



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U.S. MARINE CORPS FORCES, PACIFIC  
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Canc frp: Jan 2018

IN REPLY REFER TO:

I MEFBul 12150

G-1/CPPM

MAR 13 2017

I MARINE EXPEDITIONARY FORCE BULLETIN 12150

From: Commanding General  
To: Distribution List

Subj: CIVILIAN FAMILY READINESS OFFICER AWARDS REVIEW BOARD

Ref: (a) CMC LOI 1754 of 1 Feb 17  
(b) I MEFO 12000.1B

Encl: (1) NAF Cash/Time-Off Awards Letter  
(2) I MEF FROARB Maximum Funding Amounts

1. Purpose. Provide Civilian Marine Expeditionary Force (MEF) policies and guidelines regarding the Family Readiness Officer Review Board (FROARB) process and management per 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 reference (a), heads of local Non-Appropriated Fund (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 Family Readiness Officer (FRO) employees will be included in the Headquarters Marine Corps Marine and Family Programs Division's Incentive Awards program and has been delegated to I MEF for execution. 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.

3. Incentive Awards Management and Structure

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

b. Per reference (b), the overall FROARB 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).

c. Major Subordinate Commands (MSC) are authorized to conduct FROARBs per guidance provided in paragraph 4 of this Bulletin.

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

(1) The FROARBs shall be composed of a Board Chair, minimum of three members having knowledge of the concerned employees' performance and contribution to the command or unit, and a board administrator.

(2) The Board Chair will ensure a shared understanding by all of the FROARB members regarding contribution level descriptions.

(3) FROARB members cannot vote on their own employee's award.

(4) The Board Chair is the senior representative, responsible for management of the board and can vote as a tiebreaker when required.

(5) MSCs will submit board award results to I MEF AC/S G-1 within 10 days after the FROARB is completed.

d. MEF Command Element (CE) FROARB Member Composition

(1) 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 FROARB. In addition, the Chair serves to break any impasse during deliberations and certifies all business of the Board.

(2) Board Members

1. AC/S, G-2\*
2. AC/S, G-3\*
3. AC/S, G-4\*
4. AC/S, G-5\*
5. AC/S, G-6\*
6. AC/S, G-7\*
7. AC/S, G-8\*
8. board administrator

\* Deputy AC/S may attend when the AC/S is unavailable.

(3) The FROARB will be conducted on 21 March at 1030 in the I MEF G-4 Conference Room and five members are required for a quorum.

4. Action (applicable to I MEF CE and MSCs)

a. FROARB 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

MAR 13 2017

b. Additional responsibilities of the FROARB members are:

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

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

(3) HQMC established maximum funding amounts listed in enclosure (2). The funding was distributed to commands based on FRO population. 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 FROARB shall adhere to published business rules.

c. The I MEF 2017 FROARBs will only include FROs due to the realignment of FROs to the HQMC NAF Awards Program.

5. 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. The NAF cash/time awards letter provided in enclosure (1) will be used by FROARBs to determine performance levels for each employee.

a. When determining payout assignment, all awards requests must be accompanied by a justification paragraph from the department head/first level supervisor stating an employee's exceptional accomplishment or contribution for an award utilizing enclosure (1).

b. The I MEF FROARB maximum funding levels are provided at enclosure (2). The I MEF CE and MSCs FROARBs must ensure they **do not exceed** funding amounts per contribution levels 2 and 3 and amount prescribed for each organization listed at enclosure (2).

c. The FROARB 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.

MAR 13 2017

(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 3 - 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.

6. Points of contact. For questions regarding the I MEF FROARB policies and guidelines, contact William Cover, (760) 725-5957, e-mail: [William.cover@usmc.mil](mailto:William.cover@usmc.mil).

7. Reserve Applicability. This Bulletin is not applicable to the I MEF Reserve Component.

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

  
J. J. RUSSELL  
Chief of Staff

DISTRIBUTION: I, II

NAF CASH/TIME-OFF AWARDS LETTER



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

12150  
(OFF CDE)  
XX Feb 17

MEMORANDUM

From: Department Head,  
To: Supervisor, Financial Management Division, Headquarters  
Marine Corps Marine and Family Programs

Subj: FAMILY READINESS OFFICER INCENTIVE CASH AWARD

1. It is requested that a cash/time-off award be processed as follows:

Award Amount (Cash/Time Off): \_\_\_\_\_

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)

**I MEF FROARB MAXIMUM FUNDING AMOUNTS**

<b>Command</b>	<b>Number of Positions O/H</b>	<b>FY17 Bonus maximum amounts<sup>2</sup></b>
<b>I MEF</b>	<b>73</b>	<b>\$ 58,400</b>
<b>CE (Incl MEUs)</b>	<b>3</b>	<b>\$ 2,400</b>
<b>1st MARDIV</b>	<b>20</b>	<b>\$ 16,000</b>
<b>1st MLG</b>	<b>10</b>	<b>\$ 8,000</b>
<b>3d MAW</b>	<b>35</b>	<b>\$ 28,000</b>
<b>I MHG</b>	<b>5<sup>1</sup></b>	<b>\$ 4,000</b>

1. 15th MEU FRO dual hatted with MHG; thus, included in MHG FRO numbers
2. Commands are not authorized to exceed maximum amounts