



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

Canc frp: Aug 2019

I MEFBul 12100
G-1/CPPM

AUG 17 2018

I MARINE EXPEDITIONARY FORCE BULLETIN 12100

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: NON APPROPRIATED FUND CIVILIAN AWARDS REVIEW BOARD

Ref: (a) MCO P12000.11A W/CH 5 APPENDIX E

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

1. Purpose. This document provides I Marine Expeditionary Force (I 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 one year.

2. Cancellation. I MEFBul 12100 of 3 Feb 2017.

3. 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 Combat Operational Stress Control/Sexual Assault Response Coordinator/Behavioral Health Program employees will be included in the Marine Corps Community Services Camp Pendleton Incentive Awards program. Deployment Readiness Coordinators 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 April through 31 March 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 (AC/S), G-1, I MEF).

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b. NAFARBs 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 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 AC/S, 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. Deputy AC/S G-2*
2. Deputy AC/S G-5*
3. Board administrator.

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

4. 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 2018 NAFARB will not include DROs due to the realignment of DROs 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. Employees can receive a cash award or time off award or both. 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 using the enclosure.

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.

(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.

6. Point of Contact. For questions regarding the I MEF NAF policies and guidelines, contact Mr. William Cover, (760) 725-5957, e-mail: william.cover@usmc.mil.

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

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



C. D. GIDEONS
Chief of Staff

DISTRIBUTION: I, II



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12100
(OFF CDE)
XX MMM YR

MEMORANDUM

From: Department Head, Command
To: Supervisor, Financial Management Division, Headquarters
Marine Corps Marine and Family Programs
Via: Family Readiness Officer Awards Review Board
Subj: NON-APPROPRIATED FUND CASH/TIME-OFF AWARDS LETTER

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)