

**MARINE CORPS LOGISTICS BASES
BENEFICIAL SUGGESTIONS, INVENTIONS,
SCIENTIFIC ACHIEVEMENT AWARDS,
PRODUCTIVITY EXCELLENCE AWARDS,
AND PRESIDENTIAL REGOGNITION PROGRAMS**

CONCEPT OF OPERATIONS

1. Eligibility

1.1. All Marine Corps Logistics Bases (MARCORLOGBASES) appropriated fund civilian employees, active duty military personnel, and members of the Marine Corps Reserve in an active status are eligible to participate in the program and receive cash awards for adopted suggestions, inventions, and scientific achievements.

1.2. No person, supervisory or non-supervisory, is barred from being considered for awards based solely on rank, position, title, or assigned duties.

1.3. Awards may be granted to an individual, or group of individuals, for contributions either ***outside job responsibilities***, or ***within job responsibilities provided the contribution is determined to be over and above normal job expectancy***. A determination of eligibility will be made prior to granting any award.

2. Processing Incentive Awards. Information on Inventions, Scientific Achievements, Productivity Excellence Awards, and Presidential Recognition Awards are contained in MARCORLOGBASES Order 12450.2_, enclosures (2) through (5). Guidelines for payment of cash awards are provided as appendices (A), and (B) to this Concept of Operations Document.

3. Authority to Approve Cash Awards

3.1. The Chief of Staff, MARCORLOGBASES has authority to approve and present individual and/or group awards up to \$1,000 for tangible benefits and \$250 for intangible and safety benefits.

3.2. The Commander has authority to approve and present individual and/or group awards between \$1,001 and \$10,000 for tangible benefits and any amount up to \$10,000 for intangible and safety benefits.

ENCLOSURE (1)

3.3. Award recommendations in excess of \$10,000 for individual awards and/or group awards will be forwarded to the CMC (LR) for endorsement to the Office of Personnel Management (OPM) for approval. Upon approval and return to this Command, the Commander will present the award and accompanying certificate.

4. Funding. Funding for Beneficial Suggestion Awards will be provided by the organization receiving the benefit(s). In the event that multiple organizations receive benefits from a suggestion, funding for the award will be prorated for each organization based upon the percentage of benefits derived.

5. Definitions

5.1. Contribution. A contribution is any suggestion, invention, or scientific achievement, which contributes to the efficiency, economy, or other improvement that relates directly to savings in man-hours, materials, supplies, equipment, or money, or to, increased effectiveness in carrying out the programs or mission of this Command, USMC, or DON. Ideas that eliminate safety hazards also qualify as suggestions. Breadth of application and degree of significance do not affect the eligibility of a contribution for award consideration.

5.2 Adoption. An adoption is a suggestion actually put into effect by responsible authority or a written commitment to adopt a suggestion with an expected implementation date. A suggestion need not be adopted in the form originally submitted in order to be eligible for award consideration. If the suggestion is instrumental in motivating a management action, an award may be made based on the value of the contribution.

5.3. Award. An award may be either cash amount or non-cash recognition in the form of a certificate, letter of commendation or appreciation, citation, or other non-monetary incentive award. Appropriate directives provide guidance for recommending military decorations for meritorious achievement.

5.4. First Full Year. The first full year is the first 12 consecutive months the adopted suggestion is in actual operation, exclusive of trial periods, experimentation or periods of deferred implementation. This time period is used to decide the value of benefits as a basis for calculating the amount of an award.

5.5. Normal Job Expectancy. A determination as to whether a

ENCLOSURE (1)

suggestion is within normal job responsibilities or sufficiently beyond normal job responsibilities to be eligible for award consideration. Enclosure (2), paragraph 4.4 provides additional information for determining normal job expectancy.

5.6. Tangible Benefits. Tangible benefits are those measured and expressed in terms of dollar value, generally based on labor and material savings. Appendix A is the Award Scale for Contributions with Tangible Benefits.

5.7. Intangible Benefits. Intangible benefits are those which improve conditions, safety, etc., where no actual dollar savings can be determined. Appendix B is the Scale of Awards Based on Intangible Benefits.

5.8. Safety Benefits. A contribution, in addition to tangible or intangible benefits, may also qualify for a safety improvement award. When this applies, Appendix C, Evaluation Guide for Safety Improvements, is used to determine award recommendation and a copy of this appendix is attached as an enclosure to the analyst's recommendation.

6. Time Limitations

6.1. Suggestions are usually submitted for evaluation prior to adoption; however, an idea adopted as a result of an oral or written proposal outside the official Beneficial Suggestions Program channels may still be considered for a cash or honorary award. The suggestion must be submitted in writing, within six months after adoption, with verifiable information to support the suggester's claim to the contribution.

6.2. Ownership Rights. MCO 1650.17F states that "ownership rights" time limit shall be two years, while OPNAVINST 1650.8C states this time limit shall be three years. MCO 1650.17F will reflect three years in the next revision. For this Command, the time limit on "ownership rights" on nonadopted suggestions shall be three years from the date of written notification of nonadoption. If during the three-year period, conditions that prompted the suggestion remain substantially the same and the suggestion is adopted wholly or in part, the suggester is entitled to the adoption credit and the resulting award consideration. This right applies even when the adoption was prompted by a duplicate suggestion received after the original submission. This right does not apply if a parallel idea or concept is put into use as a result of independent action at a higher level or organizational

ENCLOSURE (1)

jurisdiction where there has been no evaluation of the original suggestion.

7. Request for Reevaluation

7.1. A request for reconsideration must be in writing and contain a complete justification for the request. It must be submitted to the Beneficial Suggestions Program Administrator within 90 days after notification of evaluation completion.

7.2. Requests for reevaluation must contain additional information to support the suggestion or clarification of specific points before reevaluation will be conducted.

7.3. Only one reevaluation of the same suggestion will be permitted, unless sufficient evidence can be shown that the original evaluation and reevaluation were flawed.

7.4. In any case, where the issue involves a decision on application of regulations of higher headquarters, the Beneficial Suggestions Program Administrator will initiate appropriate action(s) to obtain a decision.

8. Other

8.1. Suggestions Relating to Private Contractors. Suggestions concerning the improvement of materials or services purchased from a contractor are eligible for submission. Contracts between vendors and the Government vary and it is often difficult to identify the benefits to be derived from the adoption of the suggestion. After evaluation of the suggestion, and prior to any awards being made for this type suggestion, the Beneficial Suggestions Program Administrator will coordinate the suggestion with the appropriate technical bureau, office, or command.

8.2. Separated or Deceased Personnel. Awards may be made to separated personnel or the estates of deceased personnel for suggestions submitted by eligible employees while on active duty or employed at this Base.

8.3. Claim Waiver. The acceptance of a cash award shall constitute an agreement that the use by the Government of the United States of an idea, method, or device for which an award is made does not form the basis of a further claim of any nature against the Government by the employee, employee's heirs, or assigns. Thus, once an award is made, the suggestion becomes

ENCLOSURE (1)

the exclusive property of the United States Government.

8.4. Publicity. In an effort to stimulate awareness of and participation in the Beneficial Suggestions Program, personnel receiving awards will be recognized with special ceremonies, and the Beneficial Suggestions Program Administrator will publicize information on the awards program utilizing various Command and local media resources.

8.5. External Suggestions. External suggestions are defined as those suggestions received at MARCORLOGBASES from HQMC or other Marine Corps Commands for evaluation of applicability at MARCORLOGBASES. These suggestions will be received by the Beneficial Suggestions Program Administrator, assigned a control number, and processed in the same manner as suggestions received from members of this Command. Upon completion of the evaluation, the Beneficial Suggestions Administrator will return all such finalized suggestions to the Office that originated the request for evaluation.

9. Procedures for Processing and Evaluating Beneficial Suggestions

9.1. Definition. A suggestion is a constructive idea submitted in writing by an individual or group that proposes a method to do a task better, faster, cheaper, or safer. Although suggestions usually relate to a suggester's own work, any authorized area may be considered. A suggestion need not be new or original, but must show a specific problem and give a workable solution.

9.2. Eligible Suggestions. Eligible suggestions do one or more of the following:

- a. Simplify or improve operations.
- b. Save time needed to complete a task.
- c. Speed up production.
- d. Increase output and enhances productivity.
- e. Improve procedures, operating methods or equipment, workspace layouts, and/or organizations.
- f. Save material and/or property.

ENCLOSURE (1)

- g. Save manpower and/or money.
- h. Improve safety conditions.

9.3. Ineligible Suggestions. Ineligible suggestions include:

a. Calling attention to the need for routine maintenance and safety practices or the purchase of ordinary supplies and materials.

b. Increasing personal comfort, convenience, or desires of the suggester(s), including working conditions, which have no monetary savings and benefits no other personnel.

c. Recommending enforcement of existing rules, regulations, or directives.

d. A suggestion that is a duplicate of a previously adopted MARCORLOGBASES suggestion.

e. A suggestion over which the USMC or Federal Government has no control; i.e., ways to improve matters off base.

9.4 Submitting Suggestions

9.4.1. **All MARCORLOGBASES employees (MCLB Albany, MCLB Barstow, and Blount Island Command) may submit a suggestion via the Internet or via facsimile** to the Beneficial Suggestions Program Administrator.

Fax number: (229) 639-6653 or DSN 567-6653

9.4.2. Employees who **do not have access to electronic means of submission** may utilize OPNAV Form 5305/1, Department of the Navy Suggestion. The suggestion may be typewritten or hand printed, but it must be legible. In addition to providing the requested information, submitters should include employee numbers behind their names. All supporting information should be attached as enclosures. The suggestion form must be signed, dated, and submitted as follows:

a. MARCORLOGBASES employees located in **Albany, GA, who do not have electronic submission capability** should submit their suggestions directly to the Beneficial Suggestions Program Administrator. This may be accomplished via Guard Mail.

ENCLOSURE (1)

b. **All MCLB Barstow employees who do not have electronic submission capability** should submit their suggestions to the Office of the Commander, MCLB, and Barstow. An individual in this Office will be designated as the overall Barstow Point of Contact (POC). This POC is responsible for forwarding suggestions from both Nebo and Yermo locations to the MARCORLOGBASES Beneficial Suggestions Program Administrator within three working days from receipt.

c. **All Blount Island Command (BIC) employees who do not have electronic submission capability** should submit printed suggestions to the Office of the Commander, BIC. An individual in this Office will be designated as the BIC POC. This POC is responsible for forwarding suggestions to the MARCORLOGBASES Beneficial Suggestions Program Administrator within three working days from receipt.

9.5. Processing Suggestions

9.5.1. Each suggestion received by the Beneficial Suggestions Program Administrator will be reviewed for completeness, eligibility, and duplication. Those suggestions deemed as ineligible or duplicates will be returned to the submitter with the appropriate explanation. Eligible suggestions will be assigned an analyst to conduct the investigation/evaluation and a control number for tracking purposes. Within seven working days after receipt, the suggester(s) will be notified of the control number and the name and phone number of the person assigned to analyze, investigate, and evaluate the suggestion.

9.5.2. Each eligible suggestion will be reviewed to determine the process(es) and organization(s) affected by the evaluation. The assigned analyst is responsible for determining matrix resources needed, and conducting the beneficial suggestion investigation. The analyst is further responsible for documenting the results of the investigation, including cost/benefit data, and developing a recommendation to adopt or not adopt the suggestion. The analyst will brief the Beneficial Suggestions Program Administrator regarding the results of the investigation and recommendation, and prepare the response to the suggester.

9.6 Evaluating Suggestions

9.6.1. The analyst/evaluator shall be given 30 days to complete the evaluation. The completed evaluation should be returned to the Beneficial Suggestions Program Administrator within 35 days,

ENCLOSURE (1)

unless additional time is required for a test or trial period. When additional time is required, the analyst/evaluator will notify the Beneficial Suggestions Program Administrator and the suggester(s), and cite the reason(s) for delay and the estimated completion date.

9.6.2. The analyst/evaluator will give the suggestion full, fair, and prompt attention, including discussion with the suggester(s) and supervisor(s) or other persons who can assist in determining the suggestion's worth. Investigations/Evaluations will be conducted at the level most familiar with the proposed improvement. In the case of a reevaluation, the assignment will be to a person other than the initial analyst/evaluator.

9.7. Analyzing Suggestions. The following questions should be answered when investigating/evaluating a suggestion:

- a. What is the situation identified by the suggestion?
- b. What caused the situation to exist?
- c. Does this situation present a problem?
- d. What remedy does the suggestion propose?
- e. What are the advantages to this remedy?
- f. What are the disadvantages to this remedy?
- g. What alternate solution might be more effective?

9.8. Normal Job Expectancy

9.8.1. If the analyst/evaluator is unable to determine if the suggestion falls within the normal job responsibilities of the individual(s), the evaluator should contact the supervisor of the submitter(s) for further information regarding job responsibilities. This determination must be made prior to proceeding with an evaluation and authorizing any cash awards. Organization, function, classification manuals, job descriptions, assigned duties, and performance standards may be used to determine the degree to which the suggestion exceeds the normal requirements of the position. The following will assist in measuring the suggestion against normal job expectancy:

- a. Is the subject of the suggestion within the scope of the employee's work?

ENCLOSURE (1)

b. Does the employee's job description or task statements cover the subject of the suggestion?

c. Is the employee expected or required to make suggestions of the type under consideration?

d. Is the nature of the suggestion such that the employee's performance would be judged less than satisfactory if this suggestion had not been made?

e. Is the suggestion one pertaining to the immediate work area which the suggester has authority to put into operation without consulting higher authority?

f. If the suggestion pertains to the employee's immediate work area, as well as having application elsewhere in the organization would the employee be expected to make suggestions that have impact beyond the immediate area?

9.8.2. If the answers to the above questions are "no," the suggestion is outside of the employee's normal job responsibilities and should be considered for award recommendation. If the answers are "yes," the suggestion is within job responsibilities and a determination must be made to what degree it merits an award/recognition.

9.8.3. Consideration should be given to granting an award if:

a. The suggestion is creative -- a great amount of independent thought, unusual imagination, or effort was involved.

b. The suggestion is unusual for the position, grade, or rank of the suggester(s).

c. The suggestion represents a new concept or innovation with substantial benefits and particular importance or significance to the organization, and/or

d. The suggestion is beneficial to this Command or other Marine Corps or DON Commands?

9.9. Recommendation of Adoption or Nonadoption. The assigned analyst/evaluator will prepare a recommendation of adoption or nonadoption for each suggestion. Suggestions found to have merit will include a recommendation of cash award warranted, if any,

ENCLOSURE (1)

and show the basis for arriving at this amount in accordance with Appendices A and B of this document. The evaluation recommendation will be coordinated with the head of the organization (Directorate, Division, Staff Office) affected by the suggestion. The Beneficial Suggestions Program Administrator will make the final determination of cash award warranted, based on guidelines for actual and projected savings. The following guidelines apply in evaluating suggestions:

9.9.1. Suggestions will not be rejected solely on the basis that regulations will not permit adoption. Suggestions which are considered to have merit, but conflict with regulations of higher headquarters/authority, shall be recommended for adoption and forwarded to the appropriate command/agency by the Beneficial Suggestions Program Administrator with supporting documentation, for consideration.

9.9.2. Suggestions that are recommended for adoption will show the net dollar savings (tangible benefits), intangible, or safety benefits which will accrue during the first full year the suggestion is in operation.

9.9.3. When a contribution results in both tangible and intangible benefits, the amount of the award warranted by the tangible benefits should be increased by the amount of the award warranted by the additional intangible benefits to the Government. The award is calculated using both Appendices A and B.

9.9.4. If the contribution has a high implementation cost and yields measurable savings for more than one year, implementation costs may be amortized over a period of years. The distributed costs may not exceed the reasonable life span of the improvement and is defined as the estimated time of use or 20 years, whichever is less.

9.9.5. Adopted suggestions will not always result in cash awards. If savings are less than \$250.00 for tangible benefits, a comparable amount in intangible benefits, or under 25 points in safety benefits, the suggester(s) will be recognized by a Beneficial Suggestions Program Certificate (NAVMC Form 10538) and/or other non-monetary award.

9.9.6. For suggestions which do not merit adoption, the evaluator will provide a complete explanation of decision for non-adoption. The Beneficial Suggestions Program Administrator will provide suggester(s) a complete explanation and justification for

ENCLOSURE (1)

the nonadoption recommendation, as well as a copy of the investigative findings. This should be done in a manner to encourage the suggester(s) to continue to participate in the Beneficial Suggestions Program. Language should be used which the suggester(s) will understand; a cold, impersonal or superior tone should be avoided. A responsive answer often eliminates requests for reconsideration.

10. Follow Up. To insure timely processing of suggestions, the following procedures are established for follow-up actions:

10.1 If no response has been received thirty-one days after a suggestion has been assigned to an analyst for investigation, analysis, and evaluation, the Beneficial Suggestions Program Administrator will coordinate with the assigned analyst/evaluator to determine the status of the suggestion, the reason(s) for the delay, and will then notify the suggester(s) of the updated status.

10.2. The Beneficial Suggestions Program Administrator is responsible for providing periodic briefings and Program status to the MARCORLOGBASES Commander, Chief of Staff, and/or the Executive Steering Committee.

11. Proposed Engineering Change Proposal(s). Suggestions that pertain to proposed changes to the configuration baseline of Marine Corps-utilized ground weapon systems/equipment require that proposed Engineering Change Proposals (ECPs) be generated and forwarded to the appropriate Program Manager's Office, who coordinates the generation of the Proposed ECP, and coordinates the ECP for further processing. When these types of suggestions are received by the MARCORLOGBASES Beneficial Suggestions Program Administrator, the assigned analyst/evaluator will forward the suggestion to the appropriate Program Manager's Office and will inform the suggester of the status. The ECP Process will continue and the Approval Authority will either approve or disapprove the ECP, using the recommendations of the Configuration Control Board (CCB) Members. The analyst/evaluator will track the status of the Proposed ECP until it is either approved or disapproved. Once the decision is made, the analyst/evaluator will notify the suggester(s) of the decision.

12. Forwarding Suggestions to HQMC/Higher Authority. In the event a suggestion requires evaluation or approval by HQMC or another Service or Agency, the evaluator will coordinate with a POC at the applicable Headquarters, Service, or Agency, and will

ENCLOSURE (1)

forward the suggestion by established military channels while tracking the suggestion for current status and location at all times. All applicable data to the suggestion will be forwarded to the appropriate cognizant authority. This data may include, but is not limited to the following:

- a. All attachments, drawings, diagrams, pictures, etc.
- b. The local evaluation and detailed breakdown of local savings, description of any intangible benefits, and description of any awards.
- c. All comments, recommendations, or other information that will aid in evaluation, implementation, or dissemination.

13. Adopting Suggestions

13.1. A suggestion must be approved, at least in part, before a cash award may be granted. When a duplicate suggestion is instrumental in motivating Management's action in adopting a suggestion previously rejected, the duplicate suggestion may also be awarded for its contribution.

13.2. On suggestions that apply either to MCLB, Barstow, MCLB, Albany, and/or BIC, the Analyst/Evaluator will coordinate with the other two installations to determine applicability at those facilities, and will indicate which installations are included in the computation of benefits.

13.3. The final award for tangible benefits will be calculated six months after implementation in order to determine the actual and projected savings for the first year of implementation. The Analyst/Evaluator will ensure metrics are in place to measure and calculate actual savings, and will follow up during the six-months initial implementation period to gather performance metrics that will be used to project first-year savings. At the completion of this calculation period, the award will be presented.

13.4. When a suggestion has been recommended/approved for adoption, the Beneficial Suggestions Program Administrator will prepare an Awards Monetary Action Request and a Beneficial Suggestion Program Certificate (NAVMC 10538) and forward it to the appropriate approval authority (based on amount of savings/benefits/amount of award) for review/approval and signature. A Notification of Personnel Action (SF-50) is automatically

ENCLOSURE (1)

generated and forwarded to Civilian Payroll (Albany, Barstow, and/or BIC) for processing. The applicable Disbursing Officer is responsible for ensuring the electronic transfer of award funds to the suggester's bank account. A copy of the Awards Monetary Action Request prepared for military awards will also be forwarded to Headquarters Battalion for entry to the Awards page of the suggester's Service Record Book.

13.5. The Program Administrator will prepare and forward the award package to the suggester's Commander/Commanding Officer or his designated representative. No award package will be sent through the guard mail. Award packages for employees located at MCLB Barstow and BIC will be sent via the mail to the appropriate POC. Reporting officials will ensure the award is reflected in the fitness reports of Sergeants and above.

14. Exceptions to Published Awards Scales

14.1. When it is determined that a suggestion is within job requirements, but substantially exceeds standards of performance, the amount of the award may be reduced proportionately (e.g., by 25%, 50%, or 75%, as appropriate) from what the award would have been had the suggestion been clearly beyond job responsibilities.

14.2. When a suggestion is made by more than one employee and the amount of the award, when shared by all suggesters, would be too small to be meaningful and motivating, an exception to the awards scale may be made. No individual sharing in a group award should receive a cash award less than \$10.00.

15. Presentation of Awards

15.1. The Beneficial Suggestions Program Administrator will coordinate arrangements for presentation of awards in excess of \$1,000.00, to include establishing a date and time suitable to the MARCORLOGBASES Commander or his designated representative, scheduling a photographer, notifying employee and supervisor, and coordinating publicity with the Public Affairs Office (PAO) for articles for local media such as The Emblem (Albany); The Log (Barstow); BIC Newsletter (BIC), local television spots and newspaper articles, as deemed appropriate.

15.2. The Beneficial Suggestions Program Administrator will coordinate arrangements for presentation of awards under \$1,000.00, to include establishing a date and time suitable to

ENCLOSURE (1)

MARCORLOGBASESO 12450.2H

the MARCORLOGBASES Chief of Staff or his designated representative, scheduling a photographer, notifying employee and supervisor, and coordinating appropriate publicity with the PAO, as deemed appropriate.

ENCLOSURE (1)