



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

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MARINE CORPS BASE BULLETIN 12430

From: Commander

To: Distribution List

Subj: FISCAL YEAR 2004 PERFORMANCE-BASED AWARDS

Ref: (a) MCO 12430.2

(b) HROM ltr 12430/ARHC/eg of 17 May 2004 (NOTAL)

Encl: (1) Format for Award Nominations

1. Purpose. To provide criteria for granting performance-based awards to MCCDC/MCB civilian employees for the 2003-04 performance appraisal period.

2. Information. The references provide overall policy and procedural guidance for completing performance appraisals and recognizing performance of civilian employees. The following additional restrictions apply with respect to MCCDC/MCB civilian employees, including employees who are paid with reimbursable funds for the 2003-04 appraisal period. Bargaining obligations have been fulfilled with respect to the restrictions in this Bulletin.

a. Cash Award

(1) Employee must be rated "acceptable" and performance appraisal must reflect a level of performance significantly above that which is expected at the "acceptable" level on a regular or continuing basis.

(2) Employee must have been in the same position at the same grade for 6 months as of the end of the appraisal period.

(3) Division directors may request a waiver to the policy specified in paragraph 2a(2). Address waiver requests to the Civilian Manpower Resources Review Board (CMRRB) in writing and fully explain the reasons why requesting a waiver. Waiver requests must reflect the length of time the employee has been in the position. All waiver requests must be submitted to the CMRRB no later than 6 August 2004 so that, if granted, the award can be included in the percentage calculations addressed in paragraph 3b(3).

(4) Chiefs of staff/division directors are authorized to approve cash award recommendations. When the chief of staff (or division director, as applicable) does not approve a cash award, the recommending supervisor must be notified in a timely manner so that the supervisor can recommend or request an alternate award or waiver, as appropriate.

(5) Final approval must be endorsed by the chief of staff when a division director serves as the rater or immediate supervisor.

b. Quality Step Increase (QSI)

(1) Employee must not have received a QSI within the prior 52-week period.

(2) Employee must be rated "acceptable" and their appraisal must reflect sustained performance of a high quality significantly above that which is expected at the "acceptable" level. The employee must have made a significant contribution to the organization's mission and there must be an expectation that the high quality performance will continue.

(3) Employee must have been in the same position at the same grade for 6 months as of the end of the appraisal period. Waivers to this policy may be requested as set forth in paragraph 2a(3).

(4) Chiefs of staff/division directors are authorized approval authority for QSIs.

(5) Final approval must be endorsed by the chief of staff when a division director serves as the rater or immediate supervisor.

(6) Approving officials will carefully review all QSI recommendations to ensure they are awarded only to those employees whose performance, first, has significantly exceeded that expected at the "acceptable" level and, second, has materially contributed to the fulfillment of the organization's mission.

c. Time Off Award. Time off awards of 9 hours or less may be approved by an employee's immediate supervisor; time off awards of more than 9 hours must be approved by the chiefs of staff/division director.

d. Other Instructions

(1) Employees may not receive both a cash performance award and a QSI for the same appraisal period.

(2) Time off awards may be given alone, or in addition to, a cash award or QSI.

3. Procedures

a. General. Subordinate supervisors must use the format at the enclosure to submit individual award recommendations to the chief of staff (or division director, as applicable). The enclosure will be annotated by the approving officials to show approval/disapproval of the award recommended and returned to the recommending official. A copy of the award recommendation, showing the appropriate approvals, must be provided to Human Resources and Organizational Management Branch (HROM) for maintenance in the Employee Performance File.

b. Cash Awards

(1) Chiefs of staff/division directors will submit a list of employees names (listed alphabetically) who have been approved to receive a cash award. This list must be forwarded to the HROM by 23 August 2004. The list will be annotated to reflect employees paid with reimbursable funds.

(2) The HROM will verify that performance appraisals have been received and will promptly notify chiefs of staff/division directors of the names of employees recommended for an award for whom an appraisal has not been received. By 24 September 2004, the HROM will forward a consolidated list to the Director, Comptroller Division, and copy to the Assistant Chief of Staff, G-1 for action. Chiefs of staff/division directors must ensure that performance appraisals for employees listed have been submitted to HROM so that verification of eligibility for a cash award can be completed in a timely manner.

(3) Upon receipt of the list, the Director, Comptroller Division will determine award amounts based on a percentage of the employee's rate of basic pay. The award percentage will be the same for all employees, and will range from 0% to 10% of the employee's rate of basic pay.

(4) The Director, Comptroller Division will provide HROM and the chiefs of staff/division directors the list of employees approved for cash awards, award amounts and the earliest effective date of the awards.

(5) HROM will process all approved cash awards by submitting an electronic Request for Personnel Action (RPA) to the Human Resources Service Center-East (HRSC-E).

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c. Quality Step Increase. Divisions will process QSIs by submitting an RPA directly to the HRSC-E, Modern inbox ESTRAWARDS. QSIs will be made effective not earlier than 3 October 2004. QSIs will not be processed by the HRSC-E unless a current performance appraisal has been completed and submitted to the HR0M.

d. Time Off Awards. Divisions will process time off awards by submitting an RPA directly to the HRSC-E, Modern inbox ESTRAWARDS. There is no set effective date for time off awards. Time off awards may be forwarded for processing to the HRSC-E as they are received.

4. Action. Chiefs of staff/division directors are responsible for prompt dissemination of this Bulletin to ensure rating officials are knowledgeable of the award process.



R. T. BRIGHT
Chief of Staff

DISTRIBUTION: INTERNET

FORMAT FOR AWARD NOMINATIONS

From: Recommending Official (Rating Official)
To: Approving Official (Chief of Staff, Division Director, or
as applicable)
Via: (Branch Head or equivalent)
Subj: AWARD NOMINATION

1. I nominate _____ for:

- Cash Award
- Quality Step Increase (QSI)
- Time Off Award of _____ hours

2. Describe the performance/accomplishments warranting recognition with the award recommended. For QSI recommendations, include a description of how the employee significantly contributed to the organization's mission. Attach additional sheets if needed.

3. I certify the employee has met all eligibility requirements for the award recommended.

Signature of Recommending Official

Date

4. Approvals:

- Approved
- Disapproved
- Other award recommended:

Signature of Branch Head or Equivalent

Date

- Approved
- Disapproved
- Other award approved:

Signature of Chief of Staff or Division Director

Date