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I MARINE EXPEDITIONARY FORCE BULLETIN 12000

From: Commanding General
To: Distribution List

Subj: PERFORMANCE AWARDS REVIEW BOARD (PARB)

Ref: (a) DoD Supplemental Guidance on Award Limitations of 6 Jul 11
(b) DON Interim Performance Management System Policy of 13 Sep 10
(c) DC M&RA ltr 12430 M&RA MPC of 16 Sep 10 (DON Interim Performance Management System)

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 MEFBul 12000 of 3 Dec 14.

3. Background. The Department of the Navy (DON) has developed an Interim Performance Management System (IPMS) for employees that transitioned from National Security Personnel System (NSPS) to General Service (GS) and a Performance Appraisal Review System for Bargaining Unit employees consisting of separate and distinct processes:

a. An IPMS is a two-level performance rating system where a rating of record can only be "Acceptable" or "Unacceptable."

b. A Performance Recognition framework is a framework process that ensures employees are recognized and rewarded for their individual accomplishments and contributions.

c. Performance Awards Management and Structure

(1) The rating cycle is 1 October through 30 September of each year.

(2) The overall PARB operation and process shall be chaired under the direction of the Chairman of the Civilian Resource Working Group.

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(3) 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 Board Chair is the senior representative, responsible for management of the board.

(4) I MEF PARB Members

(a) Assistant Chief of Staff (AC/S), G-1, serves as 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.

(b) AC/S, G-2

(c) AC/S, G-3

(d) AC/S, G-4

(e) AC/S, G-6

(f) AC/S, G-7

(g) AC/S, G-8

(h) Board Administrator

4. Action

a. PARB members are responsible for reviewing the Interim Performance Management System (IPMS) and Performance Appraisal Review System (PARS) 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 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 PARB.

(2) Oversee the funding levels in accordance with the established guidelines, the 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 Met expectations	No award	No award
2 Exceeded expectations	Up to 1%	Up to 24
3 Greatly exceeded expectations	Up to 2%	Up to 40

(3) Recommend to the AC/S, 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 the Department of Defense is provided.

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

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

b. 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.

(1) When determining payout assignment, the following will be considered:

(a) Current salary.

(b) Employee's salary in relation to other employees in similar positions.

(c) other recognitions received.

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

(e) Monetary awards received during the performance period.

(f) Disciplinary actions.

(2) The PARB shall assign a final Contribution Level to each employee for their overall performance and contribution; not by

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individual critical elements. There are three contribution levels:

(a) 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. No award for this level.

(b) 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.

(c) 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.

c. Performance Awards Funding

(1) Spending for individual performance awards, or for individual contribution awards must be limited to NO MORE than .96 percent of aggregate base salaries of those eligible employees who were employed at the end of the previous fiscal year (FY). All performance awards will be paid out of FY16 funds. The aggregate base salary of .96 percent shall represent the total monetary funding for FY16.

(2) For employees on retained pay (step 00) the aggregate .96 percent must be calculated at the step 10 level of the grade held.

d. Employee Notification of Awards and Payout. After the PARB has made all of their award decisions, the Performance Awards Tool (PART) will generate an Employee Notification Form. Employees will not be notified of their awards 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 Human Resources Office will process awards accurately and in a timely manner. I MEF rating officials will conduct employee performance reviews and provide notification of rating of record and awards payout within 30 working days after distribution of the final approved results. Final Appraisal Forms and PARB results will be maintained in Civilian Human Resources Office and in accordance with the established records management plan.

e. 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.

f. Point of contact. For questions regarding these business rules or additional information on performance management operations within I MEF, please contact William Cover, (760)725-5957, email: william.cover@usmc.mil.

5. Reserve Applicability. This Bulletin is applicable to Marine Corps Total Force.

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


M. L. JONES
Chief of Staff

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