



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION IWAKUNI JAPAN  
PSC 561 BOX 1861  
FPO AP 96310-0019

IN REPLY REFER TO:

MCASO 12400.1B  
CHRO  
28 Mar 23

MARINE CORPS AIR STATION ORDER 12400.1B

From: Commanding Officer, Marine Corps Air Station Iwakuni  
To: Distribution list

Subj: INCENTIVE AWARDS PROGRAM

Ref: (a) DoD Instruction 1400.25 Vol 451  
(b) DON CHRM, Subchapter 451.1  
(c) DON Human Resources Implementation Guidance 451-02  
(d) SECNAV M-5210.1  
(e) SECNAVINST 5211.5F  
(f) MCO 12430.2  
(g) MCO 12451.2D

Encl: (1) MCAS Iwakuni United States Civil Service Awards SOP

1. Situation

a. To establish policy and procedures, per the references, to administer the incentive awards program for United States Civil Service (USCS) employees at Marine Corps Air Station (MCAS) Iwakuni.

b. The awards program motivates employees to increase creativity, productivity, and rewards those employees or groups of employees who contribute significantly.

2. Cancellation. MCASO 12400.1A w/Ch 1 is canceled.

3. Mission. Develop, publish, and distribute the command's civilian awards guidance and implement the Incentive Awards Program in accordance with the guidance contained in references a through g.

4. Execution

a. Commander's Intent and Concept of Operations

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

(1) Commander's Intent. The command will establish a viable Incentive Awards Program that should be used to encourage and recognize the exceptional contributions and achievements of our USCS employees throughout their careers who enhance mission accomplishment at MCAS Iwakuni. This program will consist of monetary and non-monetary awards and contain both formal and informal levels of recognition. This order does not cover every award available to federal civilian employees. Information about other awards available to federal civilian employees can be obtained from references (a), (b), (c), and (g).

(2) Concept of Operations. All personnel and activities of MCAS Iwakuni involved in the Incentive Awards Program will comply with the guidance contained in the references, this order and appendices (a) through (i), and the enclosure to administer the awards program.

b. Subordinate Element Missions

(1) Civilian Human Resources Office (CHRO)

Overseer of the Incentive Awards Program to include but not limited to the following:

(a) Promote and develop the Incentive Awards Program to serve the needs of the air station.

(b) Provide assistance, advice, and awards training to department heads, special staff assistants, and supervisors.

(c) Review award nominations to ensure compliance with regulatory and statutory requirements prior to forwarding them to the Commanding Officer (CO).

(d) Process employee personnel action utilizing a civilian personnel data system and maintain incentive awards program records.

(2) Department Heads and Special Staff Assistants

(a) Ensure that personnel within their departments are aware of the Incentive Awards Program.

(b) Recommend incentive award nominations per the enclosure.

(c) Approve / disapprove monetary and non-monetary awards per established procedures.

(3) Supervisors. Motivate employees to perform in an exemplary manner, identify those personnel whose superior accomplishments merit special recognition and recommend them for appropriate incentive awards.

c. Coordinating Instructions. Recommendations concerning this order and the Incentive Awards Program can be submitted to the Installation CO via the appropriate chain of command.

5. Command and Signal

a. Command. This order is applicable to all USCS employees assigned to MCAS Iwakuni.

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

R. M. RUSNOK

Distribution: A

**RECORD OF CHANGES**  
**Log completed change action as indicated.**

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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## **Chapter 1**

### **Introduction**

1. Purpose. This Standard Operating Procedure SOP provides guidance and establishes procedures to award the exceptional performance of USCS employees within MCAS Iwakuni.

2. Status. This SOP is applicable to all USCS employees under MCAS Iwakuni.

3. Scope

a. Public recognition builds morale and motivation, sustains employee efforts, encourages innovative thinking, and increases productivity. Managers and supervisors are responsible for the implementation of the incentive awards in their sections by actively supporting and participating in this program.

b. Covered in this SOP is guidance governing the formation and function of awards boards with specific guidance, description of the three major types of award categories (Service, Achievement, and Performance Based), and the prerequisites and instructions for award submission. The appendixes include the matrix of approval authorities (Appendix A) and awards request/nomination documents required for the successful processing of submitted awards (Appendixes B through F).

c. All award nominations for MCAS Iwakuni personnel will be emailed as a completed package to CHRO, Employee Relations Branch at M\_IWKN\_CHRO\_Awards@usmc.mil for processing.

4. Responsibility. The accuracy, distribution, and modification of this SOP is the responsibility of CHRO.

5. Organization. This SOP is organized in chapters which are numbered sequentially and listed in the contents.

6. Changes. Record all changes on the Record of Changes page.

## **Chapter 2**

### **AWARD PROCEDURES**

#### **1. Eligibility**

a. All civilians identified as Appropriated Fund (APF) employees and former Appropriated Fund employees (where applicable) under 5 U.S.C § 2105 are eligible for award recognition.

b. Contractors and Non-appropriated Fund employees are ineligible for formal recognition under this program.

c. Availability of funds must be considered when submitting monetary awards.

d. MCAS Iwakuni will follow guidance provided in this SOP.

2. Civilian Awards Board. MCAS Iwakuni CO may establish an awards review board to ensure submitted nominations are complete, correct, and accurate in order to recognize MCAS Iwakuni APF employees for their achievements and accomplishments.

#### **3. Award Submission**

a. MCAS Iwakuni supervisors shall submit nomination packages to CHRO, Employee Relations Branch for review and processing.

b. Appendixes B-F are available for digital download on CHRO website <https://www.mcasiwakuni.marines.mil/Organizations/Station/CHRO/Form/>, which is the preferred format for submission.



### **Chapter 3**

#### **SERVICE AWARDS**

1. Introduction. This chapter outlines the requirements for awarding "service specific" awards to USCS employees. Awards covered in this section are: Federal Length of Service Awards, Retirement Certificates, Sick Leave Accumulation Award, Armed Forces Civilian Service Medal, and Global War on Terrorism Medal.

#### 2. Federal Length of Service Award

a. These awards recognize significant milestones in an employee's career and emphasize their dedication in service including civilian and eligible military service. The CHRO, Employee Relations Branch will maintain immediate cognizance and accurate records of these awards. However, if an employee does not receive an award or feels the calculation is not correct, they should contact the CHRO, Employee Relations Branch.

(1) The awards consist of a certificate signed by the CO, MCAS Iwakuni and a pin (applicable for years 10, 15, 20, 25, 30 and 35).

(2) Awards recognizing 40, 45, 50, 55 and 60 years of Federal service are granted by the Secretary of the Navy (SECNAV) upon the recommendation of the command. These awards consist of a certificate signed by the SECNAV.

b. MCAS Iwakuni, CHRO, Employee Relations Branch will forward awards for 40+ years of service to the Commandant of the Marine Corps (CMC) via Manpower and Reserve Affairs (M&RA), Civilian Workforce Management Branch/Labor and Employee Relations Branch (MPC-40). Packages shall be submitted at least 120 days in advance of the planned presentation date.

#### 3. Retirement Certificates

a. Retirement certificates are optional for civilian employees who are retiring from Marine Corps employment with less than 30 years of Federal service. Although optional, MCAS Iwakuni encourages recognizing retiring employees.

(1) Retirement certificates for employees with less than 30 years will be signed by CO, MCAS Iwakuni.

b. Supervisors of retiring employees should initiate and fully complete Civilian Employee Retirement Certificate Request (Appendix B). The respective point of contact (POC) will submit all packages to the Employee Relations, CHRO. Employees retiring with 20+ years of Federal service are eligible for a U.S. Flag that will be flown at MCAS Iwakuni.

c. Employees who retire with more than 30 but less than 40 years of Federal service are eligible to receive a retirement letter and retirement certificate signed by the CMC.

(1) Requests for these certificates will be forwarded to the CMC via M&RA (MPC-40) by local CHRO, Employee Relations Branch, in 120 days prior to the planned presentation date.

d. Employees who retire with 40+ years of Federal service are eligible for a retirement certificate signed by the SECNAV and a letter from the CMC.

(1) Requests for these certificates will be the same process as the retirement certificates for 30 and below 40 years of Federal service.

e. It is the responsibility of the employee to verify their eligibility for retirement. To ensure eligibility, a screenshot from the Government Retirement Benefits Platform (<https://www.civilianbenefits.hroc.navy.mil>) should be submitted with the package. Additional information for retirement is located on Office of Civilian Human Resources (OCHR) SharePoint by accessing Total Workforce Management System.

f. In addition, it is recommended supervisors consider presenting the spouse of the retiring civilian employee with some form of recognition for her/his support of their civilian spouse throughout their Federal career.

4. Sick Leave Accumulation Award. Certificates are authorized for presentation to employees who have accrued 500, 1,000, 1,500, 2,000, 2,500, or 3,000 hours of sick leave. Presentation of the certificate is optional. Five hundred - two-thousand-hour certificates may be signed by commanders. The command forwards a request for the sick leave certificate to the CMC (MPC-40) indicating quantities the command requires.

5. Armed Forces Civilian Service Medal

a. The Armed Forces Civilian Service Medal (AFCSM) is the highest Department of Defense (DoD) award for a civilian in direct support of military forces engaged in peacekeeping or prolonged humanitarian operations. The AFCSM may be awarded posthumously and when so awarded, the SECNAV will determine the representative of the deceased it will be presented to. The award is a medal with a lapel pin.

b. The AFCSM may only be awarded for a military operation where the Armed Forces Service Medal was approved for military personnel. Employees must serve in direct support of a military operation in the specified area for at least 30 consecutive days or 60 non-consecutive days (or for the full period when an operation is of less than 30 days duration) where military personnel were awarded the AFCSM.

c. Only one medal may be awarded to a civilian employee per campaign. When being recognized for participation in subsequent military operations, a certificate and bronze star will be presented in lieu of subsequent awards. Contribution to or support of an AFCSM military operation by employees assigned to remotely located activities (e.g., outside the areas of eligibility) is not justification for awarding the AFCSM. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition.

d. When submitting for the AFCSM, ensure nomination packages include the following information

- (1) Name of nominee, position, series, and grade,
- (2) Organization,
- (3) Location of where the employee was working that qualifies him/her for this award,
- (4) Date of departure to the area of eligibility,
- (5) Date of return from the area of eligibility,
- (6) Number of days attached to military unit (or in support of military unit).

e. Nominations from subordinate Commands must be submitted via the respective department POC. The respective department POC will submit all packages to Employee Relations, CHRO. Employee Relations, CHRO will forward all nominations to the CMC via M&RA (MPC) for approval and recommendation. M&RA (MPC) will submit nomination and all recommendations to the Department of the Navy (DON) Awards Review Panel for final approval.

6. Global War on Terrorism Service Medal (GWOT)

a. The Secretary of Defense Medal for the GWOT for civilian employees of the DoD was created and approved to recognize and honor the contributions and accomplishments of the civilian workforce that were engaged in military operations. The GWOT may be awarded posthumously and when so awarded, the Secretary of the Navy will determine to whom to present the award of the deceased.

b. The GWOT may only be awarded for a military operation where the Global War on Terrorism Expeditionary Medal (GWOTEM) was approved for military personnel. Employees must serve in direct support of a military operation in the combat zone where military personnel was awarded the GWOTEM for 30 consecutive days or 60 non-consecutive days (or for the full period when an operation is of less than 30 days duration).

c. Only one medal may be awarded to a civilian employee per campaign. When being recognized for participation in subsequent military operations, a certificate and bronze star will be presented. An employee cannot receive the GWOT and the AFCSM for the same operation.

d. When submitting for the GWOT, ensure nomination packages include the following information

- (1) Name of nominee, position, series, and grade,
- (2) Organization,
- (3) Location of where the employee was working that qualifies him/her for this award,
- (4) Date of departure to the area of eligibility,
- (5) Date of return from the area of eligibility,

(6) Number of days attached to military unit (or in support of military unit).

e. Nominations from departments must be submitted via the respective department POC. The respective department POC will submit all packages to CHRO, Employee Relations Branch. Employee Relations, CHRO will forward all nominations to the CMC via M&RA (MPC) for approval.

## **Chapter 4**

### **ACHIEVEMENT AWARDS**

1. Introduction. This chapter outlines the requirements for awarding "Achievement specific" awards to civilian employees. Awards covered in this section are: Honorary Awards, Certificates of Commendation, Certificates of Appreciation, Group Award, Time-Off, Special Act or Service Award and "On-the-Spot" cash awards.

2. Honorary Awards. Honorary awards are awarded in recognition of contributions to the Department's national security, mission, humanitarian, or peacekeeping efforts. All the honorary award are not listed but will be announced yearly via email by the CHRO, Employee Relations Branch. Examples include Distinguished Civilian Service Award, Superior Civilian Service Award, Meritorious Civilian Service Award, DON Civilian Service Commendation Medal and the DON Civilian Service Achievement Medal.

a. Navy Distinguished Civilian Service Award (DCSA)

(1) The DCSA is the highest honorary award the SECNAV can approve for a DON civilian employee. The DCSA is awarded only to those employees who have given distinguished or extraordinary service to the DON. The achievements or service must be truly exceptional when measured against the employee's position requirements, and should far exceed the contributions and service of others with comparable responsibilities.

(2) This award is reserved for contributions that are so unusual and/or significant that recognition at the SECNAV level is merited.

(3) Refer to Appendix D and E for the citation and package checklist and reference (g) for additional information and submission of the DCSA.

b. Superior Civilian Service Award (SCSA)

(1) The SCSA is the highest-level award the CMC 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.

(2) 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).

(3) Refer to reference (g) for additional information and submission of the SCSA.

c. Meritorious Civilian Service Award (MCSA)

(1) The MCSA is for meritorious service or contributions resulting in high value or benefits to the Marine Corps. This is the third highest honorary award under the DON Awards program. 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 SCSA.

(2) Award nomination packages should include:  
Endorsement letter, resume, justification and citation.

(3) Refer to Appendix C and F for additional information and submission of the MCSA.

d. Civilian Service Commendation Medal (CSCM)

(1) The CSCM is the fourth highest honorary award in the DON; a level below the MCSA. The medal is awarded to DON civilians who distinguish themselves by performing well above that which is usually expected of an individual commensurate with his or her grade, or specialty, and above the degree of excellence which can be appropriately reflected in the individual's performance evaluations, or personnel records. Consistent with other DON civilian honorary awards, there is no grade level, or title for an employee specified. The CSCM may be awarded after a significant achievement (such as an invention, or improvement in design, procedure, or organization) or after an extended period of time (such as a deployment or overseas tour).

(2) Recipients of the CSCM are recognized for performance at the equivalent level of the Navy and Marine Corps Commendation Medal, awarded to military personnel for similar achievement.

(3) Submission of the CSCM nomination must include the following

(a) Fill out the USCS Award Nomination Form as outlined in Appendix C,

(b) Refer to Appendix C and F for additional information and submission of the CSCM.

e. Civilian Service Achievement Medal (CSAM)

(1) The CSAM is the fifth highest honorary award in the DON. The medal is awarded to DON civilians who, while serving in a capacity within the Navy or Marine Corps, are to be recognized for sustained performance or specific achievement of a superlative nature at the equivalent level of the Navy and Marine Corps Achievement Medal awarded to military personnel.

(2) Submission of the CSAM nomination must include the following

(a) Fill out the USCS Award Nomination Form as outlined in Appendix C,

(b) Refer to Appendix C and F for additional information and submission of the CSAM.

f. To evaluate the DCSA, SCSA, MCSA, CSCM, and the CSAM nominations more objectively, commanders are encouraged to consider the following criteria as follows

(1) Career achievements that are recognized throughout DON,

(2) Indications of innovative leadership of highly successful programs or projects that have impacted beyond the nominee's activity or Command,

(3) Accomplishments and/or achievements that have had, at a minimum, Command-wide impact,

(4) Scientific or technical advances or suggestions of significant value,

(5) Accomplishments that show unusual management abilities, innovative thinking, and outstanding leadership that benefits DON,

(6) Responsibility for major cost savings, reduction, and/or cost/risk avoidance,



(7) Exceptional cooperative efforts with other DON offices, federal agencies, or the private sector.

g. Contact CHRO, Employee Relations Branch for format and procedures to submit a DCSA or SCSA nomination package. The nominations require CO, MCAS Iwakuni approval prior to being sent to M&RA (MPC-40) Awards section.

h. MCSA, CSCM, or CSAM nominations will be submitted for approval to the CO, MCAS Iwakuni via the CHRO, Employee Relations Branch after review (Appendix C).

### 3. Certificate of Commendation (CertComm)/Appreciation/Group Award

a. CertComms are awarded at the discretion of the CO, MCAS Iwakuni and can be utilized to recognize employee achievements or contributions that are considered over and above job requirements. It can also be used in conjunction with Quality Step Increase (QSI) and Special Act or Special Awards (SASA).

(1) Submission of the CertComm nomination must include the following

(a) Fill out the USCS Award Nomination Form as outlined in Appendix C,

(b) Refer to Appendix C and F for the citation and procedures for submission of the CertComm.

b. CertComm are awarded at the discretion of the CO, MCAS Iwakuni and can be utilized to recognize employee for a noteworthy achievement or contribution. It can also be provided for SASA.

(1) This certificate allows a maximum of 18 lines. Three lines for the opening sentence and three lines for the closing sentence are mandatory leaving 12 lines (1,200 characters with spaces) for the citation.

c. A Group Award are awarded at the discretion of the CO, MCAS Iwakuni can be utilized to recognize exceptional achievements or contributions by a group. Monetary or time-off awards may not be given with this award.

4. Equal Opportunity Award. The Marine Corps Equal Opportunity Award recognizes military and civilian personnel whose achievements have significantly contributed toward the fulfillment of Marine Corps civilian equal employment opportunity goals. The award consists of a certificate signed by CMC. Nominations should be submitted to the CMC (MPC-40, (Refer to MARADMINS: 351/22)).

5. SASA and On-the-Spot Cash Award

a. Special Act Awards are cash awards designed to recognize APF and Title 10 employees (as an individual or group) for achievements that are non-recurring in nature. These achievements may be within or outside the employee's normal job responsibilities, and recognize efforts and results that go significantly beyond what is expected. Special Act Awards are used to recognize exceptional accomplishments, such as outstanding achievement, and are a single payment that may be given at any time. To the extent practicable, Special Act Awards should be awarded in close proximity to the timeframe the special act was accomplished.

b. An On-the-Spot award is the same as a Special Act Award but is limited to 750 dollars. It was generally used to recognize one-time achievements that have resulted in service or a work product of an exceptionally high quality or quantity.

c. All nominations for monetary awards will be submitted using USCS Award Nomination Form (Appendix C).

(1) Justification must clearly identify the contribution(s) of the employee (beyond what is expected in their normal scope of duties).

(2) Identify the tangible or intangible benefit(s) associated with the contribution(s). The CHRO, Employee Relations Branch will review monetary award recommendations with the CO, MCAS Iwakuni for consideration and possible approval. Departments will ensure verification of funds through the Comptroller of designee prior to the processing of a monetary award nomination.

(3) Refer to Scale of Award Amounts Based on Tangible and Intangible Benefits (Appendix G and H).

d. If approved, CHRO will submit the Request for Personnel Action for processing to the OCHR.

6. Time-Off Award

a. A time-off award is designed to recognize superior accomplishments of employees (to include Title 10 employees) with time-off from duty, without a loss of pay or charge to leave. A time-off award may be used alone or in combination with other awards, except monetary awards outside of performance appraisal to recognize employee contributions for the following.

(1) Making a high-quality contribution involving a difficult or important project or assignment,

(2) Displaying special initiative and skill in completing an assignment or project before the deadline,

(3) Ensuring or assisting in accomplishing the mission of the unit during a difficult period by completing additional work, over and above usual duties,

(4) Using initiative or creativity by improving a process, product, activity, program, or service,

(5) Sustaining a high level of performance for an extended period.

b. Time-off award up to 40 hours or less may be approved by the CO, MCAS Iwakuni.

(1) Refer to the Time-Off Award Scale (Appendix I) for awarding the appropriate Time-off Award.

c. A maximum of 80 time-off hours (to include performance-based awards) may be granted in a leave year; no more than 40 hours may be approved based on a single contribution. Time-off awards must be used within 1 calendar year will be forfeited and will not be converted to cash or restored to the employee; therefore, consideration should be given to the employee's current leave balance when selecting this award.

d. For part-time employees or those with an uncommon tour of duty, the total time-off granted during any calendar year must be based on the average number of hours generally worked during a

2-week period. The maximum award for any single contribution is one half the maximum amount of time that can be granted during the year.

e. Time-off earned as an award may not be transferred between DoD components, to another federal agency, or to another employee under the Voluntary Leave Transfer Program. A time-off award can only be transferred if the employee is staying within the DON.

f. Time-off awards may not be awarded to create the effect of a holiday or treated as administrative excusals or leave. For example, approving a time-off award for the day after Thanksgiving without properly documenting each individual's contribution is not a valid use of the time-off award authority.

g. Supervisors should use USCS Award Nomination Form in Appendix C to submit nomination to include:

(1) A narrative justification to provide information on the basis for the award

(2) A proposed citation to appear on the Certificate of Appreciation (in a Word document)

(3) Signature of recommending and approving officials, to include any endorsements.

h. The CHRO, Employee Relations Branch will create the Certificate of Appreciation, route the time-off award nomination package for approval, and submit the Request for Personnel Action, if approved.

## **Chapter 5**

### **PERFORMANCE BASED AWARDS**

1. Introduction. This chapter outlines the requirements for Performance Based Awards for USCS employees. Information covered in this section are: general information of Annual Performance Awards, and QSI.

2. General

a. Annual Performance Awards under the DoD Performance Management and Appraisal Program shall be awarded judiciously only to those who have consistently demonstrated truly exceptional performance throughout the entire annual performance period.

b. Annual Performance Awards may include monetary cash awards (contingent on funding availability), Time-off awards (not to exceed 40 hours), and a combination of monetary and Time-off. Time-Off awards will be forfeited and cannot be restored or converted to cash if not used within 1 year from the date awarded.

3. QSI. The purpose of the 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. QSI's are awarded only in conjunction with an Annual Performance Appraisal based on sustained high-quality performance throughout the appraisal period that is significantly above expectation. All QSI nominations will be forwarded to CHRO for review and preparation to the Performance Awards Review Board (PARB). The PARB Chair has final approval authority.

a. QSI increases recurring labor costs to the Command by increasing an employee's rate of basic pay (i.e., compounded salary cost over the remaining employment period), unlike lump-sum cash awards. QSIs increase life insurance, retirement, and Thrift Savings Plan expenses.

b. Given the nature and impact of civilian labor costs on Manage-to- Payroll, QSIs must be kept to an absolute minimum. To be eligible for a QSI, employees must be paid below step 10 of their grade level and have demonstrated sustained performance of high quality significantly above that expected throughout the annual period.

(1) Term, temporary, pathways (summer hire/interns), and employees in probationary status are not eligible for a QSI.

(2) Cash awards are not authorized in combination with QSIs.

(3) The immediate supervisor of the employee recommended for a QSI will initiate a recommendation in conjunction with the completion of the annual performance appraisal. The award nomination will identify the performance standard for each element and specify how the employee has exceeded those standards. Directors will forward the QSI recommendation to CHRO for review and preparation to the PARB.

**APPENDIX A**

<b>MATRIX OF APPROVAL AUTHORITY FOR AWARDS</b>		
AWARD	APPROVAL AUTHORITY	OTHER INFORMATION
SPECIAL ACT OR ON THE SPOT		
\$25 \$750	CO, MCAS IWAKUNI	
\$751-\$2,000	CO, MCAS IWAKUNI	
\$2,001-\$5,000	DIRECTOR OF MARINE CORPS STAFF	
\$5,001-\$10,000	CMC	
TIME-OFF AWARDS		
1 UP TO 40	CO, MCAS IWAKUNI	
DISTINGUISHED CIVILIAN SERVICE AWARD	SECNAV	Recommendation is sent to M&RA (MPG-10)
SUPERIOR CIVILIAN SERVICE AWARD	CMC	Recommendation is sent to M&RA (MPG-10)
MERITORIOUS CIVILIAN SERVICE AWARD	CO, MCAS IWAKUNI	
COMMENDATION CIVILIAN SERVICE AWARD	CO, MCAS IWAKUNI	
ACHIEVEMENT CIVILIAN SERVICE AWARD	CO, MCAS IWAKUNI	
LETTER OF APPRECIATION	CO, MCAS IWAKUNI	
CERTIFICATE OF COMMENDATION	CO, MCAS IWAKUNI	
RETIREMENT AWARDS	MPC-40	

## APPENDIX B

## CIVILIAN EMPLOYEE RETIREMENT CERTIFICATE REQUEST

\*\* Requests for these certificates should be submitted 180 days in advance of the planned presentation date to allow sufficient time for processing. We understand some retirements are unplanned, and will do our best to process request to meet presentation date.

Employee Name: \_\_\_\_\_  
(Last, First, MI as shown on SF-50)

Employee Name: \_\_\_\_\_  
(As it should appear on the certificate if different than above)

Employee's Current Job Title: \_\_\_\_\_  
(No abbreviations)

Grade/Series: \_\_\_\_\_ Effective Date of Retirement: \_\_\_\_\_

Division/Section: \_\_\_\_\_

Exact Number of Years and Months at Retirement: \_\_\_\_\_  
(Include military service and non-appropriated fund)

Last Date in Office: \_\_\_\_\_ Presentation/Ceremony Date: \_\_\_\_\_  
(If applicable)

Request for American Flag Flown over Marine Corps Air Station (MCAS) Iwakuni. (If 20 years of service or more): Y / N

Special Date to Be Flown: \_\_\_\_\_  
(If any)

Spouse Name (If certificate is desired): \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Supervisor)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

\*SECNAV Retirement certificate - Civilian employees with 40 + years of Federal service. Employees will also receive a personalized CMC Letter.

\*SECNAV Career Service certificate - Civilian employees with 40, 50, 60 years of Federal service.

\*CMC Retirement Letter - Civilian employees with 30-39 years of Federal service.

\*Ensure to access the site: <https://www.civilianbenefits.hroc.navy.mil>, click "Launch", then "Retirement", take a screenshot of your retirement information, and forward it with the request for verification of eligibility of retirement.

MCAS Iwakuni Awards POC is located in Employee Relations, CHRO.



## APPENDIX C

## UNITED STATES CIVIL SERVICE (USCS) AWARD NOMINATION FORM

<b>1. NAME OF EMPLOYEE RECOMMENDED FOR AWARD</b>		
LAST NAME:	FIRST:	MI:
<b>2. JOB TITLE/SERIES/GRADE</b>		
JOB TITLE:	SERIES:	GRADE:
<b>3. ORGANIZATION/DEPARTMENT/EDIPI</b>		
ORGANIZATION/DEPARTMENT:		EDIPI:
<b>4. TYPE OF AWARD RECOMMENDED</b>		
<input type="checkbox"/> Special Act or Service Award      Amount Recommended \$ _____ <input type="checkbox"/> On-the-Spot Award      Amount Recommended \$ _____ <input type="checkbox"/> Time Off Award      Hours Recommended _____ <input type="checkbox"/> Other Award (Specify) _____		
<b>4. JUSTIFICATION FOR THE AWARD. (Provide information on the basis for the award.)</b>		
(CONTINUE ON REVERSE)		
<b>5. RECORD OF NOMINATION/REGULATORY CLEARANCE/APPROVALS. (Provide information on the basis for the award.)</b>		
RECOMMENDING OFFICIAL: (Print Name)	Signature _____ Date _____	
CONCURRING OFFICIAL: (Print Name)	Signature _____ Date _____	
REGULATORY CLEARANCE: (Incentive Award Administrator) (Print Name)	Signature _____ Date _____	
*APPROVING OFFICIAL (COMMANDING OFFICER) (Print Name)	AWARD IS APPROVED/DISAPPROVED Amount \$ _____ Hours _____ Signature _____ Date _____	

MCAS Iwakuni Form 12430/2 (10-99)  
 FOUO - Privacy Sensitive when filed in.

Narrative Justification (continue)

SAMPLE

MCAS Iwakuni Form 12430/2 (10-99)  
FOUO - Privacy Sensitive when filed in.

## APPENDIX D



### SECNAV-level Awards Package Checklist (DCSA)

- 
- ☐ Nomination package submitted to MPC-40 NLT 3 Months prior to the planned presentation date (ref MCO 12451.2D).
  - ☐ Signed DON Awards Coversheet included with package
  - ☐ Package contains command's CO's First Endorsement and CG's Second Endorsement.
  - ☐ Resume, Narrative Justification and Proposed Citation included in nomination package
  - ☐ Nominee's name is spelled correctly throughout the entire package. Employees name must be listed as it appears in the TWMS official record. Do not use Nicknames
  - ☐ Nomination package submitted in Times New Roman font (12pt)
  - ☐ Package contains NO format, grammar or spelling errors
  - ☐ Spell out 'percent' rather than use '%' symbol
  - ☐ Spell out numbers 1-9 (e.g., "one", "two", etc.)
  - ☐ Use digits for numbers 10 and above (e.g., 10 rather than "ten")
  - ☐ Summary of Action contains specific beginning and ending dates (months/year)
  - ☐ Spell out acronyms with first usage, when planning to use more than once:
    - o Example: Executive Management Advisory Panel Awards Committee (EMAP AC)
  - ☐ Nominee's actions demonstrate extraordinary service to the DON, and his/her contributions far exceed others with comparable service (Ref: MCO 12451.2D, pages 3-4).
  - ☐ Time period contained in the citation matches the time period covered by the award as cited in the written justification
  - ☐ Use the oxford comma; a comma used after the penultimate item in a list of three or more items, before 'and' or 'or' (e.g., an Italian painter, sculptor, and architect). Also called the Harvard comma or serial comma.
  - ☐ Pronouns must be written in third-person (e.g., "he" or "she" rather than "I", "you", or "we")
  - ☐ "Combatant Commanders" always upper case "C"
  - ☐ Package is readable and in the correct format
  - ☐ Periods covered on the award cannot be the same or overlap with the date of another Honorary Award.

## APPENDIX E



### SECNAV-level Awards Citation Checklist (DCSA)

- 
- ☐ Citation submitted in a Word Document on page separate from written justification
  - ☐ Justified format (text aligned right and left)
  - ☐ Single spacing in paragraph format
  - ☐ Single spacing between sentences
  - ☐ Times New Roman font (12pt)
  - ☐ First line indented
  - ☐ Spell out 'percent' rather than use '%' symbol
  - ☐ Spell out numbers 1-9 (e.g., "one", "two", etc.)
  - ☐ Use digits for numbers 10 and above (e.g., 10 rather than "ten")
  - ☐ Citations shall not exceed 15 lines for a single spaced, Times New Roman, 12pt font (generally around 200 words meets this requirements)
  - ☐ Spell out acronyms with first usage, when planning to use more than once:
    - o Executive Management Advisory Panel Awards Committee (EMAP AC)
  - ☐ Name cited on the top of the citation must appear exactly how the citation will be printed (if there are variations within the package, the name must be verified with the Command and documents must be corrected to match (e.g., justification and citation name must match)
  - ☐ Time period contained in the citation must match the time period covered by the award as cited in the written justification
  - ☐ Use the oxford comma; a comma used after the penultimate item in a list of three or more items, before 'and' or 'or' (e.g., an Italian painter, sculptor, and architect). Also called the Harvard comma or serial comma.
  - ☐ Pronouns must be written in third-person (e.g., "he" or "she" rather than "I", "you", or "we")
  - ☐ "Combatant Commanders" always upper case "C"
  - ☐ First sentence must use the following format:
    - o "For [award type (e.g., distinguished)] service as the [title of honoree - covered by award period] of [command name] from [month and year (e.g. July 2017)] to [month and year]."
  - ☐ Last sentence must use one of the following formats:
    - o "[Description of contributions (e.g., By his superb leadership, initiative...)], and total devotion to duty, [Full name (e.g. Mr. Jonathan K. Doe)] reflected great credit upon [himself] and upheld the highest traditions of the Department of the Navy."
    - OR
    - o "[Full name (e.g., Mr. Jonathan K. Doe)]'s [description of contributions (e.g., superb leadership, initiative)], and total devotion to duty reflected great credit upon [him] and were keeping with the highest traditions of the Department of the Navy."

23 October 2018

## APPENDIX F

Instructions for Submitting MCSA, CSCM, CSAM & CERTCOM

1. Meritorious Civilian Service Medal (MCSA). Opening Sentence. Citation will be in standard sentence case, written in third person, fully justified, must not exceed seven (7) lines, and may not contain more than 100 total character per line (landscape layout).

**For outstanding meritorious service while serving as (Job Title), Department), Marine Corps Air Station Iwakuni, Japan from (Month, Year) to (Month, Year).**

2. Navy and Marine Corps Civilian Service Commendation Medal (CSCM). Opening Sentence. Citation will be upper-case, written in third person, fully justified, approximation fourteen (14) lines long with an 11 size font in landscape layout.

**MERITORIOUS SERVICE WHILE SERVING AS JOB TITLE), (DEPARTMENT) MARINE CORPS AIR STATION IWAKUNI, JAPAN FROM (MONTH, YEAR) TO (MONTH, YEAR).**

3. Navy and Marine Corps Civilian Service Achievement Medal (CSAM). Opening Sentence. Citation will be upper-case, written in third person, fully justified, approximation fourteen (14) lines long with an 11 size font in landscape layout.

**FOR PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES AS (JOB TITLE), (DEPARTMENT) MARINE CORPS AIR STATION IWAKUNI, JAPAN FROM (MONTH, YEAR) TO (MONTH, YEAR).**

4. Certificate of Commendation (CERTCOM). Opening Sentence. Citation will be all upper-case, bold, written in third person, fully justified, and nine (9) lines maximum in landscape layout.

**EXCEPTIONAL PERFORMANCE OF (HIS/HER) DUTIES WHILE SERVING AS (JOB TITLE), (DEPARTMENT), MARINE CORPS AIR STATION IWAKUNI, JAPAN FROM (MONTH AND YEAR) TO (MONTH AND YEAR).**

#### 5. Closing Sentences

There are only two formats for closing sentences. You must choose one of the closing sentences below.

**MR/MS. (Last Name)'s professionalism, perseverance, and loyal dedication to duty reflected great\* credit on (him/her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.**

-OR-

**By his/her attribute, attribute, and adjective dedication to duty, MR/MS. (Last Name) reflected great\* credit upon himself/herself and upheld the highest traditions of the Marine Corps and the United States Naval Service.**

\*NOTE: "great credit" only applies to awards of MSM or above. Omit "great" when writing the citation for a CSCM or below.

**APPENDIX G**  
**SCALE OF AWARD AMOUNTS BASED ON TANGIBLE BENEFITS**

<b>BENEFITS</b> <b>Estimated First-Year</b> <b>Benefits</b>	<b>AWARD</b> <b>Amount of Award to Employee</b>
Up to \$10,000 in benefits	10% of the benefits
Between \$10,000 and \$100,000 in benefits	\$1,000 Plus 3% to 10% of benefits over \$10,000
More than \$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
	For all individual awards of more than \$25,000, Presidential approval is required. Recommendation is reviewed and concurrence required by the Department of the Navy Awards Review Panel, the SECNAV, the Secretary of Defense, and the Office of Personnel Management.

**APPENDIX H**  
**SCALE OF AWARD AMOUNTS BASED ON INTANGIBLE BENEFITS**

<b>VALUE OF BENEFIT</b> ↓	<b>EXTENT OF APPLICATION</b>			
	<b>LIMITED</b> 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	<b>EXTENDED</b> Affects functions, mission, or personnel of an entire regional area, command or bureau; affects an important area of science or technology	<b>BROAD</b> 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	<b>GENERAL</b> Affects functions, mission, or personnel of 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 impact or use	\$25-\$500	\$501-\$750	\$751-\$1,000	\$1,001-\$1,500
<b>SUBSTANTIAL</b> 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
<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	\$3,151 - \$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	\$3,151-\$6,300	\$6,301-\$10,000

**APPENDIX I  
TIME-OFF AWARDS SCALE**

<b>VALUE TO THE ORGANIZATION</b>	<b>MAX HOURS AUTHORIZED FOR AWARD</b>
MODERATE: A contribution to a product, activity program or service which is of sufficient value to warrant formal recognition or a beneficial Change or modification of operating principles or procedures.	1 TO 10
SUBSTANTIAL: An important contribution to the value of a product, activity program or service to the public or a significant change in operating principles or procedures.	11 TO 20
HIGH: A highly significant contribution to the value of a product, activity program or service to the public or a complete revision of operating principles or procedures with considerable impact.	21 TO 30
EXCEPTIONAL: A superior contribution to the quality of a critical product, activity, program, or service to the public or initiation of a new principle or major procedure with significant impact.	31 TO 40

\*This scale only applies to full time employees with a standard 80-hour tour of duty. For assistance in determining Time-Off awards amounts for employees outside of these criteria, contact the Employee Relations, CHRO for further guidance.