



UNITED STATES MARINE CORPS  
Marine Corps Recruit Depot/Western Recruiting Region  
1600 Henderson Avenue Suite 238  
San Diego, California 92140-5001

DepO 12451.5A  
1B

13 SEP 2004

DEPOT ORDER 12451.5A

From: Commanding General  
To: Distribution List

Subj: EMPLOYEE RECOGNITION PROGRAM (ERP)

Ref: (a) 5 CFR 430  
(b) 5 CFR 451  
(c) 5 CFR 531.504  
(d) DOD 1400.25M Sub-chapters 430 and 451  
(e) DON Human Resources Implementation Guidance, Guide No. 451-01  
(f) MCO 1650.17F  
(g) MCO 7042.6C  
(h) MCO 12430.2  
(i) MCO 12451.2C  
(j) MCO 12451.3A  
(k) SECNAVINST 12451.3  
(l) 5 U.S.C., Chapter 45

Encl: (1) Definitions  
(2) Specific Accomplishment Awards  
(3) Tangible Benefits Scale  
(4) Intangible Benefits Scale  
(5) Time-Off Awards Scale for a Single Contribution  
(6) Specific Contribution Award Form  
(7) Sample Certificate of Commendation - Civilian of the Quarter

1. Situation. To increase productivity by recognizing and honoring individual employees or groups of employees for their creativity and significant contributions to this Command, the U.S. Marine Corps, and the Department of the Navy's (DoN) missions and to establish policy and procedures governing the Employee Recognition Program (ERP) per references (a) through (l).

2. Cancellation. DepO 12451.5.

3. Summary of Revision. This Order contains a substantial number of changes to the previous Order and should be reviewed in its entirety.

4. Mission. To improve productivity, honor deserving employees, and promptly process awards via an effective program.

5. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order provides procedures and instructions regarding the program for the granting of monetary/non-monetary, time off and/or honorary awards, which may be granted to either an individual or a group of employees. Enclosure (1) provides a list of definitions associated with this

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Order. Specific awards are further outlined in enclosure (2). Enclosures (3), (4), and (5) provide scales for award amounts. Enclosure (6) is the nomination form for the various awards. Enclosure (7) provides a sample Certificate of Commendation for Civilian of the Quarter.

(2) Concept of Operations. This Order will be the guiding document for the management of the ERP. Awards may be granted for:

(a) Special acts, superior accomplishments, or service in the public interest in connection with, or related to the employee's official employment, inventions, beneficial suggestions, or other personal efforts which contribute to improved efficiency, effectiveness, cost savings, and/or other notable improvements.

(b) Recognition of exceptional and meritorious service, length of service, and retirement.

b. Subordinate Element Missions

(1) Military and Civilian Supervisors will:

(a) Encourage employee participation in the awards program.

(b) Recommend employees for awards throughout the year. See enclosures (2) through (7).

(c) Ensure the recommendation for an award is submitted as close to the event(s) that merits recognition, to ensure timely recognition of the accomplishment(s).

(d) Submit award supporting justification and other applicable forms.

(e) Approve Time Off Awards up to one day. See enclosure (2) for processing time of awards.

(2) The Human Resources Office, Marine Corps Recruit Depot, will:

(a) Establish and maintain a process for prompt review of awards that require an SF-50, "Notification of Personnel Action."

(b) Ensure that managers/supervisors/department heads are recognizing and rewarding eligible employees for accomplishments and contributions throughout the year.

(c) Publicize and promote the awards program, advise supervisors and employees on incentive award requirements, and provide training on the awards program and the processing of awards.

(d) Expedite the processing of awards upon appropriate approval.

(e) Ensure appropriate paperwork is completed and forwarded to the Human Resources Service Center (HRSC), so that the award can be entered into the automated civilian personnel records system and for the generation of other documentation.

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(f) Notify, coordinate, and provide the presenter with the appropriate documentation associated with the award and will notify G-2/3.

(g) Maintain, track, and distribute Informal Incentive Award items to appropriate managerial/supervisory personnel.

(h) Notify the Assistant Chief of Staff, Comptroller, when Informal Incentive Award items are low and/or depleted.

(i) Maintain the necessary Incentive Awards Program records and forms.

(j) Assist the members of Incentive Awards Board.

(3) G-2/3 will:

(a) Coordinate with the Commanding General (CG), the Public Affairs Office (PAO), the Human Resources Office (HRO), and the Combat Visual Information Center (CVIC) on the presentation of awards at Friday morning Colors.

Note: The award should be presented as close to the event as possible for which the employee is being recognized.

(b) Notify awardee that family members are invited to attend award presentations.

(c) Photograph the award presentations.

Note: If possible, obtain the presenters signature and date of presentation.

(4) PAO will:

(a) Publicize awards in accordance with established operating procedures.

(b) Coordinate with G-2/3, HRO, and CVIC on the presentation of awards.

(c) Photograph the award presentations in accordance with standard operating procedures.

(5) CVIC will:

(a) Photograph the award presentations in accordance with standard operating procedures.

(b) Coordinate with G-2/3, HRO, and PAO on the presentation of awards.

(6) Assistant Chiefs of Staff will:

(a) Ensure Department Heads, managers/supervisors are recognizing and rewarding eligible employees for accomplishments/contributions throughout the year.

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(b) Review award recommendations submitted by Department Heads, managers/supervisors.

(c) Approve or disapprove award recommendations and provide a monthly report to the PMB on awards approved the previous month. Authority has been delegated to the Assistant Chiefs of Staff to approve cash awards of up to \$250 per individual and Time Off awards.

(d) Forward all award recommendations to the Incentive Awards Board for awards needing approval. Recognize and reward employees on the basis of worthiness. Individual employees or groups of employees will be acknowledged for suggestions, inventions, and other personal efforts that exceed normal standards or expectations as a result of improved productivity and/or services to all levels of the Marine Corps' mission.

(e) Ensure awards are presented at the proper level and with the proper decorum befitting the award.

(f) Ensure photographs of the award presentations are taken.

(g) Request Informal Incentive Award items from the Human Resources Office using enclosure (6).

(7) The Assistant Chief of Staff (AC/S), Comptroller will:

(a) Establish departmental cash award ceilings for the fiscal year. Each ceiling will be set at a level that is no less than 1.5 percent of the aggregate salaries of the department's on board strength as of October 1.

(b) Purchase Informal Incentive Award items in compliance with applicable guidelines/rules/regulations and with concurrence of the Incentive Awards Board. These award items are to be modest in cost, usually less than \$25, and are normally displayed rather than used. Given their nature as symbolic recognition, items presented must meet all the following criteria: The item must be something that the recipient could reasonably be expected to value, but not something that conveys a sense of monetary value; the item must have a lasting trophy value; the item must clearly symbolize the employer-employee relationship in some fashion; and the item must take an appropriate form to be used in the public sector and to be purchased with public funds.

(c) Monitor departmental award expenditures.

(8) The Incentive Awards Board will:

(a) Ensure the supporting documentation for the recommended award(s) fully meets the criteria published in this Order, the award or pay increase is deserved, and the type of recognition recommended is appropriate for the performance or achievement. The Board will approve only those awards, which, in the judgment of the majority, fully meet all requirements. Disapproved award recommendations will be returned to the originator with an explanation.

(b) Review program operations annually, during the first quarter of each fiscal year, for the purpose of evaluating the program and further making recommendations to the CG for improvement.

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(c) Meet on an "as needed" basis when scheduled by the Chairman, who is the Assistant Chief of Staff, G-1. A quorum of three voting board members is required at each meeting.

(d) Ensure adequate funds are available to assure prompt action on awards and that awards are paid within budgetary limits set by law and regulation.

6. Administration and Logistics. The Incentive Awards Board will be established with membership as follows:

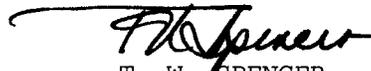
Assistant Chief of Staff, G-1 (Chairman)  
Assistant Chief of Staff, G-4  
Assistant Chief of Staff, Comptroller  
Assistant Chief of Staff, MCCS  
Director, Human Resources Office

A person "acting" in any of the above positions will serve as a voting member; an alternate will not be authorized to vote. In the absence of the chairman, the senior officer present will be the chairman pro tem who will sign all written recommendations of the board. All board recommendations will be based on a vote of the majority, but a minority report may be submitted, if desired by a member or members. The chairman will vote in each case, and in the event of a tie, the case will be referred to the Chief of Staff for decision.

7. Command and Signal

a. Command. This Order is applicable to all organizations, units, and activities located on MCRD, San Diego that receive services from the MCRD HR Office, except for the districts of the Western Recruiting Region.

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

  
T. W. SPENCER  
Chief of Staff

DISTRIBUTION: A

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SPECIFIC ACCOMPLISHMENT AWARDS

Letter of Appreciation

Form of the Award: Letter (Honorary Award)

Eligibility: All employees.

Purpose of the Award: To recognize or thank an employee in writing.

Nominating Official: Anyone.

Approving Official: Not applicable.

Nomination/Approval Procedures: Not applicable.

Note: Does not require processing by HRO.

ENCLOSURE (2)

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CERTIFICATE OF APPRECIATION AND CUSTOMER SERVICE AWARD

Form of the Award: Certificate (Honorary Award).

Eligibility: All employees.

Purpose of the Award: To recognize and thank an employee for outstanding service.

Nominating Official: Any appropriate military or civilian member.

Approving Official: Employee's supervisor will approve and award.

Nomination/Approval Procedures: Nominating department will generate the award certificate.

Note: Does not require processing by HRO.

ENCLOSURE (2)

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INFORMAL INCENTIVE ITEMS

Form of the Award: Informal recognition awards are intended to recognize contributions of lesser scope that might otherwise go unrecognized. In addition, informal recognition awards typically have more informal approval procedures and presentation settings than honorary awards. Given this combination of less-scope contributions and informality, non-monetary items presented as informal recognition awards must meet the following criteria:

a. The item must be of nominal value, usually less than \$25.

b. The item must take an appropriate form to be used in the public sector and to be purchased with public funds.

Eligibility: All employees.

Purpose of the Award: To recognize or thank an employee.

Nominating Official: Any appropriate military or civilian member employee.

Approving Official: Employee's department head.

Nomination/Approval Procedures:

a. Forward all award recommendations to the department head for approval.

b. Recognize and reward employees on the basis of worthiness. Individual employees or groups of employees should be acknowledged for personal efforts that exceed normal standards or expectations as a result of improved productivity and/or services to all levels of the Marine Corps' mission.

Note: Does not require processing by HRO.

ENCLOSURE (2)

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LETTER/CERTIFICATE OF COMMENDATION

Form of the Award: Letter/Certificate (Honorary Award)

Eligibility: All employees.

Purpose of the Award: To recognize, in writing, civilian and military personnel whose contributions are above and beyond normal job requirements.

Nominating Official: First level supervisor.

Approving Official: Activity Head.

Nomination/Approval Procedures:

- a. The nominating department will generate the award. letter/certificate.
- b. Activity Head will approve and award, if the employee merits recognition.

Note: Does not require processing by HRO.

ENCLOSURE (2)

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COMMANDING GENERAL'S COIN OF EXCELLENCE

Form of the Award: Commanding General's Coin (Honorary Award)

Eligibility: All employees.

Purpose of the Award: To recognize civilian and military personnel whose contributions are above and beyond normal job requirements.

Nominating Official: Supervisor.

Approving Official: Incentive Awards Board.

Nomination/Approval Procedures:

a. The nominating department will complete and submit enclosure (6) and the award certificate narrative. The justification for the award narrative in enclosure (6) should describe:

(1) A complete, concise, and factual account of the nominee's contribution(s)/accomplishment(s).

(2) The impact of the nominee's contribution(s)/accomplishment(s) on the organization.

b. The supervisor will then forward enclosure (6) to HRO for further processing.

c. If approved, the Incentive Awards Board will notify HRO using enclosure (6).

d. HRO will notify the supervisor of the Awards Board decision.

e. The supervisor will schedule the presentation of the award with the Staff Secretary.

f. The CG or his designated representative will present the Coin of Excellence at an Awards Ceremony.

ENCLOSURE (2)

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EMPLOYEE OF THE QUARTER

Form of the Award: Certificate plus a Monetary Award (\$1,000)

Eligibility: Non-Supervisory GS-09 and below and WG-10 and below, permanent employees only.

Purpose of the Award: To recognize a civilian employee at the GS-09 and below level and the WG-10 and below level for outstanding contributions and/or accomplishments above and beyond normal job requirements.

Nominating Official: Supervisor.

Approving Official: Incentive Awards Board.

Nomination/Approval Procedures:

a. The nominating department will complete and submit enclosures (6) and (7) to HRO not later than five (5) working days after the end of the quarter. The justification for the award narrative in enclosure (6) should describe:

(1) A complete, concise, and factual account of the nominee's contribution(s)/accomplishment(s) during the proceeding quarter.

(2) The impact of the nominee's contribution(s)/accomplishment(s) on the organization.

b. The Human Resources Office will forward the nominations to the approving authority no later than 15 January, April, July, and October.

c. If approved, the Incentive Awards Board will notify HRO using enclosure (6).

d. HRO will process the award per established procedures. This process includes all documentation/notification required to enter the award into the civilian employee's Official Personnel Folder.

e. The CG, or his designated representative, will present the Certificate of Commendation at an Awards Ceremony during Morning Colors.

ENCLOSURE (2)

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EQUAL OPPORTUNITY AWARD

Form of the Award: Certificate (Honorary Award)

Eligibility:

a. Personnel in a direct leadership or supervisory capacity who have:

- (1) Motivated personnel through direct encouragement and assistance.
- (2) Achieved effective manpower utilization.
- (3) Demonstrated sensitive treatment to subordinate personnel.

b. Individual personnel within programs, projects, or activities that have, through equal opportunity implications, advanced equal opportunity within the Marine Corps.

c. Equal opportunity program leaders with specific responsibilities for equal opportunity such as Deputy EEO officers, counselors, committee members, Federal Women's Program, and Hispanic Employment Program managers, housing referral officers or noncommissioned officers.

Purpose of the Award: To recognize superior accomplishments in fostering equal opportunity objectives for either civilian or military personnel.

Nominating Official: Civilian - First level supervisor; Military - Commanding Officer.

Approving Official: Headquarters Marine Corps, CMC (MPO-34) via Incentive Awards Board.

Nomination/Approval Procedures:

a. The nominating department will complete and submit enclosure (6) and the award certificate narrative to Headquarters Marine Corps, CMC (MPO-34) via the Incentive Awards Board. The justification for the award narrative in enclosure (6) must describe:

(1) A complete, concise, and factual account of the nominee's contribution(s)/accomplishment(s) in fostering equal opportunity.

(2) The impact of the nominee's contribution(s)/accomplishment(s) on/off duty.

b. If approved, the Incentive Awards Board will request the CG's endorsement, if endorsed favorably, the nomination will be forwarded to Headquarters Marine Corps, CMC (MPO-34).

c. HRO will process the award per established procedures.

d. The CG or his designated representative will present the Certificate at an Awards Ceremony.

ENCLOSURE (2)

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LEADERSHIP AWARD

Form of the Award: Certificate (Note: A cash award is optional for this award)

Eligibility: Supervisor or team member.

Purpose of the Award: To recognize a civilian employee who effectively leads or supervises subordinate employees or team members.

Nominating Official: Subordinate employee of a nominated supervisor or team member.

Approving Official:

- a. For certificate only - Employee's immediate supervisor or team lead.
- b. For certificate and monetary award - Incentive Awards Board.

Nomination/Approval Procedures:

- a. The nominating individual/department will complete and submit enclosure (6) and the award certificate narrative. The justification for the award narrative in enclosure (6) must describe:
  - (1) A complete, concise, and factual account of the nominee's leadership contribution(s)/accomplishment(s).
  - (2) The impact of the nominee's leadership contribution(s)/accomplishment(s) on the team/organization.
- b. If approved, the immediate supervisor, team lead, or Incentive Awards Board, as applicable, will notify HRO using enclosure (6).
- c. HRO will process the award per established procedures for monetary awards. This process includes all documentation/notification required to enter the award into the automated civilian personnel records system. HRO will generate the certificate and return the certificate to the respective employees supervisor/team lead.

ENCLOSURE (2)

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HEROISM AWARD

Form of the Award: Certificate (Note: A cash award is optional for this award).

Eligibility: All civilian employees.

Purpose of the Award: To recognize the performance of a heroic act by civilian employees who voluntarily risks or sacrifices his/her own life in saving or attempting to save the life of another person in an official or non-official capacity. No cash award is authorized for heroic acts performed in a non-official capacity.

Note: The Commandant of the Marine Corps (MPC-36) should be informed of any such approved award to determine the employee's eligibility for the Carnegie Medal of Freedom.

Nominating Official: Any person aware of the employee's heroic action may nominate.

Approving Official: Incentive Awards Board.

Nomination/Approval Procedures:

a. The nominating individual will complete and submit enclosure (6) and the award certificate narrative to the Incentive Awards Board. The justification for the award narrative in enclosure (6) must describe:

(1) A complete, concise, and factual account of the nominee's heroic actions.

(2) The impact of the nominee's heroic actions.

b. If approved, the Incentive Awards Board will notify HRO using enclosure (6).

c. HRO will process the award per established procedures for monetary awards. This process includes all documentation/notification required to enter the award into the automated civilian personnel records system.

d. The CG, or his designated representative, will present the certificate at an Awards Ceremony.

ENCLOSURE (2)

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FEDERAL LENGTH OF SERVICE AWARDS

Form of the Award: Certificate and Pin (Honorary Award)

Eligibility:

a. Civilian Employees with 10 or more years of Federal Service.

(1) When eligibility for Federal Length of Service Certificates recognition is computed, employees should receive credit for total Federal service, including civilian and all honorable military service.

(2) The certificates are available in five-year increments.

Purpose of the Award: Federal Length of Service Certificates recognize significant milestones in an employee's career and emphasizes that service to the Government, rather than service to a particular Department or Agency is being recognized.

Nominating Official: None. HRO to track and issue.

Approving Official: HRO Director.

Nomination/Approval Procedures:

a. HRO will track and forward certificates to respective Assistant Chief of Staff (AC/S).

b. The respective AC/S signs and presents awards of 10, 15, 20, and 25 years.

c. The Commanding General signs awards of 30 and 35 years.

d. Awards of 40 or 50 years of service consist of a certificate signed by the Secretary of the Navy and a personal letter from Commandant Marine Corps (CMC). HRO will forward certificates to CMC for action in accordance with reference (i).

(1) The signature of the Secretary of the Navy may be obtained on career service awards for 40 or more years of service. To obtain the Secretary's signature the following guidelines apply:

(a) Utilize the following form: For career service, the Secretary of the Navy Career Service Award certificate (NAVSO 12453/1 (4-77)).

(b) A memo requesting the Secretary's signature must accompany the certificate with the honoree's name and number of years of service already printed on it. A return envelope should also be provided. The certificate should not be dated, as it will be dated when signed. Certificates should be carefully packaged to avoid damage in transit.

(c) The request should be submitted as far ahead of the needed date as possible. Allow 90 days for processing time. The requesting memo, certificate, and the return envelope should be addressed to: SECRETARY OF THE NAVY, ADMINISTRATIVE DIVISION, THE PENTAGON, ROOM 4D680, WASHINGTON, DC 20350.

ENCLOSURE (2)

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RETIREMENT AWARDS

Form of the Award: Certificate and Pin (Honorary Award)

Eligibility: An individual's retirement eligibility is handled on a case-by-case basis by the Human Resources Service Center Southwest (HRSC-SW).

Purpose of the Award: To recognize civilian employees who are retiring from Federal Service employment.

Nominating Official: None. Employee is required to notify HRO of his/her decision to retire.

Approving Official: Human Resources Service Center Southwest (HRCS-SW).

Nomination/Approval Procedures:

a. Human Resources Service Center Southwest (HRCS-SW) will process retirement requests.

b. Less than 40 years of service receives a retirement pin and a certificate signed by the CG.

c. Over 40 years of service receives a retirement pin and a certificate signed by the Secretary of the Navy and a personal letter from Commandant Marine Corps (CMC). Also, GS/GM-15 civilians and Senior Executive Service Members, without regard to length of Federal civilian service, receive a personal letter from the CMC upon retirement. A brief statement describing the highlights of the employees career/accomplishments extracted from the Official Personnel File, will be provided to the CMC (MPO-34) three (3) months in advance of the planned presentation date.

(1) HRO will forward certificates to CMC for action in accordance with reference (i).

(2) To obtain the Secretary's signature the following guidelines apply:

(a) Utilize the following form: For retirement, the Secretary of the Navy Certificate of Retirement (NAVSO 12450/11 (9-83)).

(b) A memo requesting the Secretary's signature must accompany the appropriate certificate with the honoree's name and number of years of service already printed on it. A return envelope should also be provided. The certificate should not be dated, as it will be dated when signed. Certificates should be carefully packaged to avoid damage in transit.

(c) Requests should be submitted as far ahead of the needed date as possible. Allow 90 days for processing time. The requesting memo, certificate, and the return envelope should be addressed to: SECRETARY OF THE NAVY, ADMINISTRATIVE DIVISION, THE PENTAGON, ROOM 4D680, WASHINGTON, DC 20350.

ENCLOSURE (2)

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SICK LEAVE AWARD

Form of the Award: Certificate (Honorary Award).

Eligibility: All employees.

Purpose of the Award: To recognize civilian employees who have accumulated 500, 1000, 1500, 2000, 2500, and 3000 hours of sick leave.

Nominating Official: See nomination/approval procedures below.

Approving Official: Director, Human Resources Office. Respective Assistant Chief of Staff presents.

Nomination/Approval Procedures:

a. Monthly, the Comptroller will provide HRO with the Leave Availability Report.

b. The Human Resources Office will review the Leave Availability Report to determine which employees are eligible for an award and will prepare the appropriate certificate and forward it to respective Assistant Chief of Staff for presentation at the organizational level.

ENCLOSURE (2)

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SAFETY AWARD

Form of the Award: A gold "Safety First" pin and a certificate signed by the CG (Honorary Award).

Eligibility: All employees.

Purpose of the Award: To recognize military and civilian personnel either individually or as a group for their contributions and accomplishments made in the field of safety and mishap prevention.

Nominating Official: Supervisor.

Approving Official: Respective Assistant Chief of Staff.

Nomination/Approval Procedures:

a. The nominating supervisor will complete and submit enclosure (6) and the award certificate narrative to the respective Assistant Chief of Staff. The justification for the award narrative in enclosure (6) should describe: How the submission and adoption of the safety process at the employee's worksite has impacted the worksite safety efforts.

Note: Safety Suggestions that result in notable injury prevention and/or monetary savings may also qualify for a Beneficial Suggestion Award.

b. If approved, route enclosure (6) and the certificate to the Safety Office. The Safety Office may consider an additional award per MCO 5100.32. The Safety Office will route enclosure (6), "Safety First" pin, and the certificate to HRO for processing.

c. HRO will process the award per established procedures.

d. The Commanding General or his designated representative will present the "Safety First" pin and the Certificate at an awards ceremony.

ENCLOSURE (2)

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SPECIAL ACT AWARD

Form of the Award: Monetary Award.

Eligibility: All employees.

Purpose of the Award:

a. This award may be used to recognize an individual or group of employees for meritorious efforts that go significantly beyond expected job performance. This award is special since it is not tied to the performance appraisal cycle, may be given at any time, and it represents immediate recognition.

b. The Special Act Award is for a one-time achievement of a non-recurring nature that produces tangible and/or intangible benefits. This award may recognize accomplishments during a detail, special project, or other short-term activities. The appropriate award amount is based on the tangible and intangible benefits scales listed in enclosures (3) and (4).

Nominating Official: First or Second Level Supervisor.

Approving Official: Incentive Awards Board.

Nomination/Approval Procedures:

a. Nominations must be submitted and processed within 60 calendar days of the act or accomplishment.

b. Complete enclosure (6) - The reason for the award nomination narrative must describe:

(1) A complete, concise, and factual account of the nominee's or group's achievement/accomplishment.

(2) The impact of the special act on the nominee's or group's organization.

(3) The tangible and/or intangible benefits to the nominee's or group's organization based on enclosures (3) and (4).

(4) Submit enclosure (6) to the approving authority.

(5) If approved, the approving authority processes the award per established procedures.

c. HRO will process the award per established procedures for a monetary award. This process includes all documentation/notification required by the Human Resources Service Center-Southwest (HRSC-SW) to enter the award into the automated civilian personnel record system and to generate additional documentation.

ENCLOSURE (2)

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ON-THE-SPOT AWARD

Form of the Award: Monetary Award.

Eligibility: All employees.

Purpose of the Award:

a. On-the-Spot awards are "Special Act or Service" awards designed to quickly recognize and provide immediate reinforcement of one-time achievements by employees that have resulted in service of an exceptionally high quality or quantity.

b. They are intended to enhance morale by recognizing employee contributions, which, while limited in scope and value are of immediate benefit, noteworthy, and deserving of recognition. Such contributions will be on a one-time, non-recurring nature. This award is particularly appropriate for rewarding employee efforts that might go unrecognized. On-the-Spot awards range from \$25 to \$750, commensurate with the nature of the service or act being recognized.

c. Use an On-the-Spot award:

(1) When a person or team does outstanding work but does not merit a larger award.

(2) When performance is exceptional over a short time, but not over a complete rating period, as required for a performance award.

(3) As a tool to build long-term exceptional performance.

Nominating Official: An authorized management official.

Approving Official:

a. Awards in the amount from \$25.00 to \$250.00 require the respective Assistant Chief of Staff.

b. Above \$250.00 and up to \$750.00 Incentive Awards Board.

Nomination/Approval Procedures:

a. Complete enclosure (6) - The reason for the award nomination narrative must describe:

(1) A complete, concise, and factual account of the nominee's or group's achievement/accomplishment.

(2) The impact of the special act/service on the nominee's or group's organization.

(3) The tangible and/or intangible benefits to the nominee's or group's organization based on enclosures (3) and (4).

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(4) Submit enclosure (6) to the approving authority.

(5) If approved, the approving authority processes the award per established procedures.

b. HRO will process the award per established procedures for a monetary award. This process includes all documentation/notification required by the Human Resources Service Center-Southwest (HRSC-SW) to enter the award into the automated civilian personnel record system and to generate additional documentation.

ENCLOSURE (2)

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SUSTAINED SUPERIOR PERFORMANCE AWARD

Form of the Award: Monetary Award.

Eligibility: All employees.

Purpose of the Award:

a. A Sustained Superior Performance Award is appropriate when the employee's performance appraisal exceeds an acceptable level of competence and performance for not less than six consecutive months.

(1) The receipt of one or more awards for a suggestion, invention, scientific achievement, special act or service does not prevent receipt of a performance award, unless the basis for the award duplicated a prior achievement award.

(2) Cash awards may be determined using a specific dollar amount or a percentage of basic pay. Awards granted as a percentage of basic pay may not exceed 10 percent of the employee's annual rate 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. The Secretary of the Navy must approve awards between 10 and 20 percent of an employee's annual rate of basic pay.

(3) Do not nominate someone for a performance award for one-time or short performances. (See On-the-Spot, Special Act Awards).

Nominating Official: First Level Supervisor.

Approving Official: Incentive Awards Board.

Nomination/Approval Procedures:

a. Complete enclosure (6) - The reason for the award nomination narrative must describe:

(1) A complete, concise, and factual account of the nominee's achievement/accomplishment.

(2) The impact of the nominee's sustained superior performance on the organization.

(3) The tangible and/or intangible benefits to the nominee's organization based on enclosures (3) and (4).

(4) Submit enclosure (6) to the approving authority.

(5) If approved, the approving authority processes the award per established procedures.

b. HRO will process the award per established procedures for a monetary award. This process includes all documentation/notification required to by the Human Resources Service Center-Southwest (HRSC-SW) to enter the award into the automated civilian personnel record system and to generate additional documentation.

ENCLOSURE (2)

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QUALITY STEP INCREASE (QSI) AWARD

Form of the Award: Monetary Award.

Eligibility: All employees.

Purpose of the Award:

a. The purpose of Quality Step Increases (QSI) is to provide Appropriate incentives and recognition for excellence in performance by granting faster than normal step increases; therefore, careful consideration should be given before granting a QSI.

b. An employee is eligible for only one quality step increase within any 52-week period. To be eligible for a QSI, General Schedule employees must meet the following criteria per reference (c).

(1) Received a rating of record of "Acceptable";

(2) Demonstrated sustained performance of high quality significantly above that expected at the "Acceptable" level (i.e., exceeded the "Acceptable" criteria depicting unusually good or excellent quality or high quantity of work provided ahead of schedule and with less than normal supervision);

(3) Made a significant contribution to the organization's mission; and,

(4) There must be an expectation that the high quality performance will continue in the future.

(5) Must not have received a cash performance award based on the performance being recognized with the QSI.

Nominating Official: First Level Supervisor.

Approving Official: Incentive Awards Board.

Nomination/Approval Procedures:

a. Complete enclosure (6) - The reason for the award nomination narrative must describe:

(1) A complete, concise, and factual account of the nominee's achievement/accomplishment.

(2) The impact of the nominee's sustained superior performance on the organization.

(3) The tangible and/or intangible benefits to the nominee's organization based on enclosures (3) and (4).

(4) Submit enclosure (6) to the approving authority.

(5) If approved, the approving authority processes the award per established procedures.

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b. HRO will process the award per established procedures for a monetary award. This process includes all documentation/notification required by the Human Resources Service Center-Southwest (HRSC-SW) to enter the award into the automated civilian personnel record system and to generate additional documentation.

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BENEFICIAL SUGGESTION

Form of the Award: Certificate and Monetary Award.

Eligibility: Open to military and civilian employees.

Purpose of the Award:

a. The Beneficial Suggestion Program is designed to encourage personnel to submit ideas, either individually or as a group, that improves efficiency, saves money, or directly increases the effectiveness of operations.

b. To be considered for an award, a suggestion must:

(1) Identify an improvement in the quality of operations, a cost reduction opportunity or an improvement in the timeliness of service delivery that results in tangible or intangible benefits to the U.S. Government; and,

(2) Be adopted in whole or in part for implementation. The suggestion should identify a specific proposed course of action to achieve the improvement or cost reduction; and,

(3) Be based upon tangible or intangible benefits, as provided in enclosures (3) and (4), or a combination thereof.

c. Ideas or suggestions that identify the need for routine maintenance work, recommend enforcement of an existing rule, regulation or directive, propose changes in housekeeping practices, call attention to errors or alleged violations of regulations, or result in intangible benefits of "good will" are not eligible for consideration.

d. When a suggestion is adopted by another organization, the benefiting organization shall share in the cost of the total award commensurate with the benefit. The suggester's organization will notify the benefiting organization(s) of the amount due and the benefiting organization(s) shall take prompt action to transfer the funds.

Nominating Official: Any employee.

Approving Official: Based on the suggestion.

Nomination/Approval Procedures:

a. A suggestion must be in writing and signed by the suggester(s). The use of OPNAV Form 5305/1, Department of the Navy Suggestion, is highly 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 Beneficial Suggestion Command Coordinator in HRO. Although a suggestion must be legible, there is no requirement that it be typewritten or follow a prescribed format.

b. Once received by the Beneficial Suggestion Command Coordinator in HRO, the form will be reviewed for completeness and reviewed to determine whether or not it meets the above criteria.

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c. If the suggestion is not accepted for processing, the Beneficial Suggestion Command Coordinator will return the suggestion to the originator along with a letter explaining why the suggestion was not approved. The suggester shall be notified in a manner encouraging continued participation in the program.

d. If the suggestion meets the criteria, a number will be assigned, a letter acknowledging receipt will be prepared and sent to the suggester to advise them of the actions taken on their submission(s), the suggestion will be logged into a tracking system, and a case file prepared and forwarded to an appropriate evaluator having the expertise in the subject area. The suggestion package should contain complete instructions for the evaluator and NAVSO Form 5305/5, Contribution Investigation Report.

e. The evaluator will have 14 workdays to respond using the official evaluation sheet attached to every case file. 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 person having the authority to implement it.

f. If the suggestion is to be adopted locally, the evaluator must provide specific intangibles and/or detailed calculations of cost savings, based on one full year's usage on the evaluation form and return the evaluation form to the Beneficial Suggestion Command Coordinator who will forward the findings of the evaluator to Incentive Awards Board to determine the appropriate dollar amount of the award, obtain funding through the Comptroller, and prepare a letter to the suggester.

Note: A beneficial suggestion will be considered adopted and eligible for award consideration when it is actually put into effect (actual operation or a written commitment to place in operation).

g. If approved, HRO processes the award per established procedures and generates a certificate and then forwards the certificate to the appropriate Assistant Chief of Staff for presentation. A formal certificate is available for formal recognition, it is NAVMC 10538, and may be obtained from the Commandant of the Marine Corps.

h. If the suggestion has to be sent to another command for comment and evaluation or implementation by higher level authority the case file must include:

- (1) The suggestion, including drawings, pictures, etc.
- (2) The local evaluation and a detailed breakdown of local savings, description of intangible benefits, if any, and a description of the award.
- (3) Any comments, recommendations, or other information, which will aid in evaluation, implementation, or dissemination. Do not send suggestions outside the local activity if adoption is not recommended.

i. If the suggestion is not adopted, the evaluator will send a letter to the Beneficial Suggestion Command Coordinator explaining why the idea is not being adopted. The Beneficial Suggestion Command Coordinator will then send a letter to the suggester explaining why the idea is not being adopted and their

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rights. The suggester shall be notified in a manner encouraging continued participation in the program.

j. If approved, the approving authority processes the award per established procedures.

k. Upon notification, HRO will process the award per established procedures for a monetary award. This process includes all documentation/notification required by the Human Resources Service Center-Southwest (HRSC-SW) to enter the award into the automated civilian personnel record system and to generate additional documentation.

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INVENTIONS

Form of the Award: Letter and Monetary Award.

Eligibility: Civilian employees.

Purpose of the Award: To formally recognize employee inventions with a Letter Patent or Statutory Invention Registration (SIR) when issued.

Nominating Official: Any employee.

Approving Official: U.S. Patent and Trademark Office.

Nomination/Approval Procedures:

a. To be considered for an award, an invention must:

(1) Identify an improvement in the quality of operations, a cost reduction opportunity, or an improvement in the timeliness of service delivery that results in tangible or intangible benefits to the U.S. Government; and,

(2) Be adopted in whole or in part for implementation.

(3) The invention should set forth a specific proposed course of action to achieve improvement or cost reduction.

b. If the conditions listed above are not met, but the invention is determined to be of value to the DoN or DoD and the inventor consents to consideration of an award, the inventor will be required to sign a claim waiver agreement to be paid an award.

c. An initial monetary award may be paid and an additional monetary award issued when the patent covering the invention is granted. If an application for a patent is placed under a secrecy order, the additional award will be paid when a Notice of Allowability of the application is issued by the U.S. Patent Office instead of a patent.

d. Awards under this section are not authorized if a monetary award has been paid for the same contribution as a suggestion.

e. HRO processes per established procedures.

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TIME-OFF AWARDS

Form of the Award: Time-Off.

Eligibility: All civilian employees.

Purpose of the Award: Time-Off Awards are an alternate and/or additional means of recognizing the superior accomplishments or achievements of employees.

Nominating Official: First or Second Level Supervisors.

Approving Official

- a. Supervisors can approve up to one day.
- b. Respective Assistant Chief of Staff may approve Time-Off Awards in excess of one day without further review or approval.

Criteria

a. Decisions to grant Time-Off Awards shall be based upon the same criteria or circumstances as for any other award, i.e., in recognition for superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of Government operations. Examples of achievements that may be considered for a time-off award:

- (1) High-level performance.
- (2) Making a high quality contribution involving a difficult or important project or assignment.
- (3) Displaying special initiative and skill in completing an assignment or project before the deadline.
- (4) Using initiative and creativity in making improvements in a product, activity, program, or service.
- (5) 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.
- (6) Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to un-programmed requirements.

b. Time-off from duty can be granted, without loss of pay or charged as leave. Supervisors and managers shall consider fully wage costs and productivity loss 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. Enclosure (5) contains a recommended award scale for determining Time-Off Awards.

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Limitations on Time-off Awards

a. The total amount of time-off that may be granted to any one individual, in any one-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 generally worked during a pay period.

b. The maximum amount of time-off that may be granted to an individual for a single contribution is 40 hours. Part-time employees or those with an uncommon tour of duty may be granted Time-off up to the average number of work hours in the employee's biweekly scheduled tour of duty during a leave year. The limit for any single contribution for part-time employees or employees with an uncommon tour of duty is one half the maximum that may be granted during the leave year. (For example: If an employee's scheduled tour of duty is 64 hours biweekly, the employee may be granted up to 64 hours of Time-off during the leave year, and cannot exceed 32 hours for a single achievement).

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. A Time-Off Award does not convert to cash under any circumstances.

e. Time-Off Awards shall not be granted to create the effect of a holiday or treated as administrative excusals or leave.

f. Time-Off Awards cannot be given in conjunction with other awards.

g. Documentation on time cards is required when award is taken.

Portability. A Time-Off Award shall not 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. Managers and supervisors should make every effort to ensure that the employee is able to use the Time-Off award before he or she leaves the component. 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.

Nomination/Approval Procedures. Complete enclosure (6) - The reason for the award nomination narrative should describe:

a. A complete, concise, and factual account of the nominee's achievement/accomplishment.

b. The impact of the nominee's superior performance on the organization.

c. The value to the organization based on enclosure (5).

d. Submit enclosure (6) to the approving authority.

e. If approved, HRO processes the award per established procedures, generates the certificate, and the SF-50.

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NON-MONETARY (HONORARY) AWARDS

Honorary awards provide a means to recognize an employee's overall value to an organization. They provide an opportunity to acknowledge valuable contributions made, and may reflect contributions made over a period of months or years.

There are numerous honorary awards available. These awards can take the form of a letter of commendation to a medal, coffee mug, plaque, etc. Activities are to use discretion on the value of this type of recognition, as these awards are to be modest in cost, usually less than \$25, and are normally displayed rather than used. Given their nature as symbolic formal recognition, items presented as honorary awards must meet all the following criteria:

- a. The item must be something that the recipient could reasonably be expected to value, but not something that conveys a sense of monetary value.
- b. The item must have a lasting trophy value.
- c. The item must clearly symbolize the employer-employee relationship in some fashion.
- d. The item must take an appropriate form to be used in the public sector and to be purchased with public funds.

There are numerous honorary awards available. Examples include:

Department of the Navy (DoN) Honorary Awards. The following awards should be submitted through the chain-of-command for endorsement and approval. Further guidance is available on these awards in reference (e). Also, the Human Resources Office is available to provide additional guidance on these awards.

a. Navy Distinguished Civilian Service Award (DCSA). The DCSA is the highest honorary award the Secretary of the Navy (SECNAV) can confer on a Department of the Navy (DoN) civilian employee. The DCSA will be granted only to those employees who have given distinguished and/or extraordinary service to the DoN. The achievements or service must be truly exceptional when measured against the position requirements of the individual, and should far exceed the contributions and service of others with comparable responsibilities. Further, the DCSA should be reserved for contributions, which are so unusual, and/or significant that recognition at the Secretary of the Navy level is deserved. Additional indicators include using:

- (1) A pattern of long-term, sustained high performance as evidenced by the nominee having previously received high honorary awards (e.g., DoN Superior Civilian Service Award (SCSA) and/or DoN Meritorious Civilian Service Award (MCSA), or similar awards or honors, etc.).
- (2) Career achievements recognized throughout the DoN.
- (3) Indications of innovative leadership of highly successful programs or projects, which have impacted beyond the nominee's activity or command.
- (4) Accomplishments/achievements, which have had, as a minimum, DoN-wide impact.

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(5) Scientific or technical advances, or suggestions of significant value.

(6) Accomplishments, which show unusual management abilities, innovative thinking, and/or outstanding leadership, which benefit the DoN.

(7) Responsibility for major cost savings/reductions/avoidance.

(8) Unusual acts of heroism.

(9) Exceptional successful cooperative efforts with other DoN offices, Federal agencies, or the private sector.

b. Superior Civilian Service Award. The Superior Civilian Service Award (SCSA) is the highest honorary award that 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 the guidelines for awarding the SCSA. However, for the SCSA, the contributions, while exceptional in value, would be narrower in scope and/or impact than for DCSA (e.g., Marine Corps-wide or command wide).

c. Meritorious Civilian Service Award. The Meritorious Civilian Service Award (MCSA) is the third highest honorary award in the DoN. The MCSA is approved by the Commanding General for meritorious service and/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, which would warrant consideration for the DCSA or the SCSA.

Note: This award should not be used as a retirement award. However, if a significant accomplishment occurs close to retirement, it may be acceptable to present at retirement.

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AWARD FOR PRIVATE CITIZENS AND ORGANIZATIONS

Department of the Navy (DoN) Public Service Awards are available for private citizens and/or organizations for outstanding contributions to the mission and best interests of the DoN.

They are designed to provide formal recognition for individuals or groups who are not employed by the DoN, or who were not so employed during the period for which a public service award is recommended. They may also be used for senior DON officials in non-career or appointive positions. To qualify for a Navy Public Service Award, the contribution(s) must have occurred within the five-year period preceding the date of nomination. Persons or organizations having a commercial or profit-making relationship with DoD or with a DoD component are ineligible for recognition unless it is shown that the contribution is substantially beyond that specified or implied within the terms of the contract establishing the relationship and/or unless the recognition is clearly in the public interest.

DoN employees who are eligible for the honorary awards described previously are not eligible for the public service awards.

Department of the Navy (DoN) Public Service Awards. The following awards should be submitted through the chain of command for endorsement and approval. The Human Resources Office is available to provide additional guidance concerning these awards. Examples include:

a. Navy Distinguished Public Service Award (DPSA). This award is the highest form of public service recognition, which may be approved by the Secretary of the Navy. DPSA nominations are limited to those extraordinary cases where individuals have demonstrated exceptionally outstanding service of substantial and long-term benefit to the Navy, Marine Corps, or DoN as a whole.

(1) The award may also be approved for specific courageous or heroic acts bearing directly on the accomplishment of the DoN mission.

(2) Since this award may only be approved and signed by the Secretary of the Navy (SECNAV), all nominations for the DPSA must be forwarded to the SECNAV via the DARP, which is managed by the Office of the Assistant Secretary of the Navy (Manpower and Reserve Affairs).

b. DoN Superior Public Service Award (SPSA). The SPSA is the second highest civilian honorary award and recognizes significant contributions that have broad impact. Such contributions, while not necessarily affecting the entire DON, must have substantially benefited a major organizational element or large geographical area. The SPSA may be signed by the SECNAV or by any Echelon 2 or above Commander. For signature by the SECNAV, nominations must be sent to the DARP as in the case of the DPSA. If it is to be signed at a lower level, DARP approval and recommendation is not required.

c. DoN Meritorious Public Service Award (MPSA). The MPSA is the third highest public service recognition and is awarded for significant contributions with substantial impact upon a specific activity or geographical location. The SECNAV rarely signs MPSAs; they may be approved and signed by Echelon 2 or above Commanders.

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d. DoN Award of Merit for Group Achievement (AMGA). Granted by the Secretary of the Navy, the AMGA is presented to corporations, associations, or other groups for outstanding services to the DoN in connection with a single project, program, or other effort, which was significantly beneficial to the accomplishment of the overall mission of the DoN.

It will be granted for company, group, or association achievement only and not for the outstanding contributions of a single member. The award consists of one certificate signed by the SECNAV. Nominations for these awards must be forwarded to the SECNAV via the DARP.

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DEPARTMENT OF DEFENSE (DoD) AND PRESIDENTIAL AWARDS

The following DoD and Presidential honorary awards must be submitted to the Secretary of the Navy for approval and endorsement via the DARP:

- 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

The Human Resources Office is available to provide additional guidance on these awards.

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MISCELLANEOUS AWARDS

There are numerous other awards sponsored by segments of the Federal Government and private organizations that are solicited at specific times during the year. At the time of solicitation, the criteria, format, and deadline for making nominations will be publicized. Some examples are:

Handicapped Employee of the Year

- a. Outstanding Handicapped Department of the Navy Employee of the Year.
- b. Outstanding Handicapped Federal Employee of the Year.

Government-wide Executive Leadership Awards

- a. Federal Executive Institute Alumni Association (FEIAA) Executive of the Year
- b. Roger W. Jones Award
- c. Senior Executive Association Professional Development League (SEAPDL) Executive Excellence Awards

Government-wide Public Administration Awards

- a. Excalibur Award
- b. Arthur S. Fleming Award
- c. GSA Award for Excellence in Administration
- d. William A. Jump Memorial Award
- e. National Public Service Award
- f. Government Employees Insurance Company (GEICO) Public Service Award

Scientific and Technical Awards

- a. Department of the Navy Distinguished Achievement in Science
- b. Government-wide
  - (1) American Society of Naval Engineers Award
  - (2) Award for Achievement in Managing Information Technology
  - (3) Information Resource Management Award
  - (4) Alan T. Waterman Award
  - (5) Women in Science and Engineering (WISE) Award
  - (6) WISE Achievement Award

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Government-wide Financial Management Award

- a. Donald L. Scantlebury Award

Personnel Administration Awards

- a. Government-wide

- (1) John E. Fogarty Award

- (2) International Personnel Management Association (IPMA) Award for Excellence

- b. Department of the Navy Human Resources Management (HRM) award for Excellence

The Human Resources Office is available to provide additional guidance on these awards.

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TANGIBLE BENEFITS SCALE

1. Tangible Benefits. To be used when specific dollar savings for a one-year period can be attributed to the contribution being recognized:

<u>BENEFITS</u>	<u>AWARD</u>
ESTIMATED FIRST-YEAR BENEFITS	AMOUNT OF AWARD TO EMPLOYEE
Savings of Less than \$10,000 in benefits	10% of estimated value of one year's savings
Savings of between \$10,000 and \$100,000 in benefits	\$1,000 plus 3% to 10% of benefits over \$10,000 See Special Notes below.
Savings above \$100,000 in benefits	\$3,700 to \$10,000 for the first \$100,000 in benefits, plus 0.5% to 1.0% of benefits above \$100,000, up to \$25,000, with the approval of the Office of Personnel Management via the Secretary of Defense. See notes below.

2. Special Notes

- a. All individual awards of \$2,500 or more must be approved by the CG.
- b. All individual awards of \$5,000 or more must be approved by CMC.
- c. All awards of \$7,500 or more must be approved by SECNAV.
- d. All individual awards of \$10,000 or more must be approved by OPM.
- e. Awards above \$25,000 require Presidential approval.

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INTANGIBLE BENEFITS SCALES

VALUE OF BENEFIT	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 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 an entire department or agency. Affects an extensive area of science or technology.	Affects functions, mission or personnel more than one department or agency, or is in the public interest throughout the Nation and beyond.
<b>MODERATE</b>  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
<b>SUBSTANTIAL</b>  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
<b>HIGH</b>  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	\$3,150 - \$6,300
<b>EXCEPTIONAL</b>  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	\$3,150 - \$6,300	\$6,300 - \$10,000

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TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

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.

ENCLOSURE (5)



SAMPLE CERTIFICATE OF COMMENDATION - CIVILIAN OF THE QUARTER

\_\_\_\_\_  
(GRADE AND NAME)

HIS/HER SELECTION AS MARINE CORPS RECRUIT DEPOT, SAN DIEGO, GENERAL SCHEDULE/WAGE GRADE CIVILIAN OF THE QUARTER, FOURTH QUARTER, FISCAL YEAR 2004. MR./MS. LAST NAME'S CONTRIBUTIONS IN THE \_\_\_\_\_  
**USE THREE OR FOUR SENTENCES THAT DESCRIBE THE OUTSTANDING CONTRIBUTIONS/ACCOMPLISHMENTS OF YOUR**

HE/SHE EMBODIES THAT RARE COMBINATION OF TECHNICAL COMPETENCE, DEPENDABILITY, AND PERSISTENT ENERGY THAT ENSURES MISSION ACCOMPLISHMENT IN A WIDE RANGE OF CHALLENGING ASSIGNMENTS AND SETS THE EXAMPLE FOR OTHER CIVILIANS WORKING IN THE \_\_\_\_\_ (SECTION) \_\_\_\_\_. HIS/HER IMPECCABLE WORK ETHIC, COMMITMENT TO EXCELLENCE, CUSTOMER SERVICE ATTITUDE, AND EXCEPTIONAL INITIATIVE REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES MARINE CORPS.

ENCLOSURE (7)