



## UNITED STATES MARINE CORPS

4TH FORCE SERVICE SUPPORT GROUP  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

GruO 1650.9B

G1

28 Jul 03

### GROUP ORDER 1650.9B

From: Commanding General

To: Distribution List

Subj: MARINE CORPS INCENTIVE PROGRAM (BENEFICIAL SUGGESTIONS)

Ref: (a) MCO 1650.17F

1. Purpose. To prescribe procedures for the submission, evaluation and adoption of contributions to the Marine Corps Incentive Awards Program, and to appoint an Incentive Awards Administrator in accordance with the reference.
2. Cancellation. GruO 1650.9A.
3. Information. Contributions to the Incentive Awards Program can be in the form of suggestions, inventions or scientific achievements that improve operations locally or throughout the Marine Corps. This program is widely known as the "Beneficial Suggestion Program." All civilian employees, active duty Marines, and Marine Corps reservists are eligible to participate, regardless of rank. The reference defines different types of contributions and their eligibility guidelines. If adopted, contributions can result in cash and/or non-cash awards to the originator. Cash awards are based on the amount of savings produced by the contribution. Non-cash awards may be in the form of letters of commendation, certificates or other military awards.
4. Summary of Revision. This Order has been reformatted and contains only minor administrative changes.
5. Policy. The 4<sup>th</sup> FSSG Incentive Awards Program will be organized as follows:
  - a. The Assistant Chief of Staff, G-1 (AC/S, G-1), is designated as the Incentive Awards Program Administrator and will be responsible for the promotion and administration of the program.

b. Battalion and unit commanders are responsible for evaluating Beneficial Suggestions forwarded to them by the GruO Program Administrator and publicizing the Incentive Awards Program. They will accomplish this through the assignment of a battalion or unit Incentive Awards Program Coordinator.

#### 6. Submission of Contributions

a. Submission should be made on a form OPNAV 5305/1, Department of the Navy Suggestion. These forms are available for order online at <http://forms.daps.mil/order> using NSN 0107-LF-053-0505.

b. Marines must submit completed forms to the AC/S, G-1 via the normal command channels.

c. Civilian employees must submit their suggestions to the MARFORRES Civilian Human Resources Office, who will review and process the submission.

7. Evaluation of Contributions. The AC/S, G-1 will send the suggestion to the appropriate staff section for determination of eligibility as a Beneficial Suggestion.

a. Eligible suggestions include those that accomplish the following:

(1) simplify or improve operations;

(2) save time;

(3) speed up production;

(4) improve procedures, equipment, work-space and organizations;

(5) save material and property; and/or

(6) save manpower and money.

b. Ineligible suggestions include those that accomplish the following:

(1) call attention to the need for routine maintenance or repair;

(2) call for purchase of ordinary supplies and materials;

(3) increase personal comfort or convenience; or

(4) recommend enforcement of existing directives or regulations.

c. Once determined to be an eligible suggestion, a contribution will be forwarded by the AC/S, G-1 to the Commanding Officer of the Battalion which would be most affected or can best evaluate its merit. At this point, the battalion or unit coordinator will assign an evaluator to review the suggestion.

(1) Battalion and Unit Incentive Awards Program Coordinators will promote and coordinate the Incentive Awards Program and assign appropriate officers or staff noncommissioned officers to evaluate any suggestions forwarded by the G-1 Office. Coordinators also will act as liaisons between the evaluators and the G-1 office and organize award ceremonies for approved suggestions.

(2) Evaluators are responsible for researching any Beneficial Suggestion assigned to them by the coordinator. They have 30 days to complete their evaluation. Once they have finished their review, the evaluators must present their findings to the 4<sup>th</sup> FSSG Advisory Board.

(3) The FSSG Advisory Board is responsible for final evaluation of all Beneficial Suggestions. The board will make recommendations to the Commanding General concerning approval of the suggestions and any awards. The board will be chaired by the AC/S, G-1, who will select voting members based on the topic subjects of those suggestions to be reviewed.

## 8. Adopting Suggestions

a. A Beneficial Suggestion will be considered as adopted and eligible for award consideration when it is actually put into effect (actual operation) or when there is a written commitment to place it into operation.

b. A suggestion must be approved, at least in part, before a cash award may be granted.

c. When experimental work, trial tests or other delays are necessary to determine the value of the contribution, a nominal, initial cash award up to 100 dollars may be paid when it is

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reasonably certain that the suggestion will be approved. The initial award will be considered part of the total award.

d. To be eligible for an award, a suggestion must be adopted within two years after its receipt by the Program Administrator, unless the adoption is delayed as a result of trial tests, experimental work or investigation outside the command.

9. Authority to Pay Cash Awards. The Commanding General, Deputy, and any designated representative have the authority to approve payment of awards up to and including 5,000 dollars. Local awards will be financed from the command's operating fund.

10. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
R. E. TOBIN  
Chief of Staff

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