



MCO 5200.26B

LFS

AUG 11 2005

MARINE CORPS ORDER 5200.26B

From: Commandant of the Marine Corps  
To: Distribution List

Subj: THE COMMANDER IN CHIEF'S ANNUAL AWARD FOR INSTALLATION  
EXCELLENCE

Ref: (a) SECNAVINST 1650.1G

Encl: (1) Award Objectives  
(2) Nomination Instructions and Narrative Guidance

1. Situation. To issue procedures for participation in the Commander in Chief's (CINC's) Annual Award for Installation Excellence.
2. Cancellation. MCO 5200.26A
3. Mission. The President established the CINC's award in 1984 to recognize the outstanding efforts of the people within each military service/defense agency who operate and maintain the defense installations. The objectives of this award are outlined in enclosure (1).
4. Execution. All Marine Corps installations, regardless of location or size, are eligible to compete for this award.

a. Commander's Intent and Concept of Operations. Awards for installation excellence are as follows:

(1) Winning installation and two runners-up will be officially announced via MARADMIN annually.

(2) The winning installation receives:

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distribution is unlimited.

(a) A trophy with the President's seal displayed for permanent retention by the installation.

(b) An Installation Excellence flag.

(c) A congratulatory letter signed by the President.

(d) An O&MMC monetary incentive bonus of \$200,000 authorized by the Commandant of the Marine Corps (CMC). The winning command shall submit its proposed incentive bonus spending plan NLT 1 August, or within 30 days following the official Pentagon ceremony by naval message to CMC (RF) and info CMC Facilities and Services Division (LF). The winning command shall ensure compliance with all funding thresholds and ensure that all expenditures are in full compliance with fiscal requirements for the proper use of O&MMC funds, i.e., these funds cannot be used to procure IT Systems. The spending plan is required to allow funding coordination with the appropriate program sponsors. The CMC Fiscal Division (RF) will release the funds during the first quarter of the following fiscal year.

(3) Special recognition certificates signed by the Secretary of Defense recognizing units/individuals making key, significant contributions to an installation's achievement in excellence will be available to all participating installations.

(4) A recommendation for the winning command to be awarded the Meritorious Unit Commendation (MUC) will be submitted by HQMC Services Branch (LFS) based on the winning award submission. The MUC recommendation will follow the same evaluation process, as contained in the referenced Navy/Marine Corps Award Manual.

5. Administration and Logistics. Installation commanders may compete for the CINC IE award by submitting a nomination package via their Marine Corps Installation Commands (MCIs). Each MCI will review the award submissions for accuracy and format and will select two to three nominations for submission via their chain of command to HQMC..

a. Selection Procedures.

(1) A technical review committee, chaired by CMC LFS, consisting of representatives from Headquarters Marine Corps staff agencies will review nominations and rank the installations.

(2) A General Officer Review Board will consider the top five nominations from the technical review committee. The General Officer Review Board will recommend the winning installation and two runners-up to CMC (I&L) for approval.

(3) Upon approval by I&L, the Marine Corps nominees will be forwarded to the Secretary of Defense via the Deputy Under Secretary of Defense for Installations and Environment. The Secretary of Defense will announce Department of Defense award winners by official press release.

b. Action

(1) Installation commanders submitting nomination packages will comply with nomination criteria in enclosure (2).

(2) The CMC (LF) will administer the CINC's Annual Installation Excellence Award Program.

5. Command and Signal

a. Signal. 30 September 05.

b. Command. This Order is not applicable to the Marine Corps Reserve.



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AWARD OBJECTIVES

1. Objectives. The primary focus of the award is to identify the installation in each military service/defense agency that has done the best job with its resources to support the mission, concentrating on imaginative and innovative management actions that promote total quality management.

a. Total quality management eliminates or reduces barriers to quality improvement and promotes delivery of high quality, as opposed to zero-defects, cost-effective services that are responsive to customer needs.

b. Successful quality-of-life programs foster wholesome conditions for families and communities and are associated with housing, health care, education, pay, morale, welfare, and recreation, facilities maintenance, and safe, healthful working environments. Quality of life and combat readiness have a direct relationship in developing a bond of partnership between military service/defense agency members, civilians, and their families.

c. The award is designed to:

(1) Generate interest and recognize innovative leadership in improving quality of life.

(2) Encourage competition to increase readiness by emphasizing installation management effectiveness.

(3) Recognize creative opportunities for economies and efficiencies in installation management.

(4) Promote ways to improve present organizational procedures and policies.

(5) Motivate people to present new ideas for management improvements and innovations.

(6) Recognize creative solutions to ensuring continued access to lands for training and reducing the constraints of encroachment on mission requirements.

ENCLOSURE (1)

## NOMINATION INSTRUCTIONS AND NARRATIVE GUIDANCE

1. Nomination Instructions

a. The award covers the 12-month period beginning 1 October and ending 30 September of the year preceding the year of recognition.

b. Nominations are submitted in standard naval letter format, Subject: Nomination for (Fiscal Year) CINC Annual Award for Installation Excellence- (Name of Command, as appropriate, and Installation).

c. Nominations are due to the Commandant of the Marine Corps (LF), Headquarters, U. S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775, by 31 December (postmarked on will be acceptable), following the end of the reporting period. To preserve equity in time allowed to compile nominations, extensions to the submission deadline will not normally be granted.

d. Failure to follow selection criteria (part B) will diminish an installation's ability to compete, resulting in lower or no consideration, as determined by the technical review committee.

2. Nomination Content. Each nomination will consist of two parts and will be submitted in 10-pitch font (photograph captions must be in 12-pitch font):

a. Background and Supporting Data (PART I). Used for general information and administrative purposes during the technical ranking, general officer review, MUC recommendation, and subsequent ceremonial event:

(1) Names and titles of specific individuals closely related to award nomination, at a minimum, the major staff/action officers, the installation commander.

(2) Complete designation of the installation and its location (to include name of Command, as appropriate.):

(a) Installation mission statement.

(b) Total personnel authorized and assigned by organization (those on board, authorized and assigned as of the end of the reporting period).

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(c) Total funds budgeted, authorized, and obligated for the fiscal year for base operating support.

(3) Local Information:

(a) Name of nearest civilian community.

(b) Names of principal local newspapers, radio, and television stations.

(c) Names of interested members of the Congress.

(4) Draft press release, one page, double-spaced.

(5) Input for the program brochure: Summary of the installation's achievements highlighting where the installation excelled (up to 250 words, should be typed using word 6.0 or 7.0 version, 10-12 pitch, New Times Roman, single spaced, and justified (Margin settings: Top .5; Bottom .4; Left .5; Right 5.8). Text is to be limited to one page.

(6) Input for the keynote speaker:

(a) What you want said by the keynote speaker at the ceremony.

(b) Mention three or four outstanding items about the installation (no more than one half of a page).

(7) Congratulatory letter to be signed by the President. (A citation/commendation of the installation, up to 150 words maximum, in a double-spaced Word 6.0 or 7.0 versions, 12 pitch, New Times Roman draft should be provided). The name and location of appropriate Command and Installation should be at the top of the page.

(8) Special recognition certificates: Commands and Installations may nominate units, individuals, programs, and/or projects for special recognition by the Secretary of Defense. Nominees must have demonstrated exemplary achievements in keeping with the spirit of the CINC Award Program. Each participating installation should provide nominations for the special recognition certificates. Special recognition nominations are not to exceed one page. Wording to be used for special recognition certificates should be typed using Times New Roman 12 pitch, single columns, and left justified. Use the following format for special recognition nominations:

(a) Special recognition of an individual (not to exceed four lines):

Example:

Staff Sergeant John T. Smith  
United States Marine Corps  
Appropriate Command, Marine Corps Air Station,  
Beaufort, South Carolina

(b) Special recognition of a unit/organization (not to exceed four lines):

Example:

The men and women of  
Facilities and Services Division  
Appropriate Command  
Marine Corps Logistics Base Albany, Georgia

b. Selection Criteria (PART II) (Submissions will be reviewed by a panel of functional representatives (the technical review team) and the General Officer Review Board, and numerically scored based on the following criteria.)

ENCLOSURE (2)

(1) Narrative. A four-page typewritten narrative following the functional area outline in Appendix A. To maintain equity in the competition, anything over 4 pages will be discarded and will not be considered in the rating/ranking process. Narrative should be readable as an award write-up, include qualitative and quantitative descriptions, not Kiplinger style bullets. Describe the key points contributing to outstanding accomplishments/benefits in explicit terms that effectively relate the contribution to activity performance. Focus on the supporting establishment role of the installation versus the operational mission supported. For instance, operations of the physical plant necessary to sustain mission operations; initiatives taken by installation personnel to ensure continued access to air, land, and sea spaces for mission requirements; the personnel and financial support necessary to maintain an effective fighting force, and the operations and maintenance needed to sustain the installation or infrastructure.

(2) Address each major functional area in Appendix A. The subtopics under each major functional area are merely indicators of functions or actions that might be considered and should be used as an aide to assist in the write-up. The commands should include other areas that were not listed under a major functional area, if appropriate. If a major functional area is not applicable, the installation must identify this area to receive a neutral numerical scoring. Otherwise, the command would receive no credit for that functional area. For example, if an installation has no housing to manage, indicate N/A (no housing).

### (3) Exhibits

(a) Photographs (8 maximum) (8-inch by 10-inch color glossy or 8-inch by 10-inch, 150 Dots Per Inch (DPI) digital prints) that reinforce significant areas of accomplishments.

Photos should illustrate active programs, innovative management, people doing things at the installation, etc. Collages are acceptable, each one will count as one photograph, but the size of separate photographs used in the collage should be considered carefully as these photographs are used for various purposes, involving exhibit display or reprinting. Reduction may render a collage unusable.

ENCLOSURE (2)

(b) Include narrative captions describing each photograph, not to exceed six lines versus 250 words. The six lines must be 12-pitch font and landscape format for each 8-inch by 10-inch photograph or digital print (6 line narrative captions on same page as photo/collage). Captions are part of the technical evaluation and will be used during the ranking process to supplement the five-page narrative. Videotapes will not be considered in the award selection.

(4) Copies. Submit one original nomination package (with eight original 8-inch by 10-inch color glossy photographs or digital prints) under signature of the commanding general/commanding officer. Submit 12 copies of the nomination package (color, computer generated photos in lieu of originals are acceptable). Binding/packaging is not considered in the rating/ranking process.

(5) Submit a compact disc saved in the PDF format of Adobe Acrobat 4.0. The disk will be submitted to OSD as part of the winning command's package.

ENCLOSURE (2)

APPENDIX A

1. Administration

a. Office automation.

(1) Electronic processes and efficiencies gained.

(2) Files, records storage reduction.

b. Publications streamlining.

(1) Elimination, consolidation or reduction of the number of base/station directives, reports, or forms.

c. Electronic communications.

(1) Efforts to facilitate the paperless office.

(2) Initiatives to improve mail handling, routing, and distribution.

(3) Information - efforts made to share managed data across the base.

d. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

2. Contracting

a. Purchasing and contracting.

(1) Implementation of acquisition initiatives that yielded better business practices.

(2) Utilization of commercial item acquisition.

b. Information technology.

(1) Management of Government-wide purchase card program.

c. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

3. Fiscal

a. Timely and accurate reports/budgets.

b. Adequacy and efficiency of internal control reviews.

c. Adherence to budgetary policies and plans.

d. Efforts towards economies and efficiencies.

e. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

4. Inspections/Audits

a. Effectiveness of base/station inspections/quality assurance programs.

(1) Management efficiencies gained or weaknesses revealed.

b. Results of external audits.

c. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

5. Legal

a. Legal advice that has improved readiness, administration, and management of resources.

b. Handling of claims for and against the Government that has direct impact on morale and savings.

c. Preventive law programs.

d. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

6. Civilian Manpower Management

a. Accomplishments in improving the representation of women, minorities, and the handicapped in the civilian workforce.

b. Number of substantiated cases of employment discrimination.

c. Accomplishments in reducing the cost of the injury compensation program.

d. Savings generated through the Beneficial Suggestion Program and other employee incentive programs.

e. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

7. Training (Civilian and Military Workforce)

a. Career development.

(1) On-the-job training/Upward Mobility opportunities.

(2) Professional continuing education.

b. Innovative partnering with community sources.

c. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

8. Innovative Business Practices

a. Competitive sourcing alternatives; e.g., outsourcing, privatizing, and public/private ventures.

b. Commercial Activities Best Value - innovation in achieving best value facility support, either as a supplier or receiver of support (e.g., cost comparisons, contracting out, regionalization, consolidation, inter/intra support efforts).

c. Productivity enhancement or management efficiencies.

d. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

9. Installation Strategic Planning

a. Real Property Asset Management to include innovative compliance and adherence to the 2004 Defense Installation Strategic Plan.

b. Communication of vision statements into goals oriented objectives.

c. Mechanisms in place to oversee installation priorities.

d. Ability to assess installation readiness and apply resources accordingly.

(1) Use of tools, like Commanding Officers Readiness Reporting System (CORRS) and Activity Base Costing.

e. Integrated facility management to optimize services.

f. Outreach to regulatory agencies and local community to reduce encroachment constraints on the ability to complete mission requirements.

g. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

10. Energy Conservation

- a. Achievement of specific energy goals.

Energy compliance to the extent to which Activities have developed and funded innovative and aggressive energy and water conservation programs that retain adequate service and reduce costs.

- b. Utility modernization.
- c. Innovative improvements.
- d. Money saved.
- e. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

11. Environmental Management

- a. Pollution prevention initiatives.
- b. Hazardous waste cleanup.
- c. Compliance with Federal, state, and local regulations.
- d. Innovative environmental technologies.
- e. Environmental compliance, remediation and stewardship actions to include evaluation/regulatory inspection results.
- f. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

12. Natural and Cultural Resources

- a. Current and approved Integrated Natural and Cultural Resources Management Plans.
- b. Natural and cultural resources inventories and plans.
- c. Programmatic section 7 consultation for base/training operations.

d. Programmatic section 106 consultation for base/training operations.

e. Hunting/fishing/outdoor recreation.

f. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

13. Fire Prevention/Protection.

a. Fire Marshal inspection (% satisfactory rating).

b. Fire prevention education programs.

c. Actual fire loss compared to value at risk.

d. Cost efficiency programs, including reduction of personnel overtime.

e. Emergency service delivery programs (EMS, special rescue, wildland).

f. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

14. Safety

a. Safety record.

(1) Number of miles per accident.

(2) Base/station mishap experience on a rate basis.

(3) Number of technical order changes, hazard reports, and material deficiency reports.

b. Compliance with Occupational Safety and Health Administration standards.

c. Innovative achievements in mishap prevention.

d. Safety education and publicity.

e. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

Appendix A to  
ENCLOSURE (2)

15. Security

- a. Innovations to improve/increase security.
- b. Crime prevention programs.
- c. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

16. Support Services

- a. Health and dental services.
  - (1) Health and dental services management.
  - (2) Unit status and identity report.
  - (3) Good health and dental promotion programs.
- b. Commissaries.
  - (1) Use of customer feedback/quality control forms to monitor services.
- c. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

17. Messing

- a. Gain/loss on food service operations.
- b. Innovative improvements.
- c. Latest commercial concepts.
- d. Environmental improvements.
- e. Quality of food service.
- f. Participation rate.
- g. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

18. Bachelor and Family Housing

a. Contract maintenance.

(1) Effective, measurable use to expedite change or occupancy, appliance replacement, and trouble calls.

b. Housing referral/relocation assistance program.

c. Utilization rate.

d. Revitalization and new construction.

(1) Coordinated, base-wide planning programs to expedite design and construction projects.

e. Occupant satisfaction.

(1) Use of customer feedback/quality control forms to monitor services.

f. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

19. Maintenance

a. Facilities.

(1) Percent reduction in backlog of maintenance and repair (BMAR) for quality of life type facilities.

(2) Percent facilities inspected for maintenance/repair deficiencies.

(3) Percent of maintenance of real property (MRP) resources associated with preventive maintenance.

(4) Self-help program.

b. Garrison mobile equipment.

(1) Availability.

(2) Deadline for maintenance.

c. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

20. Public Works

a. Military construction projects.

b. O&M projects (construction/repair).

c. Nonappropriated fund projects.

d. Change orders (Quantity).

e. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

21. Marine Corps Community Services (MCCS)

a. Financial criteria.

(1) MCCS NAF sales increase, current year versus previous year.

(2) MCCS net profit, current year versus previous year.

b. Customer satisfaction.

(1) Percent of price savings.

(2) Commanders perception of value (survey).

(3) Patron satisfaction (survey, usage data).

Appendix A to  
ENCLOSURE (2)

c. Program offerings.

(1) Number and variety of MCCA programs offered, considering size of command.

(2) Number of new programs implemented/programmed.

d. Facilities.

(1) Construction/Renovation initiatives programmed.

(2) Locally funded projects.

e. Family Services.

(1) Programs for enhancement of quality of life for families.

f. Community relations.

(1) MCCA participation in/support of local efforts/joint ventures.

(2) MCCA participation in energy conservation, recycling efforts, environments issues.

g. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

22. Public Affairs

a. Efforts to publicize management actions/programs that make better use of resources.

b. Good neighbor activities to local community.

c. Outreach to local community to reduce encroachment constraints on mission requirements.

- d. Quality of base newspaper.
- e. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

23. Supply

- a. Innovative business practices, such as prime vendor.
- b. Automation.
- c. Customer responsiveness.
- d. Inventory reduction and storage savings.
- e. Awards (Federal/DoD/SECNAV/CMC, other and period covered).

24. Transportation

- a. Efficiencies in household goods shipments.
- b. Efficiencies in movement of personnel.
- c. Efficiencies in movement of freight.
- d. Efficiencies in automation.
- e. Awards (Federal/DoD/SECNAV/CMC, other and period covered).