



UNITED STATES MARINE CORPS

MARINE CORPS BASE HAWAII
BOX 63002
KANEIOHE BAY, HAWAII 96863-3002

BaseO 1650.1
TQL/01

14 OCT 1997

BASE ORDER 1650.1

From: Commanding General
To: Distribution List

Subj: BENEFICIAL SUGGESTION PROGRAM

Ref: (a)MCO 1650.17F
(b)MCO 12451.2B

Encl: (1) Awards Scale Based on Tangible Benefits
(2) Awards Scale Based on Intangible Benefits

1. Purpose. To publish procedures for the Beneficial Suggestion Program.

2. Applicability. All active duty Marines, Sailors and appropriated fund civilians attached to Marine Corps Base Hawaii are eligible to participate in the program. Marines and Sailors attached to tenant organizations and nonappropriated civilians can participate when submitting suggestions that only relate to MCBH operations.

3. Background. The Beneficial Suggestion Program is designed to recognize and reward Marines, Sailors and civilians for their ideas that benefit the Marine Corps. Contributions will be publicized to demonstrate command support to remind personnel aboard MCBH of the continuing need for efficiency and economy, and to encourage participation. The Comptroller will maintain the budget for the Base Beneficial Suggestion Program.

4. Roles and Responsibilities

a. The Total Quality Leadership (TQL) Office is responsible to administer the program.

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b. The Beneficial Awards Program Administrator (TQL), shall:

(1) Be the point of contact for all related administrative matters and screen all award recommendations for technical compliance with laws and regulations.

(2) Assure timely processing of awards.

(3) Forward eligible awards to the Commanding General for approval.

(4) Maintain records and prepare required reports, to include an annual report to the Commanding General and Commandant of the Marine Corps.

(5) Publicize the Beneficial Suggestion Program and provide briefings and training to employees and supervisors/managers.

c. All levels of supervision and management up to and including division and department heads shall:

(1) Encourage employees to submit ideas to improve MCBH operations.

(2) Evaluate promptly and fairly all contributions in their areas of supervision and expertise.

(3) Present beneficial suggestion awards to employees.

5. Program Requirements and Procedures

a. Definition: A suggestion is a constructive idea submitted in writing by an individual or group that proposes a method to do a task better, faster, cheaper, or safer. The Suggestion must be outside the normal job responsibilities for which the employee is already compensated; or, if within job responsibilities, the suggestion must be sufficiently beyond normal job responsibilities. The following will assist in measuring the suggestion against normal job expectancy:

(1) Is the contribution creative?

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(2) Is the suggestion unusual for the grade or rank?

(3) Does the suggestion represent a new concept or an innovation with substantial benefits?

(4) Is the contribution beneficial to other commands or agencies?

(5) If the suggester has the authority to put the idea into effect, the suggestion is within the normal job expectancy.

b. Eligible Suggestions. Eligible suggestions do one or more of the following:

(1) Simplify or improve operations.

(2) Save time needed to complete a task.

(3) Speed up production.

(4) Increase output and enhance productivity.

(5) Improve procedures, operating methods or equipment, work-space layouts, and organizations.

(6) Save material and property.

(7) Save manpower and money.

c. Ineligible Suggestions. Ineligible suggestions include:

(1) Calling attention to the need for routine maintenance, repair, or the purchase of ordinary supplies and materials.

(2) Increasing personal comfort, convenience, or desires of the suggester and benefiting no other personnel.

(3) Recommending enforcement of existing directives or regulations.

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6. Submission and Processing

a. A suggestion must be in writing and signed by the suggester(s). The use of form OPNAV 5305/1, Department of the Navy Suggestion, is recommended but not mandatory. Any improvement idea not submitted on a suggestion form must be identified as a suggestion and must be submitted to the Program Administrator. Although a suggestion must be legible, there is no requirement that it be typewritten or follow a prescribed format.

b. The Program Administrator will assign a number to the suggestion and forward it to the appropriate command organization for evaluation. The suggestion package should contain complete instructions for the evaluator and a NAVSO 5305/5, Contributions Investigation Report. The Program Administrator will also maintain a record of all suggestions and advise individuals of action taken on their submissions.

c. The evaluator will check the suggestion for accuracy and correctness and determine whether use of the suggestion is feasible and beneficial. If a suggestion is recommended for approval, it must be sent to the awarding authority. The awarding authority is the person having the authority to implement the suggestion.

d. When a decision not to adopt a suggestion is made, the suggester shall be notified in a manner encouraging continued participation in the suggestion program. A full explanation of the decision with a copy of the evaluation report shall be supplied to the suggester. A decision not to adopt a suggestion shall not be based solely on existing regulations which prohibit implementation of the suggestion.

e. When a decision to adopt is made, it will be eligible for award consideration when it is actually put into effect (actual operation or a written commitment to place it into operation).

f. The awarding authority shall use the scales for tangible and intangible benefits in enclosures (1) and (2). Awards for contributions having tangible benefits are based on the estimated savings during the first full year that the contribution are in use (see enclosure (1)). Only savings involving labor, materials and cost

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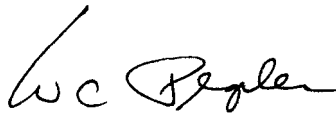
of services are included. Awards based on intangible benefits will be determined from the scale in enclosure (2). Awards for contributions with both tangible and intangible benefits may be determined by combining the values see MCO 1650.17F for further explanation.

g. When experimental work, trial tests, or other delays are necessary to determine the value of a contribution, a nominal initial cash award may be paid when it is reasonably certain that the suggestion will be implemented. The initial cash award will be considered part of the total award. No adjustment downward in an initial cash award is authorized when the final determination of the value of the contribution is made.

h. If a suggestion is adopted but tangible savings will not exceed \$250 or intangible benefits would not realistically equate to that amount, a monetary award is not authorized. Nevertheless, the suggester would be recognized in writing for the contribution.

i. Awards identified as "Significant Awards" of over \$1000 will be reviewed by a Beneficial Awards Committee (BAC). The purpose of the BAC will be to ensure compliance with enclosures (1) and (2). The membership of the BAC will consist of command representatives from the following Departments: Base Sergeant Major, I&L, MWR, CR, G-1 and ad hoc members as appropriate.

j. Suggestions having potential for application in other Government organizations, will be forwarded to Headquarters Marine Corps (HQMC) for appropriate action.



W. C. PEOPLES
Deputy Commander

DISTRIBUTION: A



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

IN REPLY REFER TO:
BaseO 1650.1 CH 1
BPO

05 SEP 2003

Base Order 1650.1 CH 1

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

Subj: BENEFICIAL SUGGESTION PROGRAM

1. Purpose. To direct pen changes to the basic Order.
2. Action
 - a. Remove "MCO 12451.2B" from reference (b) and replace with "MCO 12451.2C".
 - b. Remove "The Total Quality Leadership (TQL)" from paragraph 4a, and replace with "The Business Performance Office (BPO)".
 - c. Remove "(TQL)" from paragraph 4b, and replace with "(BPO)".
 - d. Remove "MWR" from paragraph 6i, and replace with "MCCS".
3. Summary of Change. This change transmittal will identify the Business Performance Office responsible to administer the Beneficial Suggestion Program.
4. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

R. C. ROTEN
By direction

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

IN REPLY REFER TO:
BaseO 1650.1 Ch 2
BPO

DEC 19 2005

BASE ORDER 1650.1 CH 2

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

Subj: BENEFICIAL SUGGESTION PROGRAM

Encl: (1) Awards Scale Based on Tangible Benefits
(2) Awards Scale Based on Intangible Benefits

1. Purpose. To direct pen changes and page replacements to the basic order.

2. Action

a. Insert "Suggestion" after "Beneficial" in paragraph 4b.

b. Remove "Awards identified as "Significant Awards" of over \$1000 will be reviewed by a Beneficial Awards Committee (BAC). The purpose of the BAC will be to ensure compliance with enclosures (1) and (2). The membership of the BAC will consist of command representatives from the following Departments: Base Sergeant Major, I&L, MWR, CR, G-1 and ad hoc members as appropriate." from paragraph 6i., and replace with "Awards identified as "Significant Awards" of over \$1000 will be reviewed by a Beneficial Awards Committee (BAC). This will be accomplished electronically. The purpose of the BAC will be to ensure compliance with enclosures (1) and (2). The membership of the BAC will consist of command representatives from the following Departments: G-1, G-3, G-4, G-8, MCCS, BPO, ad hoc members, as appropriate, and Base Sergeant Major (if military)."

c. Replace the enclosures of the basic order with enclosures (1) and (2).

3. Summary of Change. This change transmittal will identify a new Beneficial Awards Committee (BAC) (paragraph 6i) and updated awards scales.

4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.


M. C. O'NEAL
By direction

DISTRIBUTION: A

APPENDIX C

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 - \$1500
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

APPENDIX D

SCALE OF AWARD AMOUNTS BASED ON

TANGIBLE BENEFITS

<u>BENEFITS</u>	<u>AWARD</u>
<u>Estimated First-Year Benefits</u>	<u>Amount of Award to Employee</u>
Up to \$10,000 in benefits	10% of benefits
Between \$10,000 and \$100,000 in benefits	\$1,000 plus 3% to 10% of benefits over \$10,000 \$3,700 to \$10,000 for the first \$100,000 in benefits, plus 0.5% to 1.0% of benefits above \$100,000
More than \$100,000 in benefits Presidential approval is required for all awards of more than \$25,000.	up to \$25,000, with the approval of the Office of Personnel Management via the Office of the Secretary of Defense.

Value to Organization Number of Hours

Moderate: 1 to 10

- (1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.
- (2) Beneficial change or modification of operating principles or procedures.

Substantial: 11 to 20

- (1) An important contribution to the value of a product, activity, program, or service to the public.
- (2) Significant change or modification of operating principles or procedures.

High: 21 to 30

- (1) A highly significant contribution to the value of a product, activity, program, or service to the public.
- (2) Complete revision of operating principles or procedures, with considerable impact.

Exceptional: 31 to 40

- (1) A superior contribution to the quality of a critical product, activity, program, or service to the public.
- (2) Initiation of a new principle or major procedure, with significant impact.