



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5001

IN REPLY REFER TO:

StaO 12451.1
3BF:fxm
8 Sep 1986

STATION ORDER 12451.1

From: Commanding Officer
To: Distribution List

Subj: Incentive Awards Program

Ref: (a) CPI 451 (NOTAL)
(b) FPM 451 (NOTAL)
(c) FPM 531 (NOTAL)
(d) StaO 12430.3
(e) MCO 12451.2 (NOTAL)
(f) MCO 1650.17E (NOTAL)

Encl: (1) Award Scale for Tangible Benefits
(2) Award Scale for Intangible Benefits
(3) Award Scale for Sustained Superior Performance Awards
(4) Format for Quality Step Increase Recommendation

1. Purpose. To set forth procedures and delegate responsibility for the administration of the Incentive Awards Program in accordance with law, regulation, and references (a) through (f).

2. Cancellation. StaO 5305.1A.

3. Information. Through this program, civilian employees paid from appropriated funds are eligible for cash and/or honorary recognition for contributions authorized by references (a) through (e). Military personnel are eligible for cash and/or honorary recognition for contributions authorized by reference (f). Recognition will be provided for contributions which are either outside job responsibilities, or within job responsibilities provided the contribution is so superior that it warrants special recognition. Civilian and military personnel are encouraged to improve the effective operation of the government by the submission of suggestions, inventions, and by meritorious work performance.

4. Authority to Pay Cash Awards

(a) The Commandant of the Marine Corps has delegated to the Commanding Officer authority to approve payment of awards (initial and additional) up to \$5,000.00. Recommendations involving cash awards in excess of \$5,000.00 will be forwarded to the Commandant of the Marine Corps for consideration.

(b) Authority to approve payment of awards (initial and additional) up to \$500.00 for locally adopted beneficial suggestions is delegated to department or staff section heads.

8 Sep 1986

(c) The Commanding Officer or a designee retains the authority to approve payments of awards for Special Achievements (Sustained Superior Performance and Special Acts or Services) and to approve Quality Step Increases.

5. Responsibility

a. Incentive Awards Administrator. The Civilian Personnel Officer, Yuma Civilian Personnel Branch Office, will maintain general responsibility for the Commanding Officer over these programs. The Labor Relations Specialist will: administer the program; maintain records and prepare required reports; report the program's status annually to the Commanding Officer; publicize the awards program; ensure that Sustained Superior Performance Awards (SSP) and Quality Step Increases (QSI) are based on the most recent performance appraisal; and ensure that beneficial suggestions, inventions, and Special Act or Service awards are based on tangible or intangible benefits or a combination of the two.

b. Management. The Incentive Awards Program is a management program and as such will be actively supported by all levels of management. The merits of a contribution are determined by the authority in charge of the subject matter or area of operation affected by the employee's contribution.

c. Incentive Award Committee. Such a committee will be designated and convened on an ad-hoc basis when required.

6. Beneficial Suggestions

a. Supervisors will encourage employees to submit suggestions which directly contribute to economy or efficiency, or directly increase effectiveness in carrying out the program or mission of the Marine Corps, the Department of the Navy, and other agencies.

b. Ideas related to services or benefits to employees, working conditions, buildings, grounds, housekeeping, and routine safety practices should be handled through normal administrative channels instead of through the suggestion system.

c. All civilian employees and military personnel paid from appropriated funds may submit suggestions and are eligible for cash and/or honorary award consideration. Suggestions may be submitted in writing via the immediate supervisor or directly to the Civilian Personnel Office, Attn: Incentive Awards Administrator. Suggestion forms, OPNAV 5305/1, are available from the Civilian Personnel Office, and a limited number should be stocked in all areas. To be eligible for award consideration, suggestions which have been adopted prior to submission for award consideration must be submitted in writing not later than 6 months after adoption.

d. Beneficial suggestion originators will be notified of receipt and final action. Documentation of adopted suggestions will be filed in the Official Personnel Folders of civilian beneficial

suggestion originators. Documentation for military beneficial suggestion originators will be forwarded to squadron commanders for appropriate service record entries.

e. The Program Administrator will refer suggestions to the department or staff section in charge of the subject matter or area of operation affected by the employee's idea for evaluation.

f. The investigator/evaluator determines the merits of the suggestion, recommends adoption or rejection, stating reasons for the recommended action, and when appropriate, computes amount of award by applying award scales contained in enclosures (1) and (2). A beneficial suggestion will be considered as adopted and eligible for award consideration only when the idea is actually put into effect, or a written commitment to put it into operation is made. The determination of whether or not a suggestion will be adopted will be made by the appropriated department or staff section head or designee.

g. The evaluation of a suggestion should require no more than 30 days. Officials assigned to evaluate suggestions will either complete evaluations within 30 days or submit a written progress report on the matter to the Program Administrator by that date.

h. Awards may be granted to employees, individually or in groups, for contributions either outside job responsibilities, or within job responsibilities, but so superior as to warrant special recognition.

(1) No employee, supervisory or non-supervisory, is barred from receiving award consideration solely because of the position title or assigned duties.

(2) Considerations to be made in determining award eligibility include:

(a) Are individuals in like positions expected or required to develop similar improvements?

(b) Is the nature of the contribution such that failure to make such a contribution would adversely affect the evaluation of the individual's performance?

(c) Lack of originality in an employee contribution will not in itself be used as a basis for denying an award. A contribution may be an outgrowth of on-the-job training, private educational endeavor, reading, previous employment experience, or outside contacts.

i. To be eligible for a cash award, a suggestion must be adopted within 2 years after receipt by the Program Administrator. Only those suggestions requiring trial tests or experimentation should require more than 90 days to determine whether it is management's intention to adopt or reject a suggestion. Even though

a suggestion may be a "good idea" or result in benefits, it may be rejected because adoption at that time is not possible. If, after an investigation, a suggestion is not adopted and then later, after the expiration of the 2 year period, the idea is placed into operation, the suggestion is not eligible for an award. However, if during the 2 year period, conditions prompting the suggestion remain substantially the same and the management official who previously reviewed the suggestion decides to implement the idea, the beneficial suggestion originator is entitled to the adoption credit and resulting award consideration.

j. In any case where duplicate suggestions are submitted, the employee first submitting the suggestion shall receive the adoption credit and award if otherwise eligible. If a suggestion is rejected and then later a second suggestor submits an essentially duplicate suggestion which is adopted, both suggestors may receive an award, if otherwise eligible.

7. Inventions. Inventions of value to the government qualify for award consideration as outlined in reference (a). To protect the interests of the inventor and the government, and to assure eligibility for an award, the inventor should submit an invention disclosure to the Patent Counsel, Office of Naval Research Branch Office, 1030 E. Green Street, Pasadena, California 91106.

8. Special Achievement Awards. Only civil service employees are eligible for Special Achievement awards. Generally, the immediate supervisor originates Special Achievement award recommendations. Award recommendations must be submitted in writing on NAVSO 12450/6, Recommendation for Special Achievement Award. The recommendation must include a brief, but complete description of the achievement, the resultant benefit, and the recommended cash award. The award recommendation should be submitted, via channels, to the appropriate department or staff section head not later than 60 calendar days after the achievement, unless a justified delay in submission has been authorized by the Commanding Officer or a designee. Department or staff section heads will evaluate the merit and value of the achievement to the government. Recommendations not concurred in will be rejected and returned to the originator with reasons for rejection. Recommendations concurred with will be endorsed to the Commanding Officer via the Civilian Personnel Officer, agreeing to or modifying the amount of cash award suggested by the originator. The two types of Special Achievement Awards are defined as follows:

a. Sustained Superior Performance (SSP) Award

(1) This award may be granted to an employee whose performance on one or more critical job elements has exceeded the established performance standard for a period of at least six consecutive months. When superior performance of General Schedule employees is considered to be characteristic of their continuing performance, a quality step increase should be considered first as a means for appropriate award consideration.

(2) The sustained superior performance must be at one grade level unless the employee is demoted for reasons other than cause during the period of performance upon which the award is based. Eligibility for a SSP is not affected by promotions, demotions or separations occurring after completion of the period of performance upon which the award is based. Only one SSP may be awarded based on an employee's performance during a 12 month period. Consecutive SSP or QSI awards will not routinely be recommended or approved. Such repeat awards will be considered only when it can be clearly shown that an employee's performance is at such a high level in comparison with that ordinarily found in the position that a repeat award is truly warranted. In all cases the recommendations must clearly indicate how and to what extent the employee's performance exceeds the standards for the position.

(3) Completed forms required for submission of SSP recommendations are a Performance Appraisal Form (NAVSO 12430/9) and a Recommendation for Special Achievement Award Form (NAVSO 12450/6). Recommendations for an SSP must be based on a performance period of at least six consecutive months, and generally are based on the annual appraisal period. The annual performance rating may be used as justification for an SSP, provided that the SSP recommendation is submitted along with the rating within 60 days after the end of the rating period, the Summary Rating is in either of the top two performance levels (i.e., "Outstanding" or "Highly Satisfactory"), and the rating is fully justified. While such ratings may serve as award justification, they do not automatically entitle the employee to an award. A contribution worthy of "special" recognition is required. Additional written justification is required if the Summary Rating is below the top two performance levels, or is submitted more than 60 days after the end of the rating period.

(4) Although it is not required that definable tangible benefits form the basis for an SSP award, they should be included in the award recommendations if present. In all cases the supporting documentation must clearly indicate how and to what extent the employee's performance meets the appropriate level of the standards set for the position.

b. Special Act or Service Award. This award is granted for special act or service-type contributions connected with or related to official employment. Examples of special acts or services warranting this award are: performance which has involved overcoming unusual difficulties; creative efforts that make important contributions to science or research; performance of assigned duties with special effort or innovation that results in significant increases in productivity, economy, or other highly desirable benefits, including a significant reduction in paperwork; and the exemplary or courageous handling of an emergency situation related to official employment. Awards based on these types of contributions or performance may be made to individuals or groups, and are based on tangible or intangible benefits, or a combination of the two.

8 Sep 1986

(1) Cash awards for Special acts or services shall be in the amounts specified in enclosures (1) and/or (2). Award recommendations shall be submitted on a Recommendation for Special Achievement Form (NAVSO 12450/6). Recommendations submitted later than 60 days after the accomplishment must contain justification for the delay.

(2) The receipt of a special act or service award will not necessarily disqualify an employee from receiving a SSP or QSI for overall performance.

9. Quality Step Increase (QSI)

a. Quality Step Increases may be granted to General Schedule employees to recognize sustained high-quality performance at a level that substantially exceeds that required for a within-grade increase. Such performance exceeds average or typical work to such an extent that the employee merits faster than usual pay advancement. The performance must be documented by an official performance rating, generally the Annual Performance Rating. Recommendations for a QSI should be submitted along with the performance rating as soon as possible after the period upon which it is based, but not later than 60 calendar days after completion of that period. A late recommendation must contain written justification explaining the delay. No more than one QSI may be granted in a 12 month period. Consecutive QSI's or SSP's should not be granted within a 24 month period without full justification.

b. Authority to approve Quality Step Increases is retained by the Commanding Officer or his designee.

c. A General Schedule employee who meets the following requirements is eligible to be recommended for a QSI:

(1) The employee must have worked at the same grade level, performing essentially the same duties for a period of at least six months.

(2) The Summary Rating of employee's most recent performance rating, generally the annual performance rating, must be either "Outstanding" or "Highly Satisfactory". Such ratings do not automatically entitle the employee to an award. A contribution worthy of "special" recognition is required.

(3) The employee must be expected to remain in the same or essentially similar position, at the same grade level on which the recommendation is based, and the superior performance can be expected to continue at the same level of effectiveness for at least 60 days from the effective date of the QSI.

d. The following procedures shall be used for submission of recommendations for QSIs:

(1) The immediate supervisor or higher official may recommend an employee for a QSI at the time a performance rating is given, generally the Annual Performance Rating, using the format shown in enclosure (4) and attach the recommendation to the employee's Performance Appraisal Form (NAVSO 12430/9).

(2) The department or staff section head shall approve or disapprove the recommendation. A disapproved recommendation shall be returned to the recommending official. An approved recommendation shall be forwarded to the Incentive Awards Administrator for review and submission to the Commanding Officer or his designee. Awards approved by the Commanding Officer or his designee shall be forwarded to the Incentive Awards Administrator for processing. Disapproved recommendations will be returned to department or staff section heads.

10. The Incentive Awards Administrator will review all Beneficial Suggestion, Special Achievement, and QSI recommendations to determine eligibility and compliance with regulations and procedures. If the award recommendation does not meet requirements, it will be returned to the department or staff section head with an explanation. If the recommendation meets all requirements, the Incentive Awards Administrator will process the award for payment or, if required, forward the recommendation to the Commanding Officer or his designee, for approval. If a recommendation is returned by the Incentive Awards Administrator as ineligible for an award, the department or special staff head or designee may submit a written request for reconsideration, via the Incentive Awards Administrator, to the Commanding Officer.

11. Honorary Awards

a. Marine Corps Length of Service Awards. These awards recognize civilian employees who have completed 10, 20, 30, 40, and 50 years of civilian service with the Marine Corps.

b. Federal Length of Service Awards. Federal Length of Service Awards recognize civilian employees who have completed 10, 20, 30, 40, 45, and 50 years of total Federal service, including all civilian and honorable military service.

c. Retirement Awards. Civilian employees who retire after 40 years of Federal Service are eligible to receive a Secretary of the Navy retirement certificate. Local retirement certificates will be presented to employees retiring after 15 years of Federal Service.

d. Sick Leave Awards. Sick leave certificates are awarded to employees who accumulate 500, 1000, 1500, 2000, 2500, 3000, and 3500 hours of sick leave. The intent of this award is to encourage employees to accumulate their unused sick leave.

StaO 12451.1
8 Sep 1986

e. Other Honorary Awards are available under reference (e) to recognized extraordinary service or contributions of major significance to the Department of the Navy or Marine Corps, including demonstration of great courage and personal risk.


J. J. SULLIVAN
By direction

DISTRIBUTION: A

AWARD SCALE FOR TANGIBLE BENEFITS

If monetary savings can be determined for a Beneficial Suggestion or Special Act or Service contribution, this award scale will be used.

Estimated first-year benefits	Amount of Award
Up to \$10,000	10% of benefits
\$10,001 to \$100,000	\$1,000 for the first \$10,000 plus 3% of the benefits over \$10,000
\$100,001 or more	\$3,700 for the first \$100,000 plus $\frac{1}{2}$ % of benefits over \$100,000

ENCLOSURE (1)

AWARD SCALE FOR INTANGIBLE BENEFITS

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters. Affects a small area of science or technology	Affects functions, mission, or personnel of several offices, facilities, or installations. Affects an important area of science or technology.	Affects functions, mission, or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau Affects a broad area of science or technology.	Affects functions, mission or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.
MODERATE VALUE— Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public	\$25-100 (compare w/\$250-1,000 tangible benefits)	\$100-250 (compare w/\$1,000-2,500 tangible benefits)	\$250-500	\$500-1,000
SUBSTANTIAL VALUE— Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public	\$100-250 (compare w/\$1,000-2,500 tangible benefits)	\$250-500 (compare w/\$2,500-5,000 tangible benefits)	\$500-1,000 (compare w/\$10,000-50,000 tangible benefits)	\$1,000-2,500
HIGH VALUE—Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public	\$250-500	\$500-1,000 (compare w/\$5,000-10,000 tangible benefits)	\$1,000-2,500 (compare w/\$10,000-50,000 tangible benefits)	\$2,500-5,000 (compare w/\$50,000-100,000 tangible benefits)
EXCEPTIONAL VALUE— 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.	\$500-1,000	\$1,000-2,500	\$2,500-5,000 (compare w/\$50,000-100,000 tangible benefits)	\$5,000-10,000 (compare w/\$100,000-200,000 tangible benefits)

AWARD SCALE FOR SUSTAINED SUPERIOR PERFORMANCE AWARDS

An amount which does not exceed 4% of the employee's annual salary.

The annual salary for wage schedule employee's can be arrived at by multiplying the employee's hourly rate by 2087 hours.

The recommended award, can, but does not have to be a rounded amount, e.g., \$200, \$250, etc.

ENCLOSURE (3)

FORMAT FOR QUALITY STEP INCREASE RECOMMENDATION

LETTERHEAD

From: Supervisor
To: Incentive Awards Administrator (3BF)
Via: Division Head
Department Head

Subject: NOMINATION FOR QUALITY STEP INCREASE

1. Name of Nominee:
2. Present organization, position, title, grade, step:
3. Period of service on which recommendation is based:
4. How long in present position? Present grade?
5. Date next regular within grade increase due:
6. Dates and types of other awards and quality increases received in last three years:
7. Justification: _____ received an "Outstanding" (or "Highly Satisfactory") performance appraisal for the period 1 Oct 85 to 30 Sep 86. (Other justification for repeat or delayed recommendations).
8. _____'s position description and the performance standards for the position were thoroughly reviewed prior to the submission of this recommendation. I certify that the employee's performance has been appraised as substantially exceeding an acceptable level of competence, meets the criteria for a quality step increase, that the employee's performance shows promise of continuing at this high level in the future, and that the employee is expected to remain for at least 60 days in the same position, or in a similar position at the same level. Therefore, I recommend _____ for a quality step increase.

Supervisor

CONCURRENCE _____ (Signature)
Department Head

ENCLOSURE (4)