



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 5305.2A

G-8

23 JUL 2010

DEPOT ORDER 5305.2A

From: Commanding General

To: Distribution List

Subj: MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
(MCRD/ERR) COMBINED BENEFICIAL SUGGESTIONS, INVENTIONS,  
SCIENTIFIC ACHIEVEMENT AWARDS, PRODUCTIVITY AWARDS, AND  
PRESIDENTIAL RECOGNITION PROGRAM

Ref: (a) MCO 1650.17F  
(b) MARCORLOGBASESO 12450.2H  
(c) <http://www.logcom.usmc.mil/benesuggs>

Encl: (1) Concept of Operations  
(2) Inventions  
(3) Scientific Achievement Awards  
(4) Productivity Recognition  
(5) Presidential Recognition  
(6) BeneSuggs Submission Form

1. Situation. To establish policy, define responsibilities, and prescribe procedures for the administration, operation, and submission of MCRD/ERR's Combined Beneficial Suggestions, Inventions, Scientific Achievement Awards, Productivity Awards, and Presidential Recognition Programs as required by reference (a) through (c) and the enclosures.

2. Cancellation. DepO 5305.2

3. Mission. The MCRD/ERR is committed to the successful participation in this combined program and intends to benefit from its use in accordance with enclosure (1). The program offers the ability to submit suggestions for a new or improved method, technique, product or idea that enhances productivity or safety. Suggestions must have value definable in terms of tangible or intangible benefits as required in enclosure (6), which can also be found on the website in reference (c).

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4. Execution

a. Commander's Intent. This order will be a practical reference for MCRD/ERR personnel when submitting beneficial suggestions in accordance with enclosure (1).

b. Concept of Operations

(1) Division Directors/Special Staff Officers/Commanders/Commanding Officers shall promote and encourage participation in the MCRD/ERR's Combined Beneficial Suggestions, Inventions, Scientific Achievement Awards, Productivity Excellence Awards, and the Presidential Recognition Programs (BeneSuggs). The BeneSuggs program is one tool that will help to achieve the MCRD/ERR strategic goal of creating a culture of continuous process improvement (CPI). As such, each beneficial suggestion will be considered for applicability as a CPI project.

(2) Cognizance for these programs is assigned to the Assistant Chief of Staff, Plans, Programs and Assessments (AC/S, G-8), who is also responsible for the CPI strategic goal. The AC/S, G-8 will appoint an individual to serve as the Program Administrator.

c. Coordinating Instructions

(1) This order should be posted in work places for maximum visibility. Records and reports generated for these programs will be retained for a period of three years prior to destruction. Case files shall be retained for a period of three years from the date of closing/last action. The point of contact for this program can be reached at the office of the AC/S, G-8, (843) 228-1311/2804.

(2) The Program Administrator is responsible for:

(a) Administrating the programs and overall planning, coordination, and evaluation of the program.

(b) Ensuring that an internet web site for the BeneSugg Program is available for MCRDPI/ERR employees to submit their suggestions electronically and view the current status of their suggestions.

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(c) Ensuring that suggestion forms are available at convenient locations for all employees throughout MCRD/ERR.

(d) Controlling, analyzing, and evaluating of suggestions, while monitoring operations of the programs.

(e) Overseeing the processing of suggestions, maintaining records, submitting reports, and stimulating program participation.

(f) Briefing the Depot's Executive Steering Committee (ESC) regarding program status, approved suggestions and contentious issues as directed.

(3) How to submit a suggestion. Suggestions may be submitted two ways: electronically or in writing. The electronic submission is quicker and will get the suggestion into the system sooner than in writing. To submit a suggestion electronically, access reference (c) via the internet, click on the home page and then click submit suggestion on the menu bar and the submission format will appear on the screen. If you desire to submit your suggestion in writing, complete enclosure (6). The suggestion package can then be delivered to the G-8 office in building 154, room 231; faxed to (843) 228-2977; or mailed via guard mail to:

COMMANDING GENERAL  
AC/S G-8 (BENESUGGS)  
Box 19620  
Parris Island SC 29905-9620

## 5. Administration and Logistics

a. The Assistant Chief of Staff (AC/S) G-8, is the sponsor for this order.

b. Recommendations for changes or modifications to this order will be provided to the AC/S, G-8 for staffing to the AC/S G-1. The G-1 will staff this order to the appropriate subordinate commands and staff sections for consideration and will implement any changes or revisions.

c. An electronic copy of this order can be found on the Parris Island Intranet (<http://parrislandintranet.nmci.usmc.mil/G1/default.aspx>).

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6. Command and Signal

a. Command. This order is applicable to all Marines, sailors and civilian Marines aboard MCRD/ERR.

b. Signal. This order is effective the date signed.



R. L. GRABOWSKI  
Chief of Staff

DISTRIBUTION: A

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Concept of Operations

1. Eligibility

a. All MCRD/ERR 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.

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

c. 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 Depot 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

a. The Commanding General or Chief of Staff has authority to approve and present individual and/or group awards up to \$7,500 for tangible benefits and \$1,500 for intangible and safety benefits, which apply to this command and based on availability of funds.

b. Award recommendations in excess of \$10,000 for individual awards and/or group awards will be forwarded to the Deputy Commandant for Installations and Logistics (I&L), and Director, Marine Corps Business Enterprise (LR) who have delegated authority to approve awards that do not exceed \$10,000 based on tangible or intangible benefits.

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c. Awards greater than \$10,000 must be submitted to the Department of the Navy for evaluation and approval. Recommended awards greater than \$25,000 must be forwarded to the Secretary of Defense.

d. Cash awards for suggestions submitted by more than one individual will be equally divided among those identified at the time the suggestions were submitted for evaluation.

4. Funding. Funding for BeneSuggs 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 and availability of funds.

5. Definitions

a. 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 and/or other USMC installations. 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.

b. 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.

c. 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.

d. 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.

e. Normal Job Expectancy. A determination as to whether a suggestion is within normal job responsibilities or sufficiently beyond normal job responsibilities to be eligible for award consideration. Paragraph 9.8 of this enclosure provides additional information for determining normal job expectancy.

f. 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.

g. 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.

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

## 6. Time Limitations

a. 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 BeneSuggs 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.

b. Ownership Rights. The time limit on "ownership rights" on non-adopted suggestions shall be three years from the date of written notification of non-adoption. 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 suggestor 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 jurisdiction where there has been no evaluation of the original suggestion.

7. Request for Reevaluation

a. A request for reconsideration must be in writing and contain a complete justification for the request. It must be submitted to the BeneSuggs Program administrator (G-8) within 90 days after notification of a suggestion decision.

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

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

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

8. Other

a. 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 BeneSuggs Program Administrator will coordinate the suggestion with the appropriate technical bureau, office, or command.

b. 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 MCRD/ERR.



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c. 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 the exclusive property of the United States Government.

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

e. External Suggestions. External suggestions are defined as those suggestions received at MCRD/ERR or other Marine Corps Commands for evaluation of applicability at MCRD/ERR. These suggestions will be received by the BeneSuggs 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 BeneSuggs Program Administrator will return all such finalized suggestions to the Office that originated the request for evaluation.

## 9. Procedures for Processing and Evaluating Beneficial Suggestions

a. 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.

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

- (1) Simplify or improve operations.
- (2) Save time needed to complete a task.
- (3) Speed up production.

(4) Increase output and enhance productivity.

(5) Improve procedures, operating methods or equipment, workspace layouts, and/or organizations.

(6) Save material and/or property.

(7) Save manpower and/or money.

(8) Improve safety conditions.

c. Ineligible Suggestions. Ineligible suggestions include:

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

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

(3) Recommending enforcement of existing rules, regulations, or directives.

(4) A suggestion that is a duplicate of a previously adopted MCRD/ERR suggestion.

(5) A suggestion over which the United States Marine Corps or Federal Government has no control; i.e., ways to improve matters off base.

d. Submitting Suggestions

(1) All MCRD/ERR employees may submit a suggestion via the Internet or via facsimile to the BeneSuggs Program Administrator. Fax number: (843) 228-2977 or DSN 335-2977.

(2) Employees who do not have access to electronic means of submission may utilize OPNAV Form 5305/1, Department of the Navy Suggestion, or enclosure (6). The suggestion may be typewritten or hand printed, and it must be legible. In addition to providing the required information, submitters should include their employee number along with their name. All supporting information should be attached as enclosures. The

suggestion form must be signed, dated, and submitted directly to the BeneSuggs Program Administrator via Guard Mail or hand delivered to the G-8 office in building 154, room 231.

e. Processing Suggestions

(1) Each suggestion received by the BeneSuggs 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 a control number for tracking purposes and forwarded to the Assistant Chief of Staff, Special Staff Officer or Commander who owns the function the suggestion seeks to improve. Within seven working days after receipt, the suggester(s) will be notified of the control number and the name and phone number of the action officer assigned to analyze, investigate, and evaluate the suggestion.

(2) Employees who submit suggestions that are determined to be eligible for consideration will be given four (4) hours of administrative leave. Once the suggester(s) receive notification with the control number and name of action officer, the suggester (s) should notify their supervisor. This leave will be granted on the first Friday that the Supervisor deems the organization can support his/her absence.

(3) Each eligible suggestion will be reviewed to determine the processes and organizations affected by the evaluation. The action officer is responsible for determining matrix resources needed and conducting the beneficial suggestion investigation. The action officer 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 action officer will brief the BeneSuggs Program Administrator regarding the results of the investigation and recommendation and prepare the response to the suggester.

f. Evaluating Suggestions

(1) The evaluator/action officer shall be given 30 days to complete the evaluation. The completed evaluation should be returned to the BeneSuggs Program Administrator not later than

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35 days, unless additional time is required for a test or trial period. When additional time is required, the evaluator will notify the BeneSuggs Program Administrator and cite the reason(s) for delay and the estimated completion date.

(2) The action officer 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 and/or evaluations will be conducted at the level most familiar with the proposed improvement. In the case of a reevaluation, the assignment will be given to a person other than the initial evaluator/action officer.

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

- (1) What is the situation identified by the suggestion?
- (2) What caused the situation to exist?
- (3) Does this situation present a problem?
- (4) What remedy does the suggestion propose?
- (5) What are the advantages to this remedy?
- (6) What are the disadvantages to this remedy?
- (7) What alternate solution might be more effective?

h. Normal Job Expectancy

(1) If the action officer 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?

(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?

(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.

(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.

i. Recommendation of Adoption or Non-adoption. The assigned evaluator/action officer will prepare a recommendation of adoption or non-adoption for each suggestion. Suggestions found to have merit will include a recommendation of cash award warranted, if any, 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 affected by the suggestion. The BeneSuggs Program Administrator will make the final determination of cash award warranted, based on guidelines for actual and projected savings, and availability of funds. The following guidelines apply in evaluating suggestions:

(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 BeneSuggs Program Administrator with supporting documentation, for consideration.

(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.

(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.

(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, which-ever is less.

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(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 suggestor(s) may be recognized by a BeneSuggs Program Certificate (NAVMC Form 10538) and/or other non-monetary award.

(6) For suggestions which do not merit adoption, the action officer will provide a complete explanation of decision for non-adoption. The BeneSuggs Program Administrator will provide suggestor(s) a complete explanation and justification for the non-adoption recommendation, as well as a copy of the investigative findings. This should be done in a manner to encourage the suggestor(s) to continue to participate in the BeneSuggs Program. 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:

a. If no response has been received thirty-one days after a suggestion has been assigned to an evaluator for investigation, analysis, and evaluation, the BeneSuggs Program Administrator will coordinate with the action officer/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.

b. The BeneSuggs Program Administrator is responsible for providing periodic briefings and Program status to the Commanding General, Chief of Staff, and/or the AC/S, G-8.

11. Forwarding Suggestions to HQMC/Higher Authority. In the event a suggestion requires evaluation or approval by HQMC or another Service or Agency, the Program Administrator will coordinate with a point of contact at the applicable Headquarters, HQMC I&L, and will 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.

## 12. Adopting Suggestions

a. 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.

b. The BeneSuggs Program Administrator, with AC/S, Comptroller input, will ensure metrics are in place to measure and calculate actual savings generated during the first full year. Metrics gathered from the initial six months of the implementation period will be used to project the value of benefits for the first full year. This amount will be used as a basis for calculating the amount of an award.

c. When a suggestion has been recommended/approved for adoption, the BeneSuggs 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.

d. The Assistant Chief of Staff, Manpower and Human Resources will prepare a Notification of Personnel Action (SF-50) and forward to Civilian Payroll for processing. The applicable Disbursing Officer is responsible for ensuring the electronic transfer of award funds to the suggester's bank account for Marines receiving an award. A copy of the Awards Monetary Action Request prepared for military awards will also be forwarded to AC/S G-1, RTR, WFTBn, HQSVCBn, or ERR for entry to the awards page of the suggestor's Service Record Book.

e. The Program Administrator will prepare and forward the award package to the suggester's Commander/Commanding Officer



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or his designated representative. No award package will be sent through the guard mail. Reporting officials should ensure the award is reflected in the fitness reports of Sergeants and above.

13. Exceptions to Published Awards Scales

a. 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.

b. When a suggestion is made by more than one employee and the amount of the award, when shared by all suggestors, 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 \$50.00.

14. Presentation of Awards

a. The BeneSuggs Program Administrator will coordinate arrangements for presentation of awards in excess of \$500.00, to include establishing a date and time suitable to the Chief of Staff 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 Boot, local television spots and newspaper articles, as deemed appropriate.

b. The suggester's Department Head or Commanding Officer will coordinate arrangements for presentation of awards under \$500.00, to include establishing a suitable date and time, scheduling a photographer, notifying employee and supervisor, and coordinating appropriate publicity with the PAO, as deemed appropriate.

Award Tables

The award tables were extracted from Department of the Navy Human Resources Implementation Guide No. 451-01 that provides the DON basic guidance for the eligibility of Civilian Marines to participate in the beneficial suggestion program. To ensure consistency between Civilian and Military Marines, the same benefit tables are used in MCO 1650.17G. These tables will change to reflect any future changes made to the Department of the Navy Human Resources Implementation Guide No. 451-01.

Intangible Benefits Awards Table

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	LIMITED	EXTENDED	BROAD	GENERAL
	Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.	Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.	Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond.
<b>MODERATE</b>  Change or modification of an operating principle or procedure with limited use or impact.	\$25 - \$500	\$501 - \$750	\$751 - \$1,000	\$1,001 - \$1500
<b>SUBSTANTIAL</b>  Substantial change or modification of procedures. Important improvements to the value of a product, activity, program, or service to the public.	\$501 - \$750	\$751 - \$1,000	\$1,001 - 1,500	\$1,501 - \$3,150
<b>HIGH</b>  Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$751 - \$1,000	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300
<b>EXCEPTIONAL</b>  Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000

Tangible Benefits Awards Table

Benefits	Award Amount	Approval Authority
<p>Estimated First-year Benefits</p> <ul style="list-style-type: none"> <li>• Up to \$7,500 in benefits</li> <li>• Up to \$10,000 in benefits</li> <li>• Between \$10,000 and \$25,000</li> <li>• More than \$100,000 in benefits</li> </ul>	<p>Employee Receives:</p> <ul style="list-style-type: none"> <li>• 10% of benefits</li> <li>• 10% of benefits</li> <li>• \$1,000 plus 3% of benefit over \$10,000</li> <li>• \$3,700 plus 0.5% of benefits above 100,000 up to \$25,000</li> </ul>	<ul style="list-style-type: none"> <li>• CG</li> <li>• MCDCL&amp;L or Director, MCBE</li> <li>• DoN</li> <li>• DoD</li> </ul>

NOTE: Presidential Approval is required for all awards of more than \$25,000.

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Inventions

1. An invention is the development of a new and useful process, machine, manufacture or composition of matter, or any new and useful improvement thereof which is or may be patentable under the patent laws of the United States. An invention disclosure should be made promptly to a patent office to protect the interests of both the inventor and the government and to assure eligibility for an award. Invention disclosures will be evaluated on their contribution to efficiency, economy, or other improvement in operations or on its value to the public interest. Action will be taken either to approve it for further patent processing, approve it for publication consideration, or to terminate processing.

2. When an invention disclosure results in filing a patent application, the U.S. Patent and Trademark Office will notify the inventor and the appropriate incentive awards authority. Upon receipt of this notification, the inventor may present it to the cognizant award authority who will initiate action to grant an initial award of \$200 to the inventor. Where two or more employees and/or military members are co-inventors, each is to be granted an award of \$200.

3. Upon notification that the U.S. Patent and Trademark Office has issued a patent (or a notice of allow ability in those instances where issuance of a patent will be deferred because of security restrictions) the inventor becomes eligible for an additional award of \$500. When two or more employees or military members are co-inventors, the award to each eligible co-inventor will be \$250.

4. When an invention disclosure is selected for publication in lieu of further patent processing, the inventor will send a copy of the publication draft and notification of its selection for publication to the award authority. The award authority will then initiate action to grant an award of \$100 to the inventor. Where two or more employees or military members are co-inventors, an award of \$200 will be divided equally among the eligible co-inventors.

5. In addition to the above patent and publication awards, all inventions filed in the U.S. Patent and Trademark Office or selected for publication will be given additional award

consideration based on actual use or value. Therefore, awards authorized under this paragraph fall into two categories:

a. Those specific amounts granted for inventions, patents, and publications and;

b. Those based on actual use or value using Appendix A or B of the BeneSuggs Program Concept of Operations of this order for computing amount.

6. The overall cash award paid for any one contribution will be the total amount authorized in paragraph 5a or 5b above, whichever is greater. When prior awards (regardless under which category granted) total less than a subsequent award, the amount of the first award is deducted. If the first award is greater than a subsequent award, no further award will be paid.

Scientific Achievement Awards

1. A scientific achievement is a contribution that conforms to the following guidelines:

a. Military or national significance: An act, deed, or accomplishment which establishes a scientific or technological basis for subsequent technical improvements of military or national significance;

b. Research and development achievements: A scientific or technological accomplishment of such quality and effectiveness as to have materially advanced the research and development achievements of a command, group or project;

c. Military or national welfare: A significant scientific or technological achievement, which contributes materially to the welfare of the armed services or the nation;

d. Published contributions. An article accepted for publication in a scientific or technical journal, newspaper, periodical and other media, or a technical paper presented to professional societies which constitutes a substantial contribution to scientific or technical knowledge; or

e. Tactical developments. Tactically oriented advances or improvements in weapons system use when a military decoration is not appropriate or if benefits accrue in such a manner as to warrant monetary award.

2. The recommendation for an award is the responsibility of an individual's supervisor. It may, however, be submitted by anyone (except the individual involved) having knowledge of the achievement. In either case, the recommendation is forwarded to the approval authority via the contributor's chain of command. The recommendation may be submitted in narrative form with supporting documentation to briefly describe the achievement, define the results in terms of tangible or intangible benefits, and clearly establish that the achievement is attributable to the individual's own action. Technical review may be obtained by those in the reviewing chain in order to confirm benefits claimed and assist the approving authority in reaching a decision. In the case of articles submitted for publication, notice of intent to publish is sufficient to grant an award.

Productivity Excellence Awards

1. Purpose. The Secretary of Defense (SECDEF) Productivity Excellence Award and SECDEF Letter of Commendation were formed to underscore the importance of productivity improvement within the Department of Defense by recognizing individuals and small working groups, both military and civilian, whose ideas or suggestions have contributed to improved productivity, or increased cost savings. The awards are not intended for organizational recognition.

2. Criteria. Two different levels of recognition are:

a. SECDEF Letter of Commendation. Letters signed by the SECDEF to recognize individuals or groups whose suggestions or other productivity initiatives have resulted in first-year savings of \$100,000.00 or more. Nominations for this award may be submitted at any time.

b. SECDEF Productivity Excellence Award. Citations presented by the SECDEF at a Pentagon ceremony to individuals or groups whose suggestions or other productivity initiatives have resulted in first-year savings of at least \$1 million. Nominations for this award, granted annually, must be submitted not later than 1 September each year.

3. Procedure. In each instance where an achievement has produced tangible benefits in excess of \$100,000.00 and the Command wishes to nominate an individual or group for SECDEF recognition, the following information is required:

- a. Name and grade of honoree(s).
- b. Hometown of honoree(s).
- c. Address of present assignment and phone number.
- d. Amount of any cash award presented.
- e. Date of presentation of any cash award.
- f. Brief description of achievement (include amount of savings).
- g. Publicity photographs, if available.

Presidential Recognition

1. Purpose. The President reestablished two award programs, the Presidential Letter of Commendation and the Presidential Management Improvement Award. These programs are designed to honor military and civilian personnel who have made extraordinary contributions toward cost saving and management improvement. The awards emphasize the importance of reducing the costs to the government and improving the efficiency and effectiveness of government operations.

2. Criteria

a. The eligibility threshold for both awards is tangible savings of at least \$250,000.00. Such savings might be derived from any or all of the following:

- (1) Reduction in operating costs.
- (2) Better use of staff or material resources.
- (3) Elimination of fraud, waste, or abuse.
- (4) Reduced budget requests (from previous levels).
- (5) Widespread or Government-wide application.
- (6) Degree of simplification, improved performance, or creativity involved.
- (7) Increased output.

b. The accomplishment could be a suggestion, invention, special achievement or other productivity initiative. In order to be eligible for Presidential recognition, a cash award or honorary award must have been authorized for the accomplishment. Nominees may include: individuals, small working groups, teams, or task forces. The awards are not intended for organizational recognition.

3. Form of Award. Presidential Letters of Commendation will be presented by the Secretary of the Navy or the Secretary's designee at appropriate ceremonies. Presidential Management



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Awards consist of a plaque which will be presented at a White House ceremony.

4. Nominating Procedure. Presidential Letters of Commendation will be authorized on a continuing basis and nominations may be submitted at any time. All nominees for Presidential Management Improvement Awards, which are presented annually, must first have received a Presidential Letter of Commendation. When the annual call for Presidential Management Improvement Award nominees is issued, activities may nominate only those personnel who have received a Presidential Letter of Commendation. An original and six copies of award nominations are to be forwarded through the chain of command to the CMC (MPC-34). The following information is required:

- a. Name and grade.
- b. Organizational address and phone number.
- c. Type of recognition granted for the accomplishment.
- d. Brief description of contribution. Adequate documentation on the tangible savings must be included in order to expedite the validation process.