



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 12451.1B
S-1

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AIR STATION ORDER 12451.1B

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: INCENTIVE AWARDS PROGRAM

Ref: (a) DoN Guide No. 451-02, Guidance on Implementing Awards Programs
(b) 5 CFR 451 - Awards
(c) DoDI 1400.25-M, Subchapter 451 "DoD Civilian Personnel Manual", December 1, 1996
(d) MCO 12451.2C W/Ch 1-2
(e) MCO 12451.3B
(f) MCO 1650.17F

Encl: (1) Monetary Recognition
(2) Scale for Determining Amount of Cash Award
(3) Time-Off Awards
(4) Scale for Determining Amount of Time-Off for a Single Contribution
(5) Recommendations for Award
(6) Honorary Awards
(7) Civilian of the Quarter/Civilian of the Year Nominations
(8) Civilian of the Quarter Nomination Form
(9) Staff Responsibilities
(10) Beneficial Suggestion Program

1. Situation. To provide policy, procedures, and guidance for recognizing special acts or service and exceptional performance of individual or groups of Appropriated Fund (APF) civilian employees at Marine Corps Air Station (MCAS) New River, per references (a) through (f).

2. Cancellation. ASO 12451.1A.

3. Mission. To establish procedures that allow recognition of employees through monetary, non-monetary, honorary, or time-off awards.

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

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish criteria and provide guidance and procedures regarding civilian incentive awards to ensure uniformity, equity, and effectiveness in the administration of the APF Civilian Incentive Awards Program across MCAS New River. The Incentive Awards Program shall be administered in accordance with the Equal Employment Opportunity and Affirmative Employment Program policies, and shall be free from bias and discrimination regarding race, color, religion, age, sex, national origin, or disability.

(2) Concept of Operations. The Civilian Incentive Awards Program is designed to accomplish the following:

(a) Promulgate command policy, guidelines, and criteria for the granting/approval of civilian awards for APF civilian employees in accordance with references (a) through (f).

(b) Provide for equitable program administration across the organization through command oversight.

(c) Enhance morale, motivate, and encourage the civilian workforce to strive for performance levels above those normally expected, and stimulate the workforce to participate in continuous process improvement of operations and functions to achieve greater quality and efficiency.

(d) Provide department heads and supervisors with a variety of incentive awards for recognizing individual and group accomplishments for their subordinate civilian employees.

b. Coordinating Instructions

(1) Awards Board. The MCAS New River Awards Board consists of incumbents in the following positions:

- (a) Executive Officer
- (b) S-1 Officer
- (c) S-3 Officer
- (d) S-4 Officer
- (e) Safety Manager

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- (f) Comptroller
- (g) I&E Director

(2) The board's purpose is to use the standardized criteria provided in enclosures (1) through (8) to review and recommend approval or disapproval of proposed incentive awards. Enclosure (9) identifies individual staff responsibilities. The staff is responsible for ensuring that award recommendations are fully supported, based solely on merit, and granted commensurate with the value of the employee's or group's overall contribution or accomplishment.

(3) Meet quarterly and as required to review incentive award submissions and provide recommendation to the Commanding Officer.

(4) Conduct regular review of the awards process and provide S-1 with input regarding proposed changes.

(5) Board members shall not vote on an award recommended for a family member.

(6) All board members are eligible voting members. The board shall use majority/consensus voting procedures, and must have a simple majority of eligible voting members present to constitute a quorum.

5. Administration and Logistics. MCAS New River S-1 shall review this Order annually, making changes as necessary.

6. Command and Signal

a. Command. This Order is applicable to APF civilian personnel assigned to MCAS New River.

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



R. C. BURTON

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Monetary Recognition

1. Definition and Eligibility Criteria. Monetary Awards are recognition in the form of a single monetary payment that may be for a special act or service in the public interest in connection with, or related to, official employment. Monetary awards may be used to recognize a group or individual effort that goes beyond expected job performance, or to recognize exceptional accomplishments, such as outstanding achievement. Monetary awards may be granted at any time, and are granted commensurate with the value of the employee's contribution or accomplishment. The appropriate award amount is determined based on the tangible and intangible benefits scale in enclosure (2). Enclosure (5) should be used to recommend any cash or Quality Step Increase (QSI) awards. Monetary Awards include the following:

a. Special Act and On-the-Spot Awards. Special Act Awards are monetary awards, and may be granted in recognition of a one-time special act, service or achievement of a non-recurring nature by an employee or group of employees in the public interest connected with, or related to, official employment. This type of recognition is appropriate when an employee or group of employees perform substantially beyond expectations on a specific assignment, aspect of an assignment, or job function. It is also appropriate for a single scientific achievement, act of heroism, or similar one-time special act, service, or achievement of a non-recurring nature. Additionally, an award in this category could be granted to an employee or group of employees whose disclosure of fraud, waste, or abuse in the Federal Government resulted in tangible benefits to the government. A recommendation for this type of award may be submitted at any time. There is no limit to the number of Special Act Awards an employee may receive in any given period, either as an individual or as a member of a group. Receipt of an award in this category does not preclude the same employee(s) from receiving honorary recognition, a time-off award, a cash award, or QSI based on performance of job responsibilities when the criteria for such recognition otherwise is met. The amount of award for a Special Act Award is based on tangible and intangible benefits to the government as determined from the table contained in enclosure (2) of this Order. 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

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have resulted in service or a work product of an exceptionally high quality or quantity.

b. Performance Awards. Awards may be granted to employees for demonstrated sustained performance by individual, team, or organizational achievements of high quality, significantly above that expected at the "Acceptable" level. This type of recognition is appropriate when an employee performs substantially beyond expectations on a regular or continuing basis. Cash awards may be determined using a specific dollar amount or a percentage of basic pay including any applicable locality payment under 5 Code of Federal Regulations part 530, subpart C; or may be determined based on contribution as outlined in enclosure (2). On an annual basis, when Higher Headquarters guidance is received, S-1 will notify department heads of the allocations of funding available for cash awards within their department.

c. QSI. The purpose of the QSI is to provide appropriate incentive and recognition for excellence in performance by granting faster than normal step increases. Unlike cash awards, QSIs increase cost to the Command on a recurring basis. Therefore, careful consideration should be given before recommending a QSI. An employee is eligible for only one QSI within any 52-week period. Enclosure (5) should be used to recommend a QSI award. To be eligible for a QSI, a general schedule employee must meet the following criteria:

(1) Receive a rating of record of "Acceptable."

(2) Demonstrate sustained performance of high quality significantly above that expected at the "Acceptable" level, which depicts unusually good or excellent quality or higher quantity of work provided ahead of schedule and with less than normal supervision.

(3) Make a significant contribution to the organization's mission.

(4) Meet an expectation that the high quality performance will continue in the future.

(5) Have not received a QSI in the past 52 weeks.

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Scale for Determining Amount of Cash Award

BASED ON INTANGIBLE BENEFITS

Value of Benefits	Extent of Application			
	Limited	Extended	Broad	General
	Affects functions, mission or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects a small area of science or technology.	Affects functions, mission or personnel of an entire regional area, command or bureau. Affects an important area of science or technology.	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.	Affects functions, mission or personnel of more than one department/agency, or is in the public interest throughout the nation and beyond.
MODERATE VALUE Change or modification of an operating principle or procedure with limited impact or use.	\$25 - \$500	\$501 - \$750	\$751 - \$1,000	\$1,001 - \$1,500
SUBSTANTIAL VALUE Substantial change or modification of procedures. An important improvement 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 VALUE 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 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.	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000

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BASED ON TANGIBLE BENEFITS

ESTIMATED FIRST-YEAR BENEFITS	AMOUNT OF AWARD
Up to \$10,000	10% of Benefits
\$10,001 - \$100,000	\$1,000 for the first \$10,000 plus 3% to 10% of benefits over \$10,000
\$100,001 or more	\$3,700 to \$10,000 for the first \$100,000 plus .5% to 1.0% of benefits over \$1,000,000

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Time-Off Awards

1. Definition and Eligibility Criteria. A time-off award is an award in which time-off without loss of pay or charge to leave may be granted to an employee in recognition of superior accomplishment or other personal effort that has contributed to the quality, efficiency, or economy of government operations. Reference (e) provides the policy and procedures regarding time-off awards. Examples of achievements that may be considered for a time-off award include:

a. Making a high quality contribution involving a difficult or important project or assignment.

b. Displaying special initiative and skill in completing an assignment or project before the deadline.

c. Using initiative and creativity in making improvements in a product, activity, program, or service.

d. Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

e. Sustaining a high level of performance for an extended period as reflected, for example, in a rating of record.

2. Limitations on Time-Off Awards

a. The total amount of time-off that may be granted to an employee during a leave year is 80 hours. For part-time employees, or those with an uncommon tour of duty, the total time that may be granted during any calendar year is the average number of hours of work in the employee's biweekly scheduled tour of duty.

b. The maximum amount of time-off that may be granted for any single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution is one-half the maximum amount of time that could be granted during the year.

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c. Time-off granted as an award must be scheduled and used within one year after the award is made. Any unused amount remaining after that time must be forfeited without further compensation to the employee.

d. If the employee is transferring to another Department of Defense (DoD) service or outside the DoD, the time-off cannot be transferred. To avoid the loss of the time-off, the employee should be allowed to use the incentive prior to transfer.

e. Should an employee become incapacitated during a period of time-off granted as an award, the employee may be granted sick leave for the period of incapacitation.

f. Time-off awards may not be used for group dismissals, for the purpose of granting all or part of a day as a holiday, or to extend a legally designated holiday.

g. A time-off award does not convert to cash under any circumstances.

3. Guidelines for Evaluation. Although time-off awards do not involve cash disbursement, they constitute a value to the organization in loss of production time. Consequently, in granting and determining the length of time-off awards, the benefits realized by the government from an employee's contribution should be considered. The amount of time-off should be proportionate to the value of the contribution being recognized. Enclosure (4) provides guidance for determining the appropriate amount of time-off to be awarded for a single contribution. Time-off awards must be supported by appropriate written justification that shall include a description of the reason for granting the award. Enclosure (5) should be used to recommend time-off awards.

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Scale for Determining Amount of Time-Off for a Single
Contribution

Value to OrganizationNumber of Hours**Moderate:**

1 to 10

A contribution to a product, activity, program, or service to the public. Is of sufficient value to merit formal recognition. Beneficial change or modification of operating principles or procedures.

Substantial:

11 to 20

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

High:

21 to 30

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

Exceptional:

31 to 40

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

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RECOMMENDATION FOR AWARD

Print Form

Reset Form

PRIVACY ACT STATEMENT

Under the **AUTHORITY** 10 U.S.C. 5013 and E.O. 9397, this form is for official use for the **PURPOSE** to maintain records of military and civilian personal awards to electronically process award recommendations. The **ROUTINE USE** of this form is generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) to the public and private organizations, including news media, for the purpose of granting access and/or publicizing awards or honors. The **DISCLOSURE** is **MANDATORY** in order to receive the recommended award.

TO: _____ DATE (YY MMM DD): _____
(Approving Official)

In accordance with the reference, consideration for the award herein described is recommended for the employee(s) named below.

RECOMMENDED BY: _____ POSITION (Title, Location) AND NAME OF ACTIVITY _____

Employee (Name: First, MI, Last) PAYROLL NUMBER	POSITION (Title and Location)	GRADE	ANNUAL BASE PAY

1. BASIS FOR AWARD RECOMMENDATION

<input type="checkbox"/> ON-THE-SPOT	<input type="checkbox"/> SPECIAL ACT OR SERVICE	DATE(S) OF ACHIEVEMENT/PERFORMANCE	AMOUNT OF AWARD
		FROM (YY MMM DD):	
<input type="checkbox"/> TIME-OFF AWARD	<input type="checkbox"/> PERFORMANCE AWARD	TO (YY MMM DD):	OR % OF SALARY
<input type="checkbox"/> QUALITY STEP INCREASE	PERFORMANCE RATING	TIME-OFF AMOUNT (IN # OF HOURS)	

2. ESTIMATE OF BENEFITS (For Special Act or Service Awards)

A. INTANGIBLE BENEFITS:	<input type="checkbox"/> SAFETY	<input type="checkbox"/> IMPROVED METHOD	<input type="checkbox"/> MORALE	<input type="checkbox"/> OTHER (Specify)
B. VALUE:	<input type="checkbox"/> MODERATE	<input type="checkbox"/> IMPROVED METHOD	<input type="checkbox"/> HIGH	<input type="checkbox"/> EXCEPTIONAL
C. EXTENT OF APPLICATION:	<input type="checkbox"/> LIMITED	<input type="checkbox"/> EXTENDED	<input type="checkbox"/> BROAD	<input type="checkbox"/> GENERAL

3. DESCRIPTION OF ACHIEVEMENT/JUSTIFICATION: (Keep short, but should clearly show exceptional achievement of a contribution worthy of recognition. One or two lines is sufficient for On-The-Spot Awards.)

4. ACTION BY APPROVING OFFICIAL

AN AWARD IN THE AMOUNT OF ☐ \$ AMT ☐ # HOURS ☐ QUALITY STEP INCREASE

- ☐ Approved. The recommended award meets current requirements.
☐ Disapproved. The recommended award does not meet current requirements

STATE REASON(S) FOR DISAPPROVAL:

NAME AND TITLE	SIGNATURE	DATE (YY MMM DD)

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Honorary Awards

1. Definition and Eligibility Criteria. The Department of the Navy (DoN) provides for, and encourages, the use of honorary noteworthy suggestions, and special achievements. Honorary awards are not intended to serve as substitutes for deserved cash awards, and may be granted independently of, or in addition to cash awards. Some employee contributions have high value and significant benefit so that it would be appropriate to grant both honorary and cash awards for the same employee contribution. There are a number of non-Navy awards for which DoN employees may be nominated in competition. They include cash and/or honorary awards granted by other government departments and agencies, and awards granted by private organizations and institutions for outstanding service and achievements by government employees.

a. Achievement Awards. Achievement awards are granted in recognition of superior performance of duties.

(1) Letters/Certificates of Appreciation. These may be awarded to employees for their personal efforts that exceed normal position requirements. Any customer, supervisor, employee, or military member who wishes to thank and recognize an employee may recommend this award. These letters will be drafted by the first line supervisor and provided to the Adjutant's office, via the Department Head for processing and Commanding Officer's (CO) signature.

(2) Certificates of Commendation. These may be awarded at the discretion of the Department Head to recognize employee achievements or contributions that are considered to be above the normal expectations. A draft version will be provided to the Adjutant's office for processing and CO signature.

(3) Navy/Marine Corps Meritorious Civilian Service Award (MCSA). This is the third highest honorary award under the DoN Incentive Awards Program. MCSA is approved by the commander or head of the Headquarters Marine Corps staff agency for meritorious service or contributions resulting in high value or benefits to the Marine Corps. It is conferred for a contribution that applies to a smaller area of operation or a project of lesser importance than one that would warrant

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consideration for the Distinguished Civilian Service Award (DCSA) or Superior Civilian Service Award (SCSA).

(4) Navy/Marine Corps Superior Civilian Service Award. The highest level award which the Commandant of the Marine Corps may bestow on a civilian employee. This award recognizes employee contributions that are exceptionally high in value but which affect a smaller area than the DCSA. The guidelines for the DCSA will also serve as guidelines for the award of the SCSA. However, for the SCSA, the contributions, which are exceptional in value, would be narrower in scope and/or impact than for the DCSA (e.g., Marine Corps wide or command wide); for the MCSA, contributions, while high in value, are more limited in scope and/or impact (e.g., command level). The SCSA may be awarded for contributions that serve as a model for other commands. Additional guidelines and submission criteria for this award are available in reference (d).

(5) Navy Distinguished Civilian Service Award. The highest honorary award the Secretary of the Navy (SecNav) can confer on a DoN civilian employee. The DCSA will be granted for extraordinary service to the DoN. The achievements or service must be truly exceptional when measured against the position requirements of the employee, and should far exceed the contributions and service of others with comparable responsibilities. Further, the DCSA should be reserved for contributions that are so exceptional and/or significant that recognition at the SecNav level is merited. Additional guidelines and submission criteria for this award are available in reference (d).

(6) Armed Forces Civilian Service Medal. This is the highest DoD award for a civilian in direct support of military forces engaged in operations of peacekeeping or a prolonged humanitarian nature. It is closely aligned with the Armed Forces Service Medal for military members. Recommendations for this award shall be prepared and forwarded through the chain of command to the Commandant of the Marine Corps (CMC) for review and forwarding to DoD for approval. Additional guidelines for this award are available in reference (d).

(7) Equal Opportunity Award. The Marine Corps Equal Opportunity Award recognizes military and civilian personnel whose achievements have significantly contributed toward the

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fulfillment of Marine Corps civilian equal employment opportunity goals. The award consists of a certificate signed by the CMC. Nominations should be prepared and forwarded through the chain of command to the CMC.

(8) DoD and Presidential Recognition. Descriptions and criteria for these awards are available in reference (c). The following DoD and Presidential honorary awards must be submitted to SecNav for approval:

- (a) DoD Distinguished Civilian Service Award
- (b) Secretary of Defense Meritorious Civilian Service Award
- (c) DoD Distinguished Public Service Award
- (d) Secretary of Defense Award for Outstanding Public Service
- (e) President's Award for Distinguished Federal Civilian Service
- (f) Presidential Medal of Freedom
- (g) Presidential Citizens Medal
- (h) National Security Medal

b. Service Awards. Service awards are granted automatically upon attainment of specified lengths of employment and upon retirement. The following are available types of Service Awards:

(1) Career Service Recognition. The Federal Length of Service Award is granted to all DoN and Marine Corps civil service employees who have completed 10, 20, 30, 40, and 50 years of Federal Service. For the purpose of this award, "Federal Service" includes all honorable military service and civilian service in departments and agencies of the Federal Government. The most recent 10 years must have been as a Federal civil service employee with the most recent year as a civilian employee of the DoN. For Federal Service of 10 years

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through 30 years, a lapel emblem indicating years of service and a certificate signed by the CO, MCAS New River is issued. For service of 40 years or more, a lapel emblem indicating years of service and a certificate signed by the SecNav is issued. The Human Resources Office (HRO) will prepare Federal Length of Service Award certificates 30 years or less, and will request certificates from the DoN for service awards of 40 years or more. Prepared certificates will be forwarded to appropriate officials for signature and presentation.

(2) Retirement Awards. Certificates of Retirement are presented to civilian employees who retire from Federal employment. The HRO will prepare retirement certificates and forward them to the appropriate officials for signature and presentation.

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Civilian of the Quarter/Civilian of the Year Nominations

1. Definition and Eligibility. Civilian employees will be eligible for the Civilian of the Quarter/Civilian of the Year Award based on the following eligibility requirements:

a. Quarterly nominees must have been onboard for the entire nominating quarter.

b. Yearly nominees must have been onboard at least 180 days during the nominating year.

c. Civil Service Employee of the Year candidates will include individuals previously nominated and/or selected for Civil Service Employee of the Quarter during the calendar year. To be eligible, these employees must have maintained their level of superior performance. Additional information or justification may be submitted to augment the previous Civilian Service Employee of the Quarter nomination package. Employees need not have been nominated or selected for Civil Service Employee of the Quarter to be nominated for the Civil Service Employee of the Year, providing they meet the nomination criteria found in paragraph two.

2. Evaluation Criteria. Nominees will be evaluated on the following criteria:

a. Performance and leadership in primary and/or collateral duties.

b. Performance on special projects or other unique accomplishments.

c. Improvement proposals (e.g., process improvements, internal suggestions, utilization of resources, etc.).

d. Outstanding customer relations and/or staff interface actions.

e. Self-development achievement (must demonstrate that this self-development has made the nominee a more valuable staff member above and beyond that required for employment).

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f. Community involvement and/or command outreach activities.

3. Nomination and Selection Process

a. Nominations will be submitted by utilizing enclosure (8).

b. Nominations will be submitted in accordance with the schedule below. The dates below will ensure selections are completed by the first of each month following the award period. The quarters identified will follow the fiscal year format.

Period	Nominations Due
1st Quarter (Oct - Dec)	10 January
2nd Quarter (Jan - Mar)	10 April
3rd Quarter (Apr - Jun)	10 July
4th Quarter (Jul - Sep)	10 October
Year (Oct - Sep)	10 January

c. A Civil Service Employee of the Quarter/Civilian of the Year selection committee will be formed. This committee, chaired by the Executive Officer, is comprised of four Department Heads appointed each year by the Chairman. The members of the selection committee will rotate each October. The committee will meet at the discretion of the Chairman. The committee will review and evaluate the nominations submitted to them by the applicable deadline. Selection will be based on the criteria outlined in paragraph two of this enclosure. Selections will be announced at the subsequent quarterly civilian breakfast.

4. Recognition for Selectees

a. Civil Service Employee of the Quarter

(1) Commanding Officer's Certificate of Commendation.

(2) Command Plaque.

(3) Choice of 16 hour Time-Off Award or \$250 Cash Award.

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b. Civil Service Employee of the Year

- (1) Meritorious Civilian Service Medal.
- (2) Command Plaque.
- (3) Choice of 40 hour Time-Off Award or \$500 Cash Award.

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CIVIL SERVICE EMPLOYEE OF THE QUARTER/YEAR NOMINATION

Quarterly nominations limited to the space below (one page). Yearly nominations may include an additional plain page.

Award Category (Quarter or Year)		Nomination Period				FY: 20__
		Quarter	1st	2nd	3rd	
Nominee Last Name	First Name	Middle Initial	Current Position/Title			
Grade/Rate	Department			Office/Shop		
A. PRIMARY AND/OR COLLATERAL DUTY PERFORMANCE						
<p align="center">B. SPECIAL CONTRIBUTIONS DURING THE PERIOD</p> <p>Explain how performance exceeded job requirements e.g., specific projects, volunteer or committee work, community work, ect.</p>						
C. SELF-IMPROVEMENT ACHIEVEMENTS						
D. CUSTOMER RELATIONS AND/OR STAFF INTERFACE ACTIONS						
Supervisor Signature	Date	Department Head Signature	Date	Director Signature	Date	

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CIVIL SERVICE EMPLOYEE OF THE QUARTER/YEAR NOMINATION*(Continuation page)*

This page is restricted to yearly nominations use only.

YEARLY NOMINATION CONTINUATION PAGE

Nominee Last Name	First Name	Middle Initial	Nomination Period				FY: 20__	
			Quarter	1st	2nd	3rd	4th	

Staff Responsibilities

1. Commanding Officer (CO) MCAS New River. Act as deciding official on the following:

- a. Cash award recommendations.
- b. Time-off award recommendations in excess of eight hours.
- c. Civilian of the Quarter/Civilian of the Year.

2. Executive Officer (XO)

- a. Serve as Chairman of the Awards Board.
- b. Evaluate the Civilian Incentive Awards Program and direct changes or improvements as necessary via the S-1.
- c. Forward awards recommended for approval to the CO.
- d. Forward recommended Civilian of the Quarter/Civilian of the Year packages for approval.
- e. Ensure all Awards Board meetings are conducted utilizing the process outlined in this Order.

3. S-1 Officer

- a. Administer and maintain the Incentive Awards Program in accordance with the references and this Order.
- b. On an annual basis, provide allocations to each department for performance based cash award recommendations.
- c. Schedule meetings of the Awards Board as necessary and provide administrative support.
- d. Review and assess award submissions approved by department heads in order to ensure adequate justification is provided in accordance with the enclosures. Award submissions that fail to meet the criteria will be returned to the department heads for reconsideration.
- e. Provide managers and supervisors with advice and guidance regarding the Incentive Awards Program.

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f. Coordinate appropriate presentation of the Civilian of the Quarter/Civilian of the Year at each civilian breakfast.

g. Create Requests for Personnel Actions (RPAs) based on approval of awards.

h. Notify department heads and supervisors of the final disposition (approval/disapproval) of all award recommendations submitted to the Awards Board for review.

i. Develop policy recommendations and monitor to ensure an equitable program by tracking and analyzing award trends and distribution.

4. Department Heads

a. Recommend appropriate awards to recognize significant employee accomplishments, per enclosures (1-8).

b. Utilize the criteria within enclosure (3) in order to approve Time-Off Awards of up to 40 hours. Award recommendations will be reviewed by the S-1 Officer with input provided to the XO to ensure consistent application of the criteria. CO, XO, and the Position Management Board will be regularly advised of approved Time-Off Awards.

c. Ensure effective use of recognition. Determine the type of recognition that most appropriately recognizes the contribution, is most motivating to the employee(s), and is most cost effective in terms of return on investment to the organization.

d. Ensure that employees are not awarded more than once for the same performance act. For example, an employee who receives an On-the-Spot Award cannot have the same act of performance included as part of the justification in support of a performance award.

5. Comptroller. Establish the cash award ceiling in accordance with the CO's direction and enclosure (2).

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Beneficial Suggestion Program

1. Definition and Eligibility Criteria. The Beneficial Suggestion Program provides the means and procedures that will enable individuals to submit ideas and suggestions to improve operations; save money, promote safety, or otherwise increase efficiency or effectiveness either locally or Marine Corps wide; and to be recognized and rewarded for their contributions, if they are adopted.

2. Submission Requirements. All personnel assigned to MCAS New River, tenant organizations, dependents, retirees, or other individuals who use the facilities and services of this Installation may submit their ideas by utilizing the form contained in reference (f) or any other written format that contains the following information: the problem, difficulty, or circumstance that prompted the suggestion; the suggested change; where and how the suggestion can be used, and how it will benefit the Installation, Marine Corps, or Department of the Navy; and savings or other benefits that will result if the idea is adopted.

3. Evaluation Criteria. When submissions are received, the S-1 Department Head will determine if the idea is applicable locally or has implications for broader application. For local suggestions, applicable departments will be contacted and are directed to evaluate the suggestion and return their comments to the S-1 for benefit calculation and awards that may be appropriate. Suggestions that involve broader applications are forwarded to the appropriate agency for consideration. Reference (f) will be used to determine the amount of cash awards in proportion to the tangible or intangible benefits resulting from the adoption of the suggestion.