



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 12451.1B
S-1
14 Mar 25

AIR STATION ORDER 12451.1B

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

Subj: INCENTIVE AND HONORARY AWARDS PROGRAM FOR APPROPRIATED FUND (APF)
CIVILIAN EMPLOYEES

Ref: (a) 5 CFR 451
(b) DoDI 1400.25, Volume 451 dtd 18 Jan 2024
(c) OPNAVSTAFFINST 12451.1
(d) MCO 12451.2D
(e) MCO 12451.3B
(f) MCIEAST-MCB Camp Lejeune CG Policy Letter 3-23

Encl: (1) Award Recommendation Form
(2) Sample On-the-Spot Award Certificate
(3) Civilian of the Quarter Award Guidance
(4) Civilian of the Quarter Fillable Form

1. Situation. Marine Corps Air Station (MCAS) Beaufort is committed to recognizing and rewarding the significant contributions of our Appropriated Fund (APF) civilian employees. These employees are integral to the success, readiness, and operational excellence of MCAS Beaufort. This Order establishes policy and procedural guidance to ensure the contributions of APF civilian employees are recognized through a robust incentive awards program.

2. Cancellation. ASO 12451.1A w/ch-1

3. Mission. To establish a comprehensive framework for recognizing the exceptional accomplishments of MCAS Beaufort's APF civilian workforce. This program aims to foster a culture of excellence, motivation, and job satisfaction that directly supports the Air Station.

4. Execution

a. Commander's Intent. The incentive awards program is an integral part of fostering a culture of excellence that directly supports the station's strategic priorities in readiness, operational excellence, and innovation. This Order shall serve as a consolidated source of guidance for supervisors and managers to effectively utilize the incentive awards program. The intent is to maximize the use of both monetary and non-monetary awards to recognize the outstanding contributions of our civilian employees. In doing so, we affirm our commitment to excellence and reinforce the essential role that Civilian Marines play in achieving our mission.

b. Concept of Operations

(1) Eligibility. All APF civilian employees are eligible for recognition under this Order. Non-APF employees are governed by current Marine Corps Community Services (MCCS) award policies. Eligibility is

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determined by superior accomplishments, efforts that enhance safety, efficiency, government operations, special acts or services related to official employment. Awards are not based on position, title, or assigned duties.

(2) Awards Process

(a) Nominations. Any government or uniformed service member may recommend a civilian for an award. Award nominations will be submitted to the S-1 utilizing the Award Recommendation Form provided in enclosure (1). All submissions shall include the recommended award type, a description of the achievement, and a list of derived benefits.

(b) Review. All submissions will be reviewed by the MCAS Beaufort Awards Board within 10 working days. Upon completion of the review, the Awards Board will submit their recommendations to the Station Commander for final decision and approval.

(c) Approval. The Station Commander holds final approval authority for all civilian awards at the command level. For awards requiring higher level approval, the Station Commander will provide an endorsement, and the nomination will be forwarded to the appropriate authority for final approval.

(d) Presentation. Upon approval, the S-1 will prepare a certificate for presentation and the Adjutant will prepare a letter from the Station Commander, as appropriate.

(3) Types of Awards

(a) Honorary Awards. Honorary awards may include a medal, certificate, plaque, or other similar items that can be worn or displayed. These awards are typically non-monetary, though some may include monetary allowances. Examples of honorary awards include:

1. Distinguished Civilian Service Awards
2. Superior Civilian Service Awards
3. Meritorious Civilian Service Awards
4. Dept of the Navy Civilian Service Commendation Medal
5. Dept of the Navy Civilian Service Achievement Medal
6. Career Service Recognition Awards
7. Certificates of Commendation
8. Letters of Appreciation
9. Civilian Safety Awards
10. APF Civilian of the Quarter Awards
11. External Honorary Awards
12. Flag Certificates

NOTE: Specific descriptions and criteria for the awarding of the Distinguished Civilian Service Award, the Superior Civilian Service Award, and the Meritorious Civilian Service Award, as well as the Department of the Navy Civilian Service Commendation and Achievement Awards are found in references (c) and (e).

(b) Monetary Awards. Monetary awards are a lump sum cash payment issued to recognize special acts, specific services, or achievements related to the employee's official duties. For On-the-Spot Awards, the cash award limit is \$750. For Special Act Awards, amounts will range from \$500 to \$1,000 based on the significance of the achievement.

1. Approval of monetary awards is subject to Manage-to-Payroll (MTP) constraints. The MCAS Comptroller verifies the use of MTP funds, and the S-1 processes the Request for Personnel Action (RPA). Awardees receive an SF-50 documenting cash awards after processing.

2. The total amount for Monetary Awards is limited to 10% of the Performance Awards Review Board (PARB) funds for the last three fiscal years. Up to 5% may be approved directly by the Station Commander. If the total amount of money for any year is exhausted, further Monetary Awards will be approved by exception only. If the 10% limit is not reached, all remaining money will be returned to the Performance Award Review Tool for use during annual PARB calculations.

(c) Special Act Awards. Special Act Awards are usually monetary awards but may also be honorary or in recognition of superior performance that occurs "On-The-Spot."

1. When used as a Monetary Award, a Special Act Award is a one-time cash award given for specific assignments, acts of heroism, or disclosures of fraud, waste, or abuse. They may also recognize significant improvements in safety processes or procedures. These awards require written justification describing the specific contribution and its benefits. For awards exceeding \$750 or those recommended for high-level recognition, this justification must be detailed, fully describing the contributions and the resulting benefits.

2. On-the-Spot Award. An On-the-Spot award is for immediate recognition for exceptional performance beyond the normal bounds of an employee's job. The cash award limit for this award is \$750.00, and recommendations are submitted utilizing enclosure (1). Upon approval, the S-1 will prepare a certificate for signature by the Station Commander and coordinate with the Adjutant for subsequent presentation.

(d) Quality Step Increase (QSI). A QSI is a one-step increase to an individual's base pay for General Schedule employees. Wage Grade (WG) employees are eligible for a lump sum cash award equivalent to a one-step increase. QSI's are designed to recognize an individual for continuous work beyond established performance levels and expected continuation of the same. A QSI and WG lump sum cash award is limited to a single step during any 52-week period. Only employees with an outstanding performance rating are eligible for a QSI. Recommendations can be submitted anytime via Enclosure (1). Depending on the timing, reviews will be conducted by the Awards Board or the PARB, with final approval by the Station Commander.

(e) Time-Off Awards. Time-Off awards are granted for accomplishments that contribute directly to safety, quality, efficiency, or economy of a specific task. Time-Off awards will not exceed 40 hours for one accomplishment with a maximum of 80 hours per year. Time-Off awards may be combined with a QSI or cash award. Supervisors may grant up to 8 hours of time off. Department Heads may grant up to 16 hours. Supervisors and Department Heads must verify with the MCAS Comptroller that the employee's total Time-Off Award hours do not exceed 80 hours per leave year before granting. Time-Off awards exceeding 16 hours will be submitted to the Station S-1 for review by the Awards Board, and approval by the Station Commander. All Time-Off awards must be used within one calendar year from the date of approval unless otherwise authorized by the Station Commander.

(f) Career Service Recognition Awards. Civil Service employees who have completed 10 to 50 years of Federal Service, in 5-year increments, including military service, are eligible to receive Federal Length of Service recognition. The most recent 5 years must have been in Federal Civil Service, with the last year as a civilian employee of the Department of the Navy (DON). Employees receive a lapel pin and a signed certificate, usually presented at the Civilian Workforce Breakfast.

(g) Retirement Awards. Certificates of Retirement are presented to civilian employees retiring from Federal employment. Employees may also be eligible to receive a letter from the Commandant of the Marine Corps for 30 to 39 years of Federal Service. For 40+ years of Federal Service, eligible employees will receive a Retirement Certificate from the Secretary of the Navy. Managers must promptly notify the S-1 to process Retirement Awards and obtain the appropriate Retirement Certificate.

(4) Awards Board. The MCAS Awards Board will include the Chief of Staff, the Sergeant Major, the Directors of S-1, S-3/5, S-4, S-6, S-7, the Security Manager, the Comptroller, the Director of Safety, the Provost Marshal, and the MCCS Director.

c. Tasks

(1) All award submitters / MCAS Beaufort government and civilian personnel. Submit award recommendations to the Station S-1 using Enclosure (1). Ensure additional processing time is allocated for Retirement Awards.

(2) S-1 Director. Manage the program. Assist submitters with necessary forms and data, assign award reviews to the Awards Board. Notify members of pending awards and collect and calculate votes and comments. Transmit recommendations to the Station Commander. Upon approval, submit RPAs to Office of Civilian Human Resources (OCHR) for approved monetary awards. As required, provide the Station Adjutant with information for all awards to ensure certificates and letters are prepared for signature by the Station Commander.

(5) Comptroller. Provide the MCAS Beaufort Awards Board with annual funding information for Monetary Awards and ensure approved awards are processed in compliance with Department of Defense Financial Management Regulations.

d. Coordinating Instructions

(1) Awards Boards. MCAS Awards Board membership will be reviewed annually by the Commander's Advisory Group. Once established, the MCAS Awards Board will be responsible for reviewing all submitted award nominations and providing votes and comments within ten working days. At least 75% of available voting members is required prior to forwarding a recommendation.

(2) Submission Timeline

(a) Awards requiring approval by a higher authority shall be submitted per the requirements listed in reference (d).

(b) Submit the following awards 15 days in advance:

1. APF Civilian of the Quarter Awards
2. Certificates of Commendation
3. Letters of Appreciation
4. Flag Certificates

(c) Submit the following awards 30 days in advance:

1. Career Service Recognition Awards
2. All Retirement Awards
3. Meritorious Civilian Service Awards
4. Dept of the Navy Civilian Service Commendation Medals
5. Dept of the Navy Civilian Service Achievement Medals
6. Civilian Safety Awards

(d) Submit the following awards 60+ days in advance:

1. Distinguished Civilian Service Awards
2. Superior Civilian Service Awards

(e) On-the-Spot Awards, QSI, Time Off, and Monetary Awards shall not exceed a processing/administrative period of 30 days.

5. Administration and Logistics

a. The Civilian Awards Program is managed by the S-1 under the direction of the Station Commander.

b. Submit any recommendations for changes to this order to the Commanding Officer, Marine Corps Air Station Beaufort (Attn: S-1).

c. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA) approved dispositions per SECNAV Notice 5210. Implementation of New Department of the Navy Bucket Records Schedules and MCO 5215.1K Marine Corps Directives, to ensure proper maintenance, use, accessibility and

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preservation, regardless of format or medium. Refer to SECNAV M-5210.1 Records Management Manual and MCO 5210.11F Marine Corps Records Management Program for Marine Corps records management policy and procedures.

d. Controlled Unclassified Information (CUI)

(1) Unless specifically marked as classified (e.g. Confidential, Secret, and Top Secret) the following are categories are subsets of Controlled Unclassified Information (CUI) and are to be protected in accordance with 32 CFR Part 2002: Agriculture, Critical Infrastructure, Emergency Management, Export Control, Financial, Geodetic Product Information, Immigration, Information Systems Vulnerability Information, Intelligence International Agreements, Law Enforcement, Legal, Natural and Cultural Resources, NATO Controlled, Nuclear, Patent, Privacy, Procurement and Acquisition, Proprietary Business Information, SAFETY Act Information, Statistical and Tax.

(2) All individuals handling this information are required to protect it from unauthorized disclosure. Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

(3) Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

6. Command and Signal

a. Command. This Order is applicable to the MCAS Beaufort APF Civilian Workforce.

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



M.D. BORTNEM

RECOMMENDATION FOR AWARD

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the systems of records notice OPM/GOVT-2, Employee Performance File System Records (June 19, 2006, 71 FR 35347). **AUTHORITY:** Sections 1104, 3321, 4305, and 5405 of title 5, U. S. Code, and Executive Order 12107. **PRINCIPLE:** Written recommendations for awards, removals, demotions, denials of within-grade increases, reassignments, training, pay increases, cash bonuses, or other performance-based actions (e. g., nominations of SES employees for Meritorious or Distinguished Executive), including supporting documentation. **PURPOSE:** These records are maintained to ensure that all appropriate records on an employee's performance are retained and are available (1) To agency officials having a need for the information; (2) to employees; (3) to support actions based on the records; (4) for use by the Office in connection with its personnel management evaluation role in the executive branch; and (5) to identify individuals for personnel research. **ROUTINE USE:** To consider and select employees for incentive awards, quality-step increases, merit increases and performance awards, or other pay bonuses, and other honors and to publicize those granted. This may include disclosure to public and private organizations, including news media, which grant or publicize employee awards or honors. **DISCLOSURE:** Mandatory for processing awards in the system.

TO: _____ DATE (YY MMM DD): _____

(Approving Official)

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

RECOMMENDED BY:	POSITION (Title, Location) AND NAME OF ACTIVITY		
Employee (Name: First, MI, Last) PAYROLL NUMBER	POSITION (Title and Location)	GRADE	ANNUAL BASE PAY

1. BASIS FOR AWARD RECOMMENDATION

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

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

A. INTANGIBLE BENEFITS: ☐ SAFETY ☐ IMPROVED METHOD ☐ MORALE ☐ OTHER (Specify)

B. VALUE: ☐ MODERATE ☐ IMPROVED METHOD ☐ HIGH ☐ EXCEPTIONAL

C. EXTENT OF APPLICATION: ☐ LIMITED ☐ EXTENDED ☐ BROAD ☐ GENERAL

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

4. ACTION BY APPROVING OFFICIAL

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

☐ Approved. The recommended award meets current requirements.

☐ Disapproved. The recommended award does not meet current requirements

STATE REASON(S) FOR DISAPPROVAL:

NAME AND TITLE	SIGNATURE	DATE (YY MMM DD)
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Enclosure (1)

Marine Corps Air Station Beaufort



On-The-Spot Award

Presented to

Insert Name Here

In grateful recognition and appreciation of your exceptional performance beyond the normal bounds of duty, I take great please in presenting this award.

Date

M. D. Bortnem
Colonel, U. S. Marine Corp.
Commanding

CIVILIAN OF THE QUARTER AWARD GUIDANCE

1. The Civilian of the Quarter (COQ) Award is a local award program established to recognize APF Civilian employees who have demonstrated exceptional customer service, have performed above and beyond expectations in their day-to-day duties, or have made some other significant contributions towards the Air Station's mission and vision that warrants special recognition.

2. The Civilian of the Quarter recipient will be awarded a Certificate outlying their achievements, a \$500 cash award, as well as an eight-hour time-off award.

3. Responsibilities

a. Supervisors and Department Heads are responsible for nominating deserving APF civilian employees for the COQ Award. Nominations will be emailed to the S-1 utilizing enclosure (4). Nominations should be submitted by the 5th day of the month following the close of the quarters listed below:

Quarter 1 (1 Jan - 31 Mar)

Quarter 2 (1 Apr - 30 Jun)

Quarter 3 (1 Jul - 30 Sep)

Quarter 4 (1 Oct - 31 Dec)

b. The Awards Board is responsible for reviewing all submissions and making a recommendation to the Commanding Officer for approval.

c. The S-1 will prepare the COQ award certificate and create the Request for Personnel Action (RPA) for the \$500 cash award and eight-hour time-off award (24 hours for firefighters, and 12 hours for police officers). Employees who were nominated but did not win Civilian of the Quarter will receive an eight-hour time-off award to recognize their nomination. S-1 will process the RPAs for this action as well. S-1 will request a presentation check from COMMSTRAT for the APF COQ. The COQ will be recognized at the Quarterly Civilian Workforce Breakfast where the certificate will be read aloud, and the check presented.

e. COMMSTRAT will cover the event and take photograph of all awardees.

MCAS Beaufort
Civilian of the Quarter (COQ) / Civilian of the Year (COY)
Nomination Form

INSTRUCTIONS:

1. Use the following criteria to provide specific examples on Part B, the Justification Form. Justifications should be no more than two pages in length.
2. Upon completion, route the completed Nomination and Justification Forms through the individual's chain of command to the RQMB Chair.

Nominee/Employee Name:

Title/Pay Grade:

Department:

Division:

Your Name:

Department:

Phone Number:

You are:

☐ Nominator

☐ Nominee's Supervisor

Nominated for:

☐ Civilian of the Quarter: ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th

☐ Civilian of the Year:

PART A: Based on the criteria below, check those that apply to this employee's nomination. All criteria checked "Yes" must be justified with specific examples on attached Justification Form.

CATEGORY	YES	NO
Leading Change (Supervisor)		
1. Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes. (Creativity/innovation)	<input type="checkbox"/>	<input type="checkbox"/>
2. Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles. (Flexibility)	<input type="checkbox"/>	<input type="checkbox"/>
3. Deals effectively with pressure; remains optimistic and persistent even under adversity. Recovers quickly from setbacks. (Resilience)	<input type="checkbox"/>	<input type="checkbox"/>
Leading People (Supervisor)		
4. Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization. (Leveraging Diversity)	<input type="checkbox"/>	<input type="checkbox"/>
Results Driven		
5. Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work (where appropriate). Accepts responsibility for mistakes. Complies with established control systems and rules. (Accountability)	<input type="checkbox"/>	<input type="checkbox"/>
6. Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement. (Customer Service)	<input type="checkbox"/>	<input type="checkbox"/>
7. Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations. (Problem Solving)	<input type="checkbox"/>	<input type="checkbox"/>
Building Coalitions		
8. Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals. (Partnering)	<input type="checkbox"/>	<input type="checkbox"/>
9. Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals. (Influencing/Negotiating)	<input type="checkbox"/>	<input type="checkbox"/>
Personal Skills		
10. Assesses and recognizes own strengths and weaknesses; pursues self-development. (Continual Learning)	<input type="checkbox"/>	<input type="checkbox"/>
PLEASE PROCEED TO PART B		

COQ/COY Justification Form

PART B: Use the competencies selected in Part A to provide justification (in bullet format) to recognize this employee as Civilian of the Year. Provide specific details of each competency. COQ justification should be focused on the Quarter for which the nominee is being submitted. COY justification should be no more than two pages.

Report Date:Primary Duty Performance:

Special Contribution (s): Explain how performance exceeded job requirement (i.e. specific projects)

Self-Improvement:Customer Relations/Staff Interface: