that goes beyond expected job performance such as exceptional accomplishments and may be given at any time.

Criteria to be considered: (mark and discuss all that apply)

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> UNUSUAL OBSTACLE(S) TO OVERCOME <input type="checkbox"/> DEMONSTRATED PERSONAL INITIATIVE BEYOND THAT NORMALLY EXPECTED <input type="checkbox"/> PROJECT BROKE NEW GROUND IN FUNCTIONAL AREA <input type="checkbox"/> PROJECT HAD MCB HAWAII-WIDE IMPACT <input type="checkbox"/> PERFORMANCE RECOGNIZED BY EXTERNAL COMMANDS | <ul style="list-style-type: none"> <input type="checkbox"/> ACT WAS HEROIC IN NATURE <input type="checkbox"/> SERVICE BROUGHT POSITIVE RECOGNITION TO MCB HAWAII. <input type="checkbox"/> PROJECT WAS BEYOND NORMAL JOB EXPECTATIONS <input type="checkbox"/> INTANGIBLE BENEFITS OF MODERATE VALUE AND LIMITED EXTENT OF APPLICATION <input type="checkbox"/> OTHER: |
|--|---|

On-the-Spot Award (Award Range \$25 to \$500)

An On-The-Spot Award is to provide immediate reinforcement of one-time achievement of service of exceptionally high quality or quantity.

Criteria to be considered: (mark and discuss all that apply)

- WILLINGLY TOOK ON AN EXTRA WORK PROJECT
- ONE-TIME ACHIEVEMENT.
- IDEA PRODUCED IMMEDIATE BENEFIT TO UNIT EFFICIENCY
- DEVELOPED PROCEDURE THAT LOWERED WORK UNIT COSTS
- PROVIDED INNOVATIVE SOLUTIONS TO DAY-TO-DAY OPERATIONAL PROBLEMS
- DEMONSTRATED SENSITIVITY/RESPONSIVENESS THAT IMPROVED RELATIONSHIPS OR SERVICES WITH CLIENTS OR THE PUBLIC
- DEMONSTRATED PERSONAL DEDICATION TO DUTY THROUGH A DIFFICULT/AUSTERE PERIOD
- OTHER:

Time-Off Award (Award Range 1 hour to 40 hours)

A Time-Off Award is in lieu of a cash award for a superior accomplishment and the same criteria are used as for any other award. Supervisors may approve 80 hours per employee per leave year. Maximum amount of time-off that may be granted for a single contribution is 40 hours. Approved time-off must be taken no later than one year after effective date of award.

Criteria to be considered: (mark and discuss all that apply)

- HIGH QUALITY CONTRIBUTION TO A CRITICAL PROJECT
- DEMONSTRATED INITIATIVE OR CREATIVITY BEYOND NORMAL EXPECTATIONS
- TOOK ON ADDITIONAL WORKLOAD WITH NO LOSS OF PRODUCTIVITY
- SUBMITTED SUGGESTION WAS ADOPTED BUT CONSIDERED WITHIN NORMAL JOB DUTIES
- PROJECT REQUIRED EXTRA EFFORT
- EFFORT RESULTED IN UNIT RECOGNITION FOR RESPONSIVENESS TO UNPLANNED REQUIREMENTS
- OTHER:

**QUALITY STEP INCREASE FROM GS ____ STEP ____ TO STEP ____
(appraisal and certification statement)**

For a QSI, a copy of the most current performance appraisal rated "Acceptable" must be attached to this award form. An employee is eligible for only one QSI within any 52-week period. The Description of Accomplishment page must include a statement that the employee's high quality performance is expected to continue in the future.

NARRATIVE DESCRIPTION OF ACCOMPLISHMENT(S)

RECOMMENDED BY:

(Signature of Immediate Supervisor)

Date

DEPARTMENT HEAD:

(Signature of Department Head, if applicable)

Date

APPROVED BY:

(Signature of Approving Official)

Date

UNITED STATES MARINE CORPS PERFORMANCE APPRAISAL REVIEW SYSTEM

Privacy Act Statement

Under the **AUTHORITY** Sections 1104, 3321, 4305, and 5405 of title 5, U. S. Code, and Executive Order 12107, this form is for official use only. The **PURPOSE** of this form is to provide the Office of Personnel Management and other official repository's for records to maintain general personnel records, reports of personnel action, and the documents and papers required in connection with these actions effected during an employee's Federal service. **ROUTINE USES** of this form can disclose information to a Federal agency in the executive, legislative, or judicial branch of government, in response to its request, or at the initiation of the agency maintaining the records, information in connection with the hiring of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, the issuance of a license, grant, or other benefits by the requesting agency, or the lawful statutory, administrative, or investigative purpose of the agency to the extent that the information is relevant and necessary to the requesting agency's decision. **DISCLOSURE** is **MANDATORY** for proper documentation, filing, and maintaining of new Federal employees.

NAME OF EMPLOYEE	SSN
POSITION TITLE	SERIES AND GRADE
LOCATION OF EMPLOYEE (DIVISION/SECTION)	RATING PERIOD

RECORD OF REVIEWS AND FINAL APPRAISAL

	STANDARDS	DATE	PROGRESS REVIEW	DATE	FINAL RATING	DATE
SUPERVISOR						
EMPLOYEE						
REVIEWING OFFICIAL (UNACCEPTABLE ONLY)						

RATING OF RECORD

INTERIM APPRAISAL

ACCEPTABLE

UNACCEPTABLE

EMPLOYEE'S POSITION DESCRIPTION IS CURRENT AND ACCURATE?

YES NO

If NO, then the supervisor will rewrite Position Description within 60 days.

CRITICAL ELEMENTS

ELEMENTS	RATING	A	U

CRITICAL ELEMENTS

ELEMENTS

RATING

A

U

	A	U

ELEMENTS	RATING	A	U

[Empty comment box]

YES

NO

NOT

The opportunities in Civilian Leadership Development (CLD) have been discussed with the employee.

An Individual Leadership Development Plan (ILDLP) has been initiated by the employee and their mentor.

Print Form

Reset Form