



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U.S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
CAMP PENDLETON, CA 92055-5300

Canc frp: Dec 2017

I MEFBul 12100  
G-1/CPPM  
FEB 3 2017

I MARINE EXPEDITIONARY FORCE BULLETIN 12100

From: Commanding General  
To: Distribution List

Subj: NON-APPROPRIATED FUND CIVILIAN AWARDS REVIEW BOARD (NAFARB)

Ref: (a) MCCS SOP Memo 12000 of 1 Feb 17

Encl: (1) NAF Cash Awards Letter  
(2) NAF Time Off Awards Letter

1. Purpose. This document provides I Marine Expeditionary Force (MEF) policies and guidelines regarding the Non-Appropriated Fund (NAF) Review Board (NAFARB) process and management in accordance with reference (a). Incentive awards may be given to recognize exceptional accomplishment, performance above expectations, and contribution to mission accomplishment for a minimum observation period of 90 days.

2. Background. Consistent with the reference, heads of local NAF Instrumentalities shall implement to the extent feasible, and within resources available, incentive awards and recognition programs for the purposes of improving operations and recognizing deserving employees at all levels. I MEF NAF civilian COSC/SARC/BHP employees will be included in the Marine Corps Community Services (MCCS) Camp Pendleton Incentive Awards program. Family Readiness Officers now fall under Headquarters Marine Corps (HQMC) NAF Awards Program and will not be included in the I MEF NAFARB. There are two categories of incentive awards; time-off awards and cash awards. Both types of awards are intended to be used to recognize exceptional accomplishment, performance above expectations, and contribution to mission accomplishment. They are not intended to be generic additions to employee compensation.

a. Incentive Awards Management and Structure

(1) The rating cycle is 1 February through 31 January of each year.

(2) The overall NAFARB operation and process shall be conducted under the direction of the Chairman of the Civilian Resource Working Group (Assistant Chief of Staff, G-1, I MEF).

b. NAFARBs shall be composed of a board chair, members that have

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knowledge of the concerned employees' performance and contribution to the command or unit, and a board administrator. The Board Chair will ensure a shared understanding by all of the NAFARB members regarding contribution level descriptions. NAFARB members cannot vote on their own employee's award. The Board Chair is the senior representative, responsible for management of the board.

(1) I MEF Command Element (CE) NAFARB Members

(a) Board Chair. The Assistant Chief of Staff G-1, I MEF serves as Board Chair. The Board Chair is an equal participant during normal deliberations of the NAFARB. In addition, the Chair serves to break any impasse during deliberations and certifies all business of the Board.

(b) Board Members

1. AC/S, G-4\*
2. AC/S, G-6\*
3. board administrator

\* board member will rotate within the I MEF CE principal staff

3. Action

a. NAFARB members are responsible for reviewing the performance ratings of each employee to determine whether sufficient information has been provided to support the recommended contribution level determinations. The contribution levels are provided below:

- (1) Level 1: Met Expectations
- (2) Level 2: Exceeded Expectations
- (3) Level 3: Greatly Exceeded Expectations

b. Additional responsibilities of the NAFARB members are:

(1) Review all recommended awards and reconcile the contribution level recommendation, in accordance with the distribution amount and make adjustments which in the board's view are necessary to maintain process equity and consistency across the NAFARB.

(2) Oversee the funding levels in accordance with the established guidelines, the references and statutory/fiscal constraints.

(3) If approved for an award, employees are eligible to receive a cash award and/or time off award. The following table should be used as

a guide:

CONTRIBUTION LEVEL	MONETARY AWARD	TIME-OFF AWARD
1 Met Expectations	No Award	No Award
2 Exceeded Expectations	Up to \$400	24 Hours
3 Greatly Exceeded Expectations	Up to \$800	40 Hours

(4) Adjudicate challenges to award determinations.

(5) All decisions made by the NAFARB shall adhere to published business rules.

c. Major Subordinate Commands will conduct NAFARBs in accordance with the guidance set forth in this bulletin and conform with deadlines established by reference (a). The I MEF 2017 NAFARB will not include FROs due to the realignment of FROs to the HQMC NAF Awards Program.

4. Incentive Awards Determination. The incentive awards process has a performance-based bonus and/or a time-off award. The full incentive payout will be given to the individual as a bonus.

a. When determining payout assignment, all awards requests must be accompanied by a justification paragraph from the department head/1st level supervisor that states an employee's exceptional accomplishment or contribution for an award.

b. The NAFARB shall assign a final Contribution Level (CL) to each employee for their overall performance and contribution; there are three CLs:

(1) CL 1 - Met Expectations: Attained each critical element on time, requiring little supervision or rework. Achieved requirements and ensured the continuation of the goals and mission of the command/unit/office. No award for this level.

(2) CL 2 - Exceeded Expectations: Accomplished more than required in advance of timelines with limited supervision. Took initiative and recommended solutions and improvements. Contributions significantly enhanced the goals and mission of the command/unit/office.

(3) CL 2 - Greatly Exceeded Expectations: Accomplished more than required to a superior level without supervision. Recognized by senior and peers for outstanding performance. Contributed to the efficiency of the agency. Contributions had great impact on the success of the goals and mission of the command/unit/office.

5. Point of contact. For questions regarding the I MEF NAF policies and guidelines, contact LtCol Ed Tomlinson, (760) 725-4958, e-mail: [edmund.tomlinson@usmc.mil](mailto:edmund.tomlinson@usmc.mil) or William Cover, (760) 725-5957, e-mail: [William.cover@usmc.mil](mailto:William.cover@usmc.mil).

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6. Reserve Applicability. This Bulletin is not applicable to the I MEF Total Force.

7. Cancellation Contingency. This Bulletin is cancelled upon receipt of next Bulletin same series.

  
J. J. RUSSELL  
Chief of Staff

DISTRIBUTION: I, II



UNITED STATES MARINE CORPS  
XXXXX UNIT  
PO BOX 555300  
CAMP PENDLETON, CALIFORNIA 92055-5300

12100  
(OFF CDE)  
XX Feb 17

From: Commanding Officer,  
To: Supervisor, Payroll Department, Financial Management  
Division, Marine Corps Community Services, Marine Corps  
Installations West-Marine Corps Base, Camp Pendleton

Subj: NON-APPROPRIATED FUND (NAF) INCENTIVE CASH AWARD

1. It is requested that a cash award be processed as follows:

Award Amount: \$ \_\_\_\_\_

Cost Center: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Payroll ID#: \_\_\_\_\_

Employee Grade/Step: \_\_\_\_\_

Payroll Pay Period: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

2. Justification:

\_\_\_\_\_  
DEPT HEAD/SUPERVISOR'S SIGNATURE

For Accounting use only

Recorded by: \_\_\_\_\_ Date: \_\_\_\_\_

ENCLOSURE (1)



**UNITED STATES MARINE CORPS**  
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BOX 555300  
CAMP PENDLETON, CA 92055-5300

12100  
I MEF

From: COMMAND  
To: Director, MCCS Finance Management Division

Subj: TIME OFF AWARD

1. The following employee (s) is/ are granted \_\_\_\_ hours time off award for \_\_\_\_\_.

NAME

EMPLOYEE ID #

Authorizing Official's Name and Signature

**ENCLOSURE (2)**