



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
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HRO

COMBAT CENTER BULLETIN 12430

**OCT 15 2016**

From: Commanding General  
To: Distribution List

Subj: CIVILIAN PERFORMANCE EVALUATION AND RECOGNITION CRITERIA

Ref: (a) DOD 1400.25-M, Vol 430  
(b) MCO 12430.2  
(c) Department of the Navy, Interim Performance Management System  
Covering Positions Transitioning to the General Schedule (GS)  
from the National Security Personnel System (NSPS), Ver. 2 -  
September 2010  
(d) CCO 12771.2G

Encl: (1) Award Criteria  
(2) Award Process for Non-Bargaining Unit Employees  
(3) Award Process for Bargaining Unit GS and Wage Grade Employees  
(4) Sample Award Recommendation Letter

1. Situation. In accordance with the references, establish the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) policy, and assign responsibility for implementing the Department of the Navy's Interim Performance Management System.

2. Mission. To establish a consistent and an objective approach to evaluate and recognize the performance of assigned civilian employees with a rating of either acceptable or not acceptable at the end of each fiscal year.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MAGTFTC, MCAGCC will employ a Performance Management framework that ensures employees are recognized and rewarded for their individual accomplishments and contributions. Performance that is not acceptable will be identified and appropriately addressed.

(2) Concept of Operations. Annual performance-based cash awards represent a percentage of the employee's total adjusted salary. These awards are used to acknowledge and motivate employees for their accomplishments and contribution to the mission. Refer to enclosure (1) for the performance awards management and structure.

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b. Subordinate Element Missions

(1) Assistant Chiefs of Staff (ACs/S), Commanding Officers (COs), and Special Staff Officers

(a) Ensure that Rating Officials (ROs) complete supervisory performance management duties for appropriated fund civilian employees who meet required due dates for the reporting cycle.

(b) ROs will submit award recommendations in accordance with award criteria provided in enclosures (1) through (3). Enclosure (4) provides the award submission template for all employees.

(2) Director, Human Resources. Has overall program responsibility for the administration of performance based awards and shall coordinate the performance appraisal process, coordinate Performance Awards Review Board /Quality Step Increase meetings, perform advisory role during the award boards, provide ACs/S, COs and Special Staff Officers with award allocations, provide employee notifications as required and ensure appropriate records are maintained.

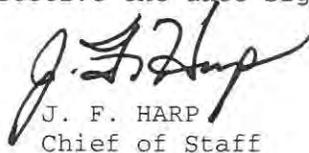
c. Coordinating Instructions. ACs/S, COs, and Special Staff Officers shall review award recommendation letters submitted by ROs prior to submission to the Human Resources Office for processing.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center bulletins can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Bulletins.aspx>.

5. Command and Signal

a. Command. This Bulletin is applicable to all commands, organizations, units, and activities under the cognizance of the Commanding General, MAGTFTC, MCAGCC.

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

  
J. F. HARP  
Chief of Staff

Distribution: A

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**Award Criteria**

1. Performance Awards Management and Structure

a. The performance awards review, operation, and process are managed under the direction of the Chief of Staff (COS), Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Center (MCAGCC).

b. There are six Performance Awards Review Boards (PARBs) for non-bargaining unit General Schedule (GS) employees.

c. There will be two Quality Step Increase (QSI) award boards; one for non-bargaining unit GS employees and one for bargaining unit GS employees. Both QSI award panels will be headed by the COS.

d. Responsibilities of the PARB and QSI award board are:

(1) Review performance documents, assign award ratings, award distributions, and make adjustments which in the board's view are necessary to maintain process equity and consistency across the PARB.

(2) Manage the civilian awards for performance budget.

(3) Oversee the funding levels in accordance with the established guidelines and references.

(4) Oversee publication of any Notices to Employees regarding performance awards.

(5) Ensure that data requested by Department of Defense is provided.

2. Employee Notification of Awards. Employees will not be notified of their award assignment and award distribution until the awards process is completed and approved by the COS.

3. Grievance Procedures. MAGTFTC, MCAGCC will follow the administrative grievance procedures documented in reference (d) and applicable negotiated grievance procedures in negotiated contracts.

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**Awards Process for Non-Bargaining Unit Employees**1. Administering the PARB

a. Manpower and Reserve Affairs (M&RA) will advise, if available, the allocation of cash, time-off awards, or quality step increase (QSI) that can be used to recognize the accomplishments of the employees during a given PARB. PARB deliberations and discussions are confidential. All persons involved in the panels will abide by the standards of conduct and ethics as outlined in the implementing issuances. Final distributions of awards will not be released until final review and approval by the COS. For continued emphasis, participating members will resign the non-disclosure statement at the onset of deliberations. No observers are permitted during the process unless authorized/approved by the Chairperson.

b. Where necessary and realistic, the duration of panel meetings on a daily basis will not exceed four hours in length. The length of the panel meetings should allow sufficient time for issues to be adequately analyzed and discussed so that a common understanding and consensus can be achieved. If no consensus can be reached, the Chairperson will make the final determination. A maximum time of 15 minutes/per performance appraisal and a notional time of 10 minutes/per person will be used.

c. All panel deliberations, materials, and information (both written and verbal) developed during these meetings are confidential. PARB administrator [Civilian Human Resources Office (CHRO) Representative] will retain notes. The PARB administrator will ensure that all documents used in the PARB process are stored in a secure folder on the network accessible only to the panel and administrator or that hard copies are secure during/after sessions.

2. PARB Process

a. PARB chairpersons are as follows:

	<b>PARB 1</b>	<b>PARB 2</b>	<b>PARB 3</b>	<b>PARB 4</b>	<b>PARB 5</b>	<b>PARB 6 QSI Board</b>
<b>Chair:</b>	MCMWTC XO	Dep AC/S G-4	AC/S G-1	AC/S G-5	BPO Director	COS

b. Each panel member will brief/present assigned employee's performance/contributions and rating to the PARB panel members. Once briefed, members will collectively review the appraisal information (employee self-assessment, supervisor assessment, and rating) for each employee and assign award distributions as appropriate. After a brief discussion, the Chairperson will tally votes and strive to reach a consensus of the award to be given. If consensus cannot be attained the Chairperson will cast the deciding vote.

c. PARB members' assessments and award recommendations will be reviewed by an entirely separate PARB from the group of which they are a member. During the panel meetings, participants will excuse themselves from the room when a review of their immediate supervisor is under consideration.

d. Because of the limited timeframes for PARB panel deliberations, deadlines must be strictly adhered to. This pertains to rating officials'

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appraisals of their employees, senior rating official functions, and hardcopy delivery to the CHRO. Consistent or deliberate failure to meet deadlines and publicized time frames by rating officials or senior rating officials will be reflected in their next performance rating. When rating officials or senior rating officials are consistently late, the chain of command will be notified and, if necessary, removal as a rating official will occur.

### 3. Performance Awards Determination

a. When determining awards, the following will be considered:

- (1) Current salary
- (2) Complexity of work
- (3) Overall contribution
- (4) Organizational success
- (5) Attrition and retention rates
- (6) Recent Salary increases (reassignment or promotion)
- (7) Monetary awards received during the performance period
- (8) Criticality of position or skill set
- (9) Disciplinary actions (as appropriate)

b. A recommendation for an award does not mean an employee will receive an award.

c. The PARB does not have the authority to change a rating of acceptable or unacceptable which has been approved by the Senior Rating Official. PARBS will assign a Contribution Level to each employee who is rated Acceptable. The contribution levels are defined as follows:

(1) Contribution Level 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.

(2) Contribution Level 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) Contribution Level 3: Greatly exceeded expectations. Accomplished more than required 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.

Enclosure (2)

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**Awards Process for Bargaining Unit GS and Wage Grade Employees**

1. Performance Awards Determination

a. M&RA will advise, if available, the allocation of cash, time-off awards, or QSI that can be used to recognize the accomplishments of the employees during a given PARB. When determining awards, the following will be considered:

- (1) Current salary
- (2) Complexity of work
- (3) Overall contribution
- (4) Organizational success
- (5) Attrition and retention rates
- (6) Recent Salary increases (reassignment or promotion)
- (7) Monetary awards received during the performance period
- (8) Criticality of position or skill set
- (9) Disciplinary actions (as appropriate)

b. A recommendation for an award does not mean an employee will receive an award.

c. Supervisors will submit nominations through their appropriate chain of command. Justification, using enclosure (4), must show how the employee has consistently, greatly exceeded expectations and how their contributions have affected the organization. The AC/S, CO or Special Staff Officer shall approve the best nomination for their directorate and forward to CHRO for consideration in the QSI awards board.

Enclosure (2)

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Sample Award Recommendation Letter

12430  
ORG CODE  
Date

From: Supervisor  
To: AC/S of Directorate

Subj: AWARD NOMINATION FOR APPRAISAL PERIOD 1 Oct 2015 - 30 Sep 2016

1. I nominate \_\_\_\_\_ for:

- ( ) Time Off Award (\_\_\_\_ hours)
- ( ) Quality Step Increase

2. Justification for those recommended for an award - *(describe the performance/accomplishments warranting RECOGNITION. Include a description of how the employee significantly contributed to the organization's mission above and beyond that what is expected given his/her pay grade.)*

3. I certify the employee has met all eligibility requirements for the award recommended.

\_\_\_\_\_  
Supervisor's signature

FOR OFFICIAL USE ONLY

**Approval:**

( ) Approved

( ) Disapproved

( ) Other award recommended:  
\_\_\_\_\_

**Signature: AC/S of Directorate**  
\_\_\_\_\_