



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

ASO 12451.1A CH 1
S-1
09 AUG 2012

AIR STATION ORDER 12451.1A CH 1

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

Subj: INCENTIVE AWARDS PROGRAM FOR APPROPRIATED FUND CIVILIAN EMPLOYEES

Encl: (1) New page inserts to ASO 12451.1A

1. Situation. To transmit new page inserts to the basic order.
2. Execution. Remove enclosures (5) and replace with the corresponding enclosure contained in enclosure (1).


B. C. MURTHA



UNITED STATES MARINE CORPS
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AIR STATION ORDER 12451.1A w/ ch 1

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

Subj: INCENTIVE AWARDS PROGRAM FOR APPROPRIATED FUND CIVILIAN EMPLOYEES

Ref: (a) MCAS Strategic Plan 2010-2015
(b) DoD 1400.25
(c) SECNAVIST 12451.3A
(d) DON Guide No.451.02
(e) MCO 12541.2C

Encl: (1) Recommendation for Award
(2) Evaluation Guide for Safety Improvements
(3) General Retirement Awards
(4) MCAS Beaufort Retirement Awards
(5) Civilian of the Quarter Award

1. Situation. In accordance with the references, the Commanding Officer, Marine Corps Air Station (MCAS) Beaufort establishes an incentive awards program for appropriated fund (APF) civilian employees.

2. Cancellation. ASO 12451.1.

3. Mission. Recognize significant contributions made by APF civilian employees who enable the command to exceed the Air Station's mission and vision as described in reference (a).

4. Execution

a. Commander's Intent. To recognize employees for their valuable contributions to MCAS Beaufort's mission, continuous organizational improvement in providing a safe and healthy environment, refining or improving the quality of services to our customers, reducing overhead costs, reducing staffing requirements, and streamlining processes base wide. This program is designed to encourage employee involvement and establish incentive performance measures for APF civilian employees in compliance with the references.

b. Concept of Operations

(1) General

(a) There are various types of honorary, non-cash, and cash incentive awards, which should be used to the maximum extent possible for recognition of our deserving employees.

(b) Performance standards (PS) must be established for each civilian position, so every employee and their supervisor understands the expected performance for each particular position within the command. The established PS will directly relate to MCAS Beaufort's overall mission and vision and should be consistent with the Strategic Plan. Employees can be considered for recognition when normal expectations for the position are exceeded.

(c) A recognized standard of command expectations must be established so every employee has the opportunity to contribute to improvements toward protecting the environment and the occupational safety and health of our workforce.

(d) These established incentive awards provide an array of possibilities to recognize and reward individual and team performance.

(2) Eligibility. All appropriated fund employees, supervisory or non-supervisory, are eligible to receive consideration for the below described types of incentive awards. Employees under National Security Personnel System (NSPS) have separate established policy which makes them non-eligible for certain monetary awards. Non-appropriated fund employees are not eligible for awards under this order and are addressed in current Marine Corps Community Services (MCCS) policy guidance. No employee will be recommended or receive an incentive award solely because of position title or assigned duties. The only eligibility requirements to be met are those contained in this order and the references.

(3) Definitions

(a) Incentive Awards. An honorary award, cash award or both that are given to an employee or team recognizing significant contribution to the Command.

(b) Contribution. A superior accomplishment or other personal effort which contributes to the safety, efficiency, economy or other improvement of government operations, or a special act or service in the public interest in connection with, or related to, official employment.

(c) Honorary Awards. Honorary awards include a medal, certificate, plaque, or other items of similar intrinsic value that can be worn or displayed. Typical honorary awards are:

1. Letters of appreciation or certificates of commendation
2. Career service recognition awards
3. Civilian safety awards
4. Civilian of the quarter awards
5. Meritorious civilian service awards

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6. Superior and distinguished civilian service awards.

(d) Monetary/Cash Awards. Cash awards normally provide a lump sum payment of money for a special act, a specific service or an achievement connected with or related to the employees official duties that have established performance measures.

(e) Performance Awards. Traditional performance awards are cash awards directly tied to an employee's rating of record from their most recent performance appraisal. Under present policy for NSPS employees pay for performance is addressed. For employees under the Interim Performance Management System (IPMS), Performance Awards are addressed. For employees not currently under NSPS or IPMS regulations who are rated under a two-tiered rating system; acceptable/unacceptable. Traditional performance awards based on employees' annual performance appraisals will not be issued, instead, cash awards based on individual or group accomplishments, improvements, cost reduction, customer service, special safety recognition, etc. are to be submitted as special act, service or achievement monetary/cash awards.

(f) Quality Step Increase (QSI). A one-step increase (i.e., GS-9 step 6 to GS-9 step 7) to an individual's base pay, recognizing general schedule (GS) employees, and approved by the Commanding Officer (CO). QSI's are considered by the command as the highest award and will be limited per Marine Corps Order 12541.2C. Employees covered by NSPS are not eligible. Wage grade (WG) employees are not eligible for this award but can be provided a lump-sum cash award equal to a one-step increase. This award is designed to recognize an individual for continuous work beyond established performance levels and expected continuation of same. QSI's and WG lump-sum cash awards are limited to one during a 52 week period. QSI's are not intended as team awards.

(g) Time-off Award. An award that may be granted, without loss of pay or charge to leave, in recognition of a civilian employee's accomplishment or other efforts that contribute to the safety, quality, efficiency, or economy of a specific task. Total amount of time-off which can be granted for one identified accomplishment is 40 hours. Total amount of time-off which can be granted to an employee during any leave year is 80 hours. This award may be used by manager/supervisors to reward employees in lieu of an on-the spot or cash award. Time-off awards of 8 hours or less can be approved by the first level supervisors. Time-off awards of 16 hours or less can be approved at the Department level. Time-off Awards exceeding (16) hours must be reviewed by the Resources Quality Management Board (RQMB) and Executive Steering Committee (ESC) and will only be approved by the CO.

(4) Approval Authority for Monetary Special Act, Service or Achievement Awards, QSI, and Time-off Awards. The CO is the approval authority for all special act, service or achievement monetary awards up to \$2,000, all QSIs, and Time-off Awards exceeding 16 hours. All monetary awards in these categories and QSIs must be submitted by the employee's department head using enclosure (1) and forwarded to the RQMB for review.

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The RQMB will review each QSI, monetary award submission and Time-off Awards exceeding 16 hours, and recommend non-approval/approval, award dollar amount and/or hours awarded to the ESC/CO.

(5) Monetary Recognition

(a) Special Act, Service or Achievement Award

1. This is a one-time cash or honorary award given to an employee or a group of employees in recognition of a special act, service, or achievement of a non-recurring nature in the public interest connected with or related to official employment. This award is appropriate when an employee or a group of employees performs substantially beyond expectations on a specific assignment or project, for an act of heroism or for disclosure of fraud, waste, or abuse, and improvement of safety awareness within the federal government. The act, service, or achievement may or may not involve measurable monetary benefits.

2. There is no limit to the number of special act, service or achievement awards an employee may receive in any given period; however, the special achievement to be recognized must not have served either wholly or in part as the basis for a previous monetary award to the nominee(s).

a. Recommendations for special act, service or achievement awards will normally be initiated by the immediate supervisor, but can be initiated by other persons familiar with the act, service or achievement using enclosure (1). The employees' reporting department head must sign and forward the award submission with a recommended award amount for all monetary awards to the RQMB for consideration. All recommendations will include a brief but complete description of the act, service or achievement and the benefits derived to the command.

b. The RQMB will consider monetary awards for this category using the following criteria:

(1) Cost Saving Monetary Award. An initiative or set of initiatives by an APF civilian employee that result in realized cost savings for the command or more importantly for the Marine Corps and Department of Defense. These initiatives will be referred for consideration under the Beneficial Suggestion Program as outlined in paragraph 5.e. of this order. Employees will be eligible for a cost saving monetary award once their initiative has been received and verified by the Business Performance Office (BPO), investigated and processed by Headquarters Marine Corps (HQMC), and implemented by the department head. Initiatives that have near-term (current fiscal year) savings will be eligible for consideration after the first calendar quarter in which savings are realized and can be awarded up to \$1,000 locally. Cost Savings Awards recognized by HQMC, will be awarded based on estimated first year benefits. Awards can range from 10 percent of

the estimated savings up to \$10,000 to \$3750 for \$100,000 cost savings plus an additional .5 percent of estimated savings over \$100,000.

(2) Special Act Monetary Awards. Special Act Monetary Awards are established to recognize appropriated fund civilian employees superior performance, service or specific achievement while performing assigned duties. Special Act Monetary awards will range from \$250 to \$1,000.

c. All recommendations will include a brief but complete description of the special achievement and the benefits derived from it.

d. Special Act, Service or Achievement Awards will be forwarded to S1 for regulatory review, processing and generation of an SF-50 (Notice of Personnel Action).

e. To be eligible for consideration all Special Acts, Service or Achievement Awards submissions must be related to demonstrable results of the following types:

(1) Significant achievement in improving individual or group productivity-by reference to performance measurements or other workload data.

(2) Accomplishing group activities that consistently exceed established performance measures for normal quality control and workload standards.

(3) Outstanding supervisory achievement in significantly increasing employee productivity, reducing labor costs, and/or improving individual or manpower utilization as determined by BPO.

(4) Directly responsible for any improvements which provide significant tangible benefits in daily operations based on established performance measures and is sustained by a reasonable length of time (i.e., 3 months, 6 months, etc.).

(5) Improving service to a customer in a specific or measurable way based on customer survey comments.

(6) Significant individual or group accomplishments, involving mission support and other activities assigned by the ESC.

(7) Disclosure of fraud, waste, or abuse in the federal government.

(8) Significant individual or group accomplishments, involving contributions which elevate the level of

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occupational safety and health performance, in order to maintain operational readiness. Guidelines are provided in enclosure (2).

3. When an award submission is made for a special achievement performed within job responsibilities, the act or service must be superior that it exceeded normal performance requirements of the employee's position and established performance measures.

(b) On-the-Spot Award

1. This is a form of special act award for a one-time achievement which provides an immediate reinforcement for exceptional performance beyond the normal bounds of an employee's job and which benefits the local workplace.

2. Supervisors and employees are faced with ever increasing work load demands due to changing priorities and a general need to get more done with less. Employees often help by taking on extra projects, proposing new ideas that have an immediate benefit to their office's ability to get the job done, or "going the extra mile" in providing services to customers. To recognize the extra work effort made by an employee, supervisors are authorized to propose an on-the-spot award.

3. Due to the nature of this award, employees should be nominated no more than two weeks after the occurrence of the achievement being recognized, whenever possible.

a. On-the-spot awards can be either a cash amount or time-off. The cash amount limit for on-the-spot awards are \$150 in value per award based on the supervisor's recommendation. Time-off award limits are outlined in definitions, paragraph 3.g. of this order. Award recommendations will be in narrative format and submitted to the employee's department head using enclosure (1) for approval. Advance review or approval by S-1 is not required.

b. Approved on the spot awards will be forwarded by the approving official notifying the Comptroller and S-1. S-1 will submit a Request Personnel Action (RPA) in a timely manner for regulatory processing, and generation of an SF-50.

c. An on-the-spot award certificate should be completed, signed by the appropriate approving office and presented to the employee to provide immediate recognition while the check is being processed. Certificates are available from S-1. Copies of these certificates do not need to be forwarded to HRO as the award will be documented into the employee's Official Personnel Folder with the SF-50.

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(c) Beneficial Suggestion Awards

1. In an era in which Federal Agencies face severe fiscal and personnel constraints, it is essential that available resources be utilized to the fullest possible extent. The Beneficial Suggestion Program is an important means of achieving productivity enhancement.

2. Definition. A suggestion is a constructive idea submitted in writing by an individual or group that proposes a method to do a task better, faster, cheaper, or safer. Although suggestions usually relate to an individual's own work, any authorized area may be considered. A suggestion need not be new or original, but must show a specific problem and give a workable solution. A suggestion is submitted, in writing, by one or more eligible persons intended to achieve one or more of the following:

- a. Simplify or improve operations.
- b. Save time in accomplishing a task.
- c. Speed up production.
- d. Increase output and enhance productivity.
- e. Improve working conditions, procedures, operating methods or equipment, plant layout and organizations.
- f. Save material and property.
- g. Save manpower or money.
- h. Promote health.
- i. Increase Safety.
- j. Improve morale through desirable and feasible personnel services that increase productivity.

3. Employee Eligibility. All military and civilian personnel paid from appropriated funds are eligible to receive suggestion awards. Military personnel are covered by MCO 1650.17F and will not be referred to in this order.

4. Processing

a. Submission is through a centralized location with information found on the following website:
<http://www.logcom.usmc.mil/benesuggs/>.

b. After putting the suggestion in writing, the employee will submit it to the Beneficial Suggestion Program Administrator via the

above website. The suggestion will be assigned a number and the acknowledgement of receipt returned to the employee. The Business Performance Officer (BPO) will be notified and provided updates from the Program Administrator.

c. The Program Administrator will ensure that the suggestion and a contribution Investigation Report package are forwarded to appropriate units for investigation and an adopt/non-adopt decision. Suggestions that have wider application than MCAS Beaufort or which cannot be adopted locally without higher level approval will be forwarded to the Marine Corps Incentive Awards Program Administrator for processing. Cash award recommendation will be provided to the CO by the Program Administrator. The recommendation will be based on the award's tangible or intangible benefits to the command. The minimum cash award is \$25.00; however, certificate awards may be given for suggestions with merit, which have limited cost savings. Once an award is approved, the SI will ensure that a SF-50 is prepared and distributed. Employees whose suggestions are not adopted will receive a written explanation of the reason for non-adoption along with the procedures for requesting reconsideration and submission of additional information.

d. A suggestion is considered adopted and eligible for award consideration when it is actually put into effect by management or a written commitment to adopt has been made. The adoption action may be taken by the originating activity, another activity, or another government department or originally submitted in order to be eligible for award consideration. If the suggestion was instrumental in motivating a management action, an award should be made based on the value of the contribution.

e. Joint suggestions (involving two or more employees) will be considered as one suggestion and the award will be shared among the employees involved. If the same idea is submitted by two different employees this will be considered a duplicate suggestion and the first submission will be the one evaluated for an award.

f. If a suggestion has been adopted without benefit of any paperwork, proper documentation must be completed and submitted by the originator within one year of the date of adoption. If more than one year has elapsed, the employee is ineligible for an award.

g. A suggestion must be adopted within two years after its receipt, unless adoption is delayed beyond the two-year period because of actions such as tests, experimentation, or investigation outside the activity. In all cases, the award eligibility period will continue until the determination is made that the suggestion will or will not be adopted.

h. In cases where a suggestion has a high installation cost and will yield measurable savings continuing more than one year, the cost of the installation will be amortized over a period of years, which will not exceed the reasonable equipment life. Equipment life is defined as a clearly predictable period of use or 20 years whichever is the shortest.

5. Planning and budgeting. The MCAS Beaufort Comptroller will coordinate with all department heads and command staff officers to budget and authorize funds for monetary special act, service, and achievement awards as well as on-the-spot awards from within the Operations and Maintenance Marine Corps (O&MMC) authorization tracks for the command. Commands external to MCAS Beaufort must budget and fund cash awards from operating funds provided by their parent commands.

6. Non-monetary recognition. There are a number of honorary awards available to the manager that may be used to recognize and honor employees. These awards range from a letter or certificate of appreciation, civilian of the quarter, to the President's Award for Distinguished Federal Civilian Service.

a. Letters or Certificates of Appreciation and Certificates of Commendation. To recognize work achievements, and supervisor may grant Letters or Certificates of Appreciation to an individual or a group of employees, which warrant special recognition but do not meet the criteria for a higher or special type award. Letters or Certifications of Appreciation may be forwarded through the Chain of Command channels to employees in other organizations. Letter or certificates are prepared by the employee's work unit and forwarded through the chain of command for signature.

b. Career Service Recognition. Employees receive a Federal Career Service Certificate and lapel emblem for 10, 20, 30, 40, and 50 years of total Federal Service to include military service. Employees will also receive recognition for service as a Federal employee to the United State Marine Corps in 5 year increments. Normally, presentation of certificates and pins will be conducted annually at the direction of the CO. S-1 will prepare appropriate documentation and notify department heads of their staff who are to receive recognition. Department heads will ensure employees are notified in advance of the annual event or provide an appropriate presentation of length of service awards to their civilian employees.

c. Sick Leave Accrual. Employees will receive a certificate signed by the Commanding Officer and presented by department heads for sick leave accumulation of 500, 1000, 1500, and 2000 hours of sick leave. The Commandant of the Marine Corps will sign certificates for 2500 hours or more and will be presented to the employee at a formal presentation. S-1 will prepare appropriate documentation and notify department heads.

d. Marine Corps Meritorious Civilian Service Award. This award is given in recognition of meritorious service or a contribution, which results in high value and/or benefit to the Department of the Navy. This award consists of a certificate signed by the CO and a medal set. Nominations must be submitted within 30 days to S-1 for review prior to submission to the CO for signature.

e. Retirement Recognition. Each employee who retires under current Office of Personnel Management regulations will be presented a Certificate of Retirement and retirement label pin. Additionally, other awards may be presented based on years of service as outlined in enclosure (3) and enclosure (4). S-1 will request, prepare or coordinate preparation of these certificates for the CO's signature and will forward them to the employee's organization for presentation.

f. Honorary Awards. Honorary awards provided in recognition of contributions made by employees are not intended to serve as substitutions for deserved cash awards. They may be granted independently of, or in addition to, cash awards. Some employee contributions have such high value and significant benefits that it is appropriate to grant both cash and an honorary award for the same contribution. These awards with the exception of Civilian of the Quarter are outlined in the references. Awards of this nature follow the chain of command through Marine Corps Installations East for approval and/or endorsement by the Commanding General. Supervisors should contact the S-1 for guidance when considering an employee for one of these awards. Civilian of the Quarter guidelines and responsibilities are outlined in enclosure (5).

c. Action

(1) Department Heads, Command Staff, and Officers-in-Charge

(a) Ensure that nominations for cash and/or honorary awards are appropriate and justified; that additional inquiries or investigations are made, if appropriate; that contributions meet the eligibility criteria for incentive awards and that the amount of monetary award is per the applicable type award or program scale; that the award is forwarded in a timely manner to allow for local processing and consideration by the RQMB. Ensure all recommendations and approved submissions for monetary and time-off awards are forwarded to S-1 via a completed Awards Request Form. This form is available in electronic format on the MCIEAST portal: [https://intranet.mcieast.usmc.mil/Manpower%20Adjutant/ADJUTANT/MCIEAST%20FORMS%20MANAGEMENT%20PROGR/MCIEAST%20FORMS/Civilian%20Human%20Resources-East/MCIEAST%20G-1%20CHRO-E%2012451%205%20\(Recommendation%20of%20Award\).pdf](https://intranet.mcieast.usmc.mil/Manpower%20Adjutant/ADJUTANT/MCIEAST%20FORMS%20MANAGEMENT%20PROGR/MCIEAST%20FORMS/Civilian%20Human%20Resources-East/MCIEAST%20G-1%20CHRO-E%2012451%205%20(Recommendation%20of%20Award).pdf).

(b) Ensure that an equitable distribution of on-the-spot awards and recognition is maintained for deserving personnel.

(c) Ensure that supervisors are using the awards program as an appropriate management tool for motivation of employee and that support for the awards program is considered when appraising supervisory/managerial performance.

(d) Give consideration to the receipt of awards (both cash and honorary) in the evaluation of candidates for promotion.

(e) Ensure that supervisors within their organizations submit timely and complete recommendations for awards, achievements, accomplishments, special acts or services.

(f) Make arrangements for appropriate publicity of awards.

(2) S-1

(a) Maintain general jurisdiction over the APF Civilian Awards Program.

(b) Promote and develop the local program to serve the needs of MCAS Beaufort.

(c) Provide guidance and technical assistance to the RQMB, department heads, supervisors, managers and employees.

(d) Review award recommendations for legal and procedural requirements.

(e) Conduct training on the awards program.

(f) Monitor progress of the program and provide continuing feedback of problems, trends, and recommendations for remedial or corrective action.

(g) Publish a summary of awards by type annually.

(h) Perform other administrative duties as required to support the RQMB, program implementation and compliance.

(3) Comptroller

(a) In conjunction with mission priorities, ensure funding is available to cover approved monetary awards during the fiscal year.

(b) Ensure cash awards are charged against the correct funding.

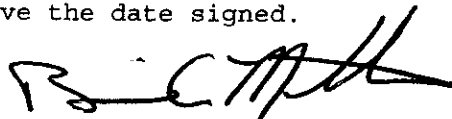
(4) Business Performance Officer. Maintain information concerning performance measurements and compliance with the Strategic Plan. Verify realized savings from employee initiatives contained in award submissions.

5. Administration and Logistics. Distribution A directives issued by the CO are distributed via email.

6. Command and Signal

a. Command. This Order is applicable to MCAS Beaufort APF civilian employees.

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


B. C. MURTHA

DISTRIBUTION: A

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
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1. BASIS FOR AWARD RECOMMENDATION

ON-THE-SPOT SPECIAL ACT OR SERVICE DATE(S) OF ACHIEVEMENT/PERFORMANCE _____

TIME-OFF AWARD PERFORMANCE AWARD FROM (YY MMM DD): _____ AMOUNT OF AWARD _____

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) _____

EVALUATION GUIDE FOR SAFETY IMPROVEMENTS

EVALUATION POINTS										SCORE
1. PROBABILITY OF ACCIDENT BEFORE IMPROVEMENT WAS INSTALLED:										
(a) Exposure frequency	SLIGHT			APPRECIABLE			CONSIDERABLE			
	0	1	2	3	4	5	6	7	8	9
(b) Number of employees exposed	LESS THAN 5			5 TO 25			OVER 25			
	0	1	2	3	4	5	6	7	8	9
(c) Possibility of accident	UNLIKELY			PROBABLY			VERY LIKELY			
	0	1	2	3	4	5	6	7	8	9
TOTAL OF CATEGORY #1										

2. EXTENT OF APPLICATION:																											
Number of locations or area covered	ONE OR TWO MACHINES. TOOLS OR PERATIONS IN ONE SHOP OR OFFICE									A GROUP IF MACHINES, TOOLS, OR OPERATIONS IN A SHOP OR OFFICE									GENERAL APPLICATIONS THROUGHOUT A LARGE ACTIVITY								
	01	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

3. DEGREE OF HAZARD:																											
Extent of possible injury and/or Damage to property	MINOR DEFECTS OR LACK OF SAFEGUARDS THAT MAY CAUSE, NON-DISABLING INJURY AND OR SLIGHT PROPERTY									MAJOR DEFECTS OR LACK OF SAFEGUARDS THAT MAY CAUSE DISABLING INJURIES AND/OR HEAVY DAMAGE TO PROPERTY									EXTREME DEFECTS OR LACK OF SAFEGUARDS THAT CAUSE A PERMANENT INJURY OR FATALITY AND/OR EXTENSIVE DAMAGE TO PROPERTY								
	01	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

4. EFFECTIVENESS OF IMPROVEMENT:																											
Extent the improvement will reduce the accident possibility	MINIMIZES THE HAZARD SLIGHTLY									APPRECIABLY LIMITS THE HAZARD OR THE EFFECTS OF THE HAZARD									ELIMINATES THE HAZARD, OR POSSIBILITY OF DISABLING INJURY, OR DAMAGE TO PROPERTY								
	01	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

TOTAL SCORE OF ALL 4 CATEGORIES

SAFETY POINTS: (AWARDS MADE IN \$5 INCREMENTS)

POINTS	AWARD	POINTS	AWARD	POINTS	AWARD
25 - 36	\$25.00	59 - 62	\$60.00	85 - 88	\$155 - \$175
37 - 40	\$30.00	63 - 66	\$65.00	89 - 92	\$180 - \$200
41 - 44	\$35.00	67 - 69	\$70.00	93 - 96	\$205 - \$225
45 - 47	\$40.00	70 - 72	\$75.00	97 - 100	\$230 - \$250
48 - 51	\$45.00	73 - 76	\$80 - \$100	101 - 104	\$255 - \$275
52 - 55	\$50.00	77 - 80	\$105 - \$125	105 - 108	\$280 - \$300
56 - 58	\$55.00	81 - 84	\$130 - \$135		

RETIREMENT AWARDS

1. Federal Certificate of Retirement (WPS Ill-A)

a. Description of Award and Intent. The award consists of a certificate signed by the Commanding Officer (CO) of Marine Corps Air Station (MCAS) Beaufort. The intent of the presentation is to express appreciation for faithful service to the Government of the United States.

b. Qualifications. A civilian employee who has a minimum of 20 years (including both civilian and military service) is eligible to receive a Federal Certificate of Retirement.

c. Procedure. Certificates may be obtained from the S-1 Department Awards Coordinator. When an eligible employee makes known their intention to retire, the S-1 Department Awards Coordinator will forward a request to CO, MCAS Beaufort for a signed certificate. In an appropriate setting, the award is presented by the retirees Department Head.

2. Secretary of the Navy Retirement Certificate (NAVSO 12450/11)

a. Description of Award and Intent. The award consists of a certificate signed by the Secretary of the Navy. The intent of the presentation is to express appreciation for faithful service to the Navy and the Government of the United States.

b. Qualifications. Retirees who meet the criteria for the 40-year Length of Service Award are eligible to receive a Secretary of the Navy Certificate of Retirement.

c. Procedure. When an eligible employee makes known their intention to retire, the Department Head will notify the S-1 Department Awards Program Administrator who will forward a request to the Secretary of the Navy for a signed certificate. In an appropriate setting, the award is presented by the CO or Executive Officer, MCAS Beaufort.

3. Retirement Plaque. At the option of the retiree's department, a retirement plaque can be presented at the retirement ceremony.

4. American Flag. At the option of the retiree's department, an American flag can be presented at the retirement ceremony.

**MCAS BEAUFORT
RETIREMENT AWARDS**

There are several ways to express appreciation for faithful service to an employee upon his/her retirement from Federal Service. The information provided below is intended to serve as a guide but is not limited to the following:

Description	Retirement Awards	Retirement Additional Awards	In this form:
To recognize an employee who is retiring after 20 years of Federal Service	Federal Certificate of Retirement	N/A	Retirement certificate signed by Commanding Officer.
To recognize an employee who is retiring after 30 or more years of Federal Service	Federal Certificate of Retirement	Generic Letter from the Commandant of the Marine Corps	Certificates available through S-1.
To recognize an employee who is retiring after 40 or more Years of Federal Service	Secretary of the Navy Certificate of Retirement	Personal letter from the Commandant of the Marine Corps	Retirement certificate signed by Commanding Officer. Generic Letter from the CMC.
To recognize an employee who is retiring after 50 or more years of Federal Service	Secretary of the Navy Certificate of Retirement	Personal letter from the Commandant of the Marine Corps	Retiring certificate signed by the Secretary of the Navy. Personal letter from the CMC. Retiring certificate signed by the Secretary of the Navy. Personal letter from the CMC.
To recognize an employee who is retiring after at least 20 years of Federal Service	Presidential Greetings	N/A	Less than 30 years equals a card signed by the President of the United States. More than 30 years equals a letter signed by the president of the United States. Both are mailed to employee's home address.

CIVILIAN OF THE QUARTER AWARD

1. The Civilian of the Quarter Award is established to recognize appropriated funded (APF) civilians who have demonstrated exceptional customer service, have performed above and beyond expectations in their day-to-day duties, or have made some other significant contribution towards accomplishment of the Air Station's mission and vision as described in the Strategic Plan.

2. The Civilian of the Quarter will be awarded a Certificate outlining their achievements as well as an eight hour time off award and \$500.00 cash award.

3. Responsibilities

a. Managers, department heads and supervisors are responsible for nominating deserving APF civilians for the Civilian of the Quarter Award. Nominations can be submitted via e-mail which provides the nominee's name, their billet and a short narrative describing their achievements that are deserving of recognition. The e-mail should be addressed to the Resources Quality Management Board (RQMB) mailbox, Beaufort_awards@usmc.mil. Deadlines for submission are:

First Quarter award - 30 December
Second Quarter award - 31 March
Third Quarter award - 30 June
Fourth Quarter award - 30 September

b. The RQMB is responsible for reviewing all submissions and making a recommendation to the Executive Steering Committee (ESC) for the Civilian of the Quarter Award. Once the award is approved, the ESC will forward the request to S-1.

c. The ESC will review the RQMB's recommendation and make the final determination for award.

d. S-1 will prepare the Civilian of the Quarter award certificate for presentation. S-1 will also prepare a Request for Personnel Action (RPA) for an 8 hour time off award (24 hours for firefighters and 12 hours for police officers) and \$500.00 cash award to be presented to the recipient during the next quarterly Civilian Marine Breakfast.

e. Combat Camera will take pictures of the presentation of the award during the Quarterly Civilian Marine Breakfast.

f. Public Affairs Office will publish pictures of the Civilian of the Quarter in the Jet Stream.