



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 1650.1A  
\* B 09  
21 MAR 2000

MARINE CORPS BASE ORDER 1650.1A w/Ch 1, Ch 2

From: Commanding General  
To: Distribution List

Subj: MILITARY INCENTIVE AWARDS PROGRAM

Ref: (a) MCO 1650.17F  
(b) CPI 451 (NOTAL)

Encl: (1) DON Suggestion Form

1. Purpose. To promulgate instructions concerning subject program for military personnel.

2. Cancellation. MCBO 1650.1.

3. Information. References (a) and (b) authorize the payment of cash awards to members of the Marine Corps who, by suggestions, inventions, or scientific achievements, contribute to the efficiency, economy or other improvement of operations or programs relating to the Armed Forces.

\* 4. Incentive Awards Committee. The Incentive Awards Committee will serve in an advisory capacity to the CG. The committee will consist of the MCB Chief of Staff as Chairman; the Assistant Chief of Staff, G-1; Director, Comptroller Division; and the Director, Business Performance Office (BPO). Their duties and responsibilities include, but are not limited to, the following:

- a. Monitor the operations of the awards program.
- b. Review all recommendations.
- c. Review contested decisions.

5. Suggestion Program

a. A suggestion is an idea submitted in writing by one or more eligible person that results in a savings of money or materials and increases the efficiency or effectiveness of Government operations.

b. Ideas related to services or benefits to members, working conditions, buildings and grounds, and housekeeping should be handled through normal administrative channels instead of through the suggestion system.

c. Submission of suggestions will be accomplished as follows:

(1) All suggestions must be submitted in writing on a DON Suggestion Form (OPNAV 5305/1) per enclosure (1).

\* (2) Suggestions will be submitted to the BPO.

\* (3) The BPO will track and refer suggestions to appropriate staff/management officials through incentive awards channels, for evaluation and award consideration.

d. A suggestion will be considered as adopted and eligible for award consideration when it is actually put into effect by an activity (actual operation or a written management commitment to place into operation). Duplicate suggestions will be recognized as such and the member submitting the original suggestion will receive the adoption credit and award, if otherwise eligible. To be eligible for an award, the suggestion must be adopted within 2 years after its receipt by the incentive awards office, unless the adoption is delayed beyond the 2-year period because of actions such as trial tests, experimentation, or investigation outside of the originating activity needed to determine the value of the suggestion.

e. An appropriate staff or management official will evaluate and determine the merits of each suggestion received. The evaluation of suggestions should normally require no more than 30 days. Exceptions are special situations such as a test or trial period or when an instruction or regulation may have to be changed. The evaluator determines the appropriate award based on the following guidelines: the degree to which the member's contribution exceeds the normal requirements of the job; the magnitude of the contribution in relation to the member's job responsibilities (higher level members will be expected to effect more significant improvements and/or larger savings than members in lower grades); the degree of ingenuity reflected in the member's contribution; and the extent to which a member's contribution has a beneficial effect outside the member's own activity. After the value of the contribution has been established, the appropriate award scale will be applied to determine the amount of a cash award to be granted.

\* f. The CG is authorized to approve individual cash awards up to \$5,000.00. No cash award will be granted for adopted suggestions having a monetary saving of less than \$50.00, nor will a cash award be granted for adopted suggestions having intangible benefits which cannot be established as the equivalent of \$50.00 or more. Such suggestions will receive honorary recognition only.

6. Funding. Generally, local awards will be financed from the Command's operation and maintenance funds. Awards for ideas adopted Marine Corps-wide will be approved and financed by the CMC.

7. Action

a. MCB Chief of Staff. Serve as a Chairman of the Incentive Awards Committee.

b. Assistant Chief of Staff, G-1. Serve as a member of the Incentive Awards Committee.

c. Director, Comptroller Division. Serve as a member of the Incentive Awards Committee.

\* d. BPO

(1) Serve as a member of the Incentive Awards Committee.

(2) Designate a member of his staff to serve as the administrator of the Program.

(3) Prepare a consolidated annual report of the Incentive Awards Program for the period ending 30 September for submission to the CMC per instructions contained in reference (b).

e. Addressees will be familiar with and disseminate the contents of this Order.



D. L. WRIGHT  
Chief of Staff

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UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 1650.1A Ch 1  
B 013  
**FEB 11 2002**

MARINE CORPS BASE ORDER 1650.1A Ch 1

From: Commanding General  
To: Distribution List

Subj: MILITARY INCENTIVE AWARDS PROGRAM

Encl: (1) New page inserts to MCBO 1650.1A

1. Purpose. To transmit new page inserts to the basic Order.

2. Action

a. Remove the letterhead page and page 2 of the basic Order and replace with the corresponding pages contained in the enclosure.

b. Insert new enclosure (1) in the basic Order.

3. Change Notation. Paragraphs denoted by an asterisk (\*) symbol contain changes not previously published.

4. Filing Instructions. File this change transmittal immediately following the signature page of the basic Order.

D. L. WRIGHT  
Chief of Staff

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UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 1650.1A Ch 2  
B 09  
20 JUN 2003

MARINE CORPS BASE ORDER 1650.1A Ch 2

From: Commanding General  
To: Distribution List

Subj: MILITARY INCENTIVE AWARDS PROGRAM

Encl: (1) New page inserts to MCBO 1650.1A

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove the letterhead page, pages 2 and 3 of the basic Order and replace with the corresponding pages contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (\*) symbol contain changes not previously published.
4. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Order.

A handwritten signature in black ink, appearing to read "D. L. Wright", with a long horizontal stroke extending to the right.

D. L. WRIGHT  
Chief of Staff

DISTRIBUTION: INTERNET

11 FEB 2002

NAME OF SUGGESTER(S) <i>(last, first, mi.i.)</i>	POSITION TITLE & GRADE <i>(or military rank/rate)</i>	SOCIAL SECURITY NO.
ORGANIZATION <i>(Specify activity, ship, command, bureau or office)</i>	ORGANIZATION SUBDIVISION <i>(Dept., Div., Sect., Unit or Shop)</i>	PHONE
<p><i>I (WE) UNDERSTAND that the acceptance of a cash award for the use of this suggestion by the United States Government shall not form the basis of a further claim of any nature upon the United States by me (us), my (our) heirs, or assigns.</i></p>		DO NOT WRITE IN THIS SPACE
		DATE RECEIVED
SIGNATURE AND DATE	SIGNATURE AND DATE	SUGGESTION NUMBER
TITLE OF SUGGESTION		

*Describe in three separate paragraphs (1) the problem, difficulty, or circumstances that prompted you to submit this suggestion; (2) the suggested change (3) where and how it can be used, what it will accomplish, and how it will benefit the Navy/Government in terms of tangible savings, if possible.*

Note: If you need more space, continue on separate sheet.