



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

IN REPLY REFER TO:
12000
G-1/CPFM
07 NOV 2012

I MARINE EXPEDITIONARY FORCE BULLETIN 12000

From: Commanding General
To: Distribution List

Subj: PERFORMANCE AWARDS REVIEW BOARD

Ref: (a) DoD Supplemental Guidance on Award Limitations of
6 Jul 2011
(b) DON Interim Performance Management System Policy of
13 Sep 2010
(c) USMC Letter of Instruction of 16 Sep 2010

Encl: (1) Checklist for DON Interim Performance Awards Review
Board

1. Purpose. This document provides I Marine Expeditionary Force (MEF) policies and guidelines regarding the Performance Awards Review Board (PARB) process and management in accordance with references (a) through (c). Performance awards may be given only to employees who have an acceptable performance rating, and were evaluated for performance during the previous appraisal period.

2. Cancellation. I MEF Performance Award Review Board Business Rules dated 2011.

3. Performance Awards Management and Structure

a. The rating cycle is 1 October 2011 through 30 September 2012.

b. The overall PARB operation and process shall be chaired under the direction of the Chairman of the Civilian Resource Working Group, Assistant Chief of Staff G-5, I MEF.

c. The PARB shall be composed of a Board Chair, members that have 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 PARB members regarding contribution level descriptions. PARB members cannot vote on their own employee's award. The PARB must convene by 20 November, 50 days after the end of the rating cycle. The Board Chair is the senior representative and responsible for management of the board.

d. The members of the PARB for I MEF are:

(1) Assistant Chief of Staff (AC/S), G-5, Board Chair. The Board Chair is an equal participant during normal deliberations of the PARB. In addition, the Chair serves to break any impasse during deliberations and certifies all business of the board.

(2) AC/S, G-1.

(3) AC/S, G-2.

(4) AC/S, G-3.

(5) AC/S, G-4.

(6) AC/S, G-6.

(7) AC/S, G-7.

(8) AC/S, G-8.

(9) Board Administrator.

e. PARB members are responsible for reviewing the Interim Performance Management System (IPMS) performance ratings of each employee to determine whether sufficient information has been provided to support the recommended contribution level determinations. Additional responsibilities of the PARB members are:

(1) Review all recommended awards and reconcile the rating official's contribution level recommendation, type of payout (cash, Time Off Award) 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 PARB.

(2) Oversee the funding levels in accordance with the established guidelines, references, and statutory constraints. If approved for an award, it is recommended that employees receive only one type of award, i.e., cash or Time-Off, although a combination of the two is permitted. The following table should be used as a guide:

Contribution Level	Monetary Award	Time-Off Award
1	Up to .50%	Up to 16 Hours
2	Up to 1%	Up to 24 Hours
3	Up to 2%	Up to 40 Hours

(3) Recommend to the Assistant Chief of Staff, G-8, any necessary adjustments for awards fund percentages.

(4) Adjudicate challenges to awards determinations.

(5) Provide guidance to rating officials.

(6) Oversee publication of any Notices to Employees regarding performance awards.

(7) Ensure that data requested by DoD is provided.

(8) All decisions made by the PARB shall adhere to published business rules.

(9) Modify all awards to balance the awards budget.

4. Performance Awards Determination. The performance awards process has a performance-based bonus. Rating Officials should ensure their assessments fully justify all decisions to grant the employee an award. The full performance payout will be given to the individual as a bonus.

a. When determining payout assignment, the following will be considered:

(1) Current salary.

(2) Employee's salary in relation to other employees in similar positions across the organization in the aggregate.

(3) Complexity of work.

(4) Overall contribution.

(5) Organizational success.

(6) Local market salary levels.

(7) Attrition and retention rates.

(8) Recent salary increases (reassignment or promotion).

- (9) All awards received during the performance period.
- (10) Criticality of position or skill set.
- (11) Disciplinary actions (as appropriate).

b. The PARB shall assign a final Contribution Level to each employee for their overall performance and contribution; not by individual critical elements. There are three contribution levels:

(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 commands/unit/office.

(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 seniors 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.

c. Superior accomplishment incentive awards for special act or service may be paid, but not in lieu of a performance award (bonus).

5. Performance Awards Funding

(a) Spending for individual performance awards, or for individual contribution awards must be limited to NO MORE than 1% of aggregate base salaries of those eligible employees who were employed at the end of the previous fiscal year. All performance awards will be paid out of FY13 funds. The aggregate base salary of 1% shall represent the total monetary funding for FY13.

(b) For employees on retained pay (step 00) the aggregate 1% must be calculated at the step 10 level of the grade held.

(c) The distributions will be based on a 0.80% of the aggregate PARB amount for performance awards and 0.20% for Individual Cash Awards throughout the rating cycle.

6. Employee Notification of Awards and Payout. After the PARB has made all of their award decisions, the PART tool will generate an Employee Notification Form. Employees will not be notified of their award assignment and payout distribution until completion of the PARB process and final approval of ratings of record are formally issued to employees. The formal notice will identify the Board Chair and the date the PARB finalized the results. The employee will also be notified of their assigned contribution level and award amount (if applicable). Awards are neither mandatory nor guaranteed. I MEF and the CHRO will process awards accurately and in a timely manner. Awards may be processed prior to the first pay period in January. I MEF rating officials will conduct employee performance reviews and provide notification of rating of record and awards payout within 10 working days after distribution of the final approved results. Final Appraisal Forms and PARB results will be maintained in CHRO and in accordance with the established records management plan.

7. Administrative Grievance Procedures. Determinations concerning awards are not grievable. I MEF will follow the administrative grievance procedures documented in reference (b). Although the PARB cannot change an employee's assigned rating, they are responsible for reviewing all ratings and awards determinations for consistency, appropriateness and adherence to business rules and Merit System Principles.

8. Point of Contact Information. For questions regarding these business rules or additional information on the interim performance management operations within I MEF, please contact William Cover, (760)-726-5957, email: william.cover@usmc.mil.

9. Applicability. This bulletin is applicable to all I MEF commands, organizations, units, and activities.


R. F. CASTELLVI
Chief of Staff

DISTRIBUTION: I, II

Checklist for DON Interim Performance Awards Review Board

Task/Action	Who/What	Date	Date Completed
Rating Cycle Ends		30 September	
PARB Members selected	Senior Management Official	NLT 31 October	
Notification of Board members to Performance Management Section	Board Chair	NLT 2 November	
Training on Performance Award Review Tool (PART)	Performance Award Review Board Administrator	6-8 November	
Provide all Employee Awards Recommendations to PARB	Senior Rating Official	NLT 15 November	
Submit QSI recommendations with SCAF to PARB	RO/SRO	NLT 15 November	
Review all award recommendations	PARB	NLT 23 November	
Submit QSI recommendations to Position Management Board (PMB)	PARB	NLT 26 November	
Review all QSI nominations and provide notification of decisions to PARBs.	SMB	NLT 3 December	
Update PART for non-approved QSIs	PARB	5 December	
Submit approved PART and copies of all approved QSI recommendations to the HRO Performance Management Section	PARB Administrator	7 December	
Submit approved PART for upload to DCPDS	Performance Management Section	7 December	
Employee Notifications	RO	NLT 17 December	