



**DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001**

MCO 5305.6
MPRO-3
6 Sep 91

MARINE CORPS ORDER 5305.6

From: Commandant of the Marine Corps
To: Distribution List

Subj: PRODUCTIVITY IMPROVEMENT AWARDS

- Encl: (1) The President's Council on Management Improvement Award Format for Submission
(2) The President's Award for Quality and Productivity Improvement Format for Submission
(3) The Quality and Improvement Prototype Award Format for Submission
(4) The Secretary of Defense Productivity Excellence Award Format for Submission
(5) Matrix of Productivity Improvement Awards

1. Purpose. To establish guidelines for the identification and submission of nominations for various productivity improvement awards.

2. Background. Various productivity awards are sponsored and promoted by the highest levels of the Federal Government to include the President of the United States, the Office of Management and Budget (OMB), and the Department of Defense (DoD). These awards recognize the efforts of groups and individuals who have made significant improvements in quality and productivity and have achieved significant cost savings for the government. Additional information on eligibility and administration of these awards is provided in enclosures (1) through (4). Enclosure (5) synthesizes the various productivity awards.

3. Applicability and Scope. The Marine Corps is tasked by the Department of Navy (DON) to solicit nominations for productivity and quality improvement award recognition. The Productivity Improvement Office (MPRO) is responsible for coordinating and forwarding award nominations to DoD, via DON, for review and selection. Productivity awards apply to all personnel, civilian and military, at all Marine Corps installations. Recognizing our workforce for their productivity achievements is fundamental to sustaining high levels of performance and is in consonance with the philosophy of Total Quality Leadership.

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4. Action

a. HQMC (MPRO) will:

(1) Notify HQMC staff agencies and field activities when nominations are due.

(2) Encourage and promote the recognition of outstanding personnel whose efforts and achievements are noteworthy.

(3) Staff nominations to appropriate HQMC staff offices to verify the technical content.

(4) Screen all nominations for completeness and accuracy.

(5) Prioritize nominations for forwarding to DON.

(6) Forward nominations to DON for review and forwarding to DoD.

(7) Publish a list of award winners.

b. Field activities will:

(1) Encourage and promote participation within the command.

(2) Request nominations throughout the command.

(3) Submit nominations to HQMC (MPRO) in accordance with enclosures (1) through (4) of this Order.

(4) Publish implementing directives for local use and forward a copy to CMC (MPRO-3) within 120 days of receipt of this Order.

(5) Provide for local recognition of outstanding productivity achievements.

5. Introduction. There are four awards for which individuals and groups may be nominated. Submissions are to be forwarded to the Commandant of the Marine Corps (MPRO-3), Washington, DC 20380-0001. The four awards are:

a. The President's Council on Management Improvement (PCMI) Award. Created by the President's Council on Management Improvement, and interagency committee, the PCMI Award recognizes individuals and groups who have implemented quality and productivity improvement programs, with an emphasis on improved services. All Federal Agencies may nominate candidates

for the PCMI award. Nominations must identify productivity achievements that have been accepted by and implemented in other organizations and/or agencies. The format for nominating candidates for the PCMI award is provided at enclosure (1). Nominations for this award are requested by CMC (MPRO) in February. The announcement of the PCMI Award winners is made during the Annual Conference on Federal Quality and Productivity Improvement, held in the May/June timeframe.

b. The President's Award for Quality and Productivity Improvement. Created by OMB, and administered by the Federal Quality Institute (FQI), the President's Award for Quality and Productivity Improvement recognizes Federal Agencies that: (1) provide high quality products and services, (2) meet customers needs and expectations, (3) promote quality and productivity awareness throughout the Federal Government, (4) publicize successful quality strategies, and (5) make effective use of taxpayer dollars. The nomination format is provided at enclosure (2). A request from CMC (MPRO) for nominations of this award is made during the latter part of November or early December. Presentation of this prestigious award is made during the Annual Conference on Federal Quality and Productivity Improvement, held in the May/June timeframe.

c. The Quality and Improvement Prototype (QIP) Award. The QIP award recognizes organizations that have achieved high standards of quality, efficiency, and timeliness in the delivery of products or services. Created by the OMB, the award is administered by the FQI. The purpose of the QIP is to identify organizations that have demonstrated a commitment to quality, which in turn leads to increased productivity, better products and services, lower costs, and increased customer satisfaction. QIP Award winners will be required to conduct briefings at FQI sponsored workshops so that other Federal Agencies may benefit from their strategies and successes. Enclosure (3) provides the format for nomination. The request for nominations is made during the May/June timeframe by CMC (MPRO). Presentation of this award is made during the Annual Conference on Federal Quality and Productivity Improvement.

d. The Secretary of Defense (SecDef) Productivity Excellence Award. The SecDef Productivity Excellence Award provides two levels of recognition for individuals and groups (military and civilian.) The award was created to underscore the importance of productivity improvement within the DoD and provides senior DoD leadership recognition to those individuals and groups whose productivity initiatives have contributed to improved productivity and cost savings. Enclosure (4) provides details on the criteria and nominating factors for the awards. The levels of recognition are:

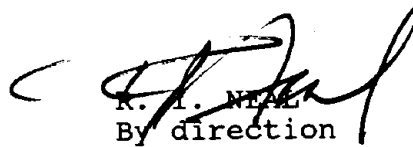
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(1) The SecDef Productivity Excellence Award. The award honors individuals or groups whose suggestions, or other productivity initiatives, have resulted in first-year savings of at least \$1 million. These initiatives may include productivity gain sharing, productivity enhancing capital investments, efficiency review efforts, or other initiatives over and above regular job requirements that have resulted in productivity improvements. The request for nominations for the SecDef Productivity Excellence Award is issued during the month of June by CMC (MPRO). The award is presented during Productivity Month (January) by the SecDef.

(2) The SecDef Letter of Commendation. The Letter of Commendation recognizes individuals or groups whose suggestions, or other productivity initiatives, as described above, resulted in a first year savings of \$100,000 to \$1 million. Nominations for the Letter of Commendation may be submitted at anytime and are awarded throughout the year.

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

7. Certification. Reviewed and approved this data.


R. I. NEAL
By direction

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8145001 (1)

President's Council on Management Improvement (PCMI) Award

A. Purpose

To recognize individuals, groups, or organizations that have made significant management improvements in the quality and productivity of Federal Services.

B. Eligibility

Applicant organizations must meet the following conditions:

- Improved the quality, timeliness and responsiveness of government services to the public.
- Improved the quality, timeliness and responsiveness of internal government programs and operations;
- Resulted or will result in Federal savings while improving the quality, timeliness and responsiveness of government services to the public or internal programs and operations; and
- Resulted in government-wide quality and productivity improvements, i.e., those which have been accepted by and implemented in other organizations and agencies.

C. Application

Each applicant must complete a nomination form and submit an original and two copies to CMC (MPRO-3).

D. Evaluation of Criteria

The nominations must include the following as it relates to the criteria:

- Description of initiative: including the scope, the public sector(s) and agencies involved, employees, services, programs, and internal and external operations affected.
- Benefits achieved: including information on specific programs, operations and services improved, customer satisfaction achieved, savings which have resulted or are anticipated, and other agencies which have participated.

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- Results measured: includes how the accomplishments are measured, both qualitatively and quantitatively, in terms of improvements in program results, morale, professionalism, and productivity.

ENCLOSURE (1)

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President's Council on Management Improvement (PCMI) Award

AWARD NOMINATION

PCMI Member and Agency: Headquarters, U.S. Marine Corps

Contact for additional information:

Name _____ Phone Number _____

INDIVIDUAL OR ORGANIZATION NOMINATED:

Address:

Phone Number:

PROPOSED CITATION: (This will be used for publicity and as a
brief statement of the achievement(s) on
the award.)

1. DESCRIPTION OF INITIATIVE: (This should not exceed 5
single spaced typewritten pages
including attachments. It
should relate to the criteria,
benefits, and results
achieved.)
2. BENEFITS ACHIEVED:
3. RESULTS MEASURED:

ENCLOSURE (1)

PRESIDENT'S AWARD FOR QUALITY AND PRODUCTIVITY IMPROVEMENT

A. Purpose

To recognize agencies that have implemented Total Quality Leadership (TQL) in an exemplary manner, resulting in high quality products and services, and effective use of taxpayer dollars.

B. The Award

Award recipients will receive a trophy suitable for display and bearing appropriate inscriptions. A maximum of two awards will be given annually. The Award will be presented at the Annual Conference on Federal Quality and Productivity Improvement.

C. Eligibility

An applicant organization must meet the following conditions:

- Have no fewer than 500 employees;
- Be autonomous, with its own defined mission; and
- Provide products or services to the American public (with the exception of Department of Defense organizations, whose primary customers are other military organizations).

D. Application

To apply for the President's Award, please prepare a written report that addresses the specific items listed under each element of the criteria below. Submit an original and 23 copies to CMC (MPRO-3).

E. Criteria

Top Management Leadership and Support
Strategic Planning
Focus on the Customer
Employee Training and Recognition
Employee Empowerment and Teamwork
Measurement and Analysis
Quality Assurance
Quality and Productivity Improvement Results

ENCLOSURE (2)

NOMINATION FOR THE PRESIDENT'S AWARD
FOR QUALITY AND PRODUCTIVITY IMPROVEMENT

APPLICANT:

Name of Applicant Organization_____

Address_____

Agency Name_____

Address_____

HIGHEST RANKING OFFICIAL IN APPLICANT ORGANIZATION:

Name_____

Title_____

Address_____

Telephone Number_____

SIZE OF APPLICANT ORGANIZATION:

Number of Employees_____

Number of Sites_____

Budget for Preceding Fiscal Year (circle one)

0-\$1M

\$10M-\$100M

\$500M-\$1B

\$1M-\$10M

\$100M-\$500M

Over \$1B

ENCLOSURE (2)

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Quality and Improvement Prototype Award Application
Process

A. Purpose

To recognize organizations that have successfully adopted Total Quality Leadership (TQL) principles and thereby improved the quality, timeliness, and efficiency of their services or products.

To use the Quality Improvement Prototypes (QIP's) winners as models for the rest of the Federal Government, showing other agencies how a commitment to quality leads to better services and products and more satisfied customers.

B. Eligibility

Applicant organizations must meet the following conditions:

- Have no fewer than 100 employees.
- Provide services or products to customers outside the organization's agency (except for DoD, whose primary customer is the military).
- Provide mission-related services or products.
- In addition, each agency may submit one application for an administrative or support organization. The organization must cover an entire function, not just a branch or division. For example, an application could be submitted for an entire finance department, but not for a payroll office that might be part of the department.

C. Application

Each applicant must complete a nomination form and prepare a written report that addresses each item listed under the criteria. The report must not exceed 30 pages. An original and eight copies must be provided to CMC (MPRO-3).

D. Application Criteria

The criteria used to evaluate applications are:

- Quality Leadership
- Quality Measurement and Analysis

ENCLOSURE (3)

- Quality Improvement Planning
- Customer Focus
- Employee Training and Recognition
- Quality Assurance
- Employee Involvement

ENCLOSURE (3)

NOMINATION FOR THE QUALITY AND IMPROVEMENT PROTOTYPE AWARD

APPLICANT:

Name of Applicant Organization_____

Address_____

Agency Name_____

Address_____

HIGHEST RANKING OFFICIAL IN APPLICANT ORGANIZATION:

Name_____

Title_____

Address_____

Telephone Number_____

SIZE OF APPLICANT ORGANIZATION:

Number of Employees_____

Number of Sites_____

Budget for Preceding Fiscal Year (circle one)

0-\$1M

\$10M-\$100M

\$500M-\$1B

\$1M-\$10M

\$100M-\$500M

Over \$1B

List Sites

ENCLOSURE (3)

Secretary of Defense Productivity Excellence Awards

Purpose

To provide two levels of recognition for individuals and groups (military and civilian) whose productivity initiatives have contributed to improved performance and cost savings.

A. The Secretary of Defense Productivity Excellence Award

Eligibility

Each Service/Agency may nominate individuals or groups (e.g., a quality circle) whose contributions have resulted in savings of \$1 million or more during the last fiscal year.

The Award will be presented annually during "DoD Productivity Week" held during the month of January.

Each nomination will be supported by statements citing the nominee(s) contributions and the resultant cost savings. At a minimum, nominations must include personal data on the individual(s) achievement and a proposed citation. All nominations should be brief but comprehensive; limited to 3 to 4 pages. An original and two copies are to be forwarded to CMC (MPRO-3) .

B. The Secretary of Defense Letter of Commendation

Eligibility

Each Service/Agency may nominate individuals or groups whose contributions have resulted in a first-year savings of \$100,000 to \$1 million.

Nominations for Letters of Commendation may be submitted anytime.

Each nomination should be supported by statements citing the nominee(s) contributions and the resultant cost savings. All nominations should be submitted in the format as describe on page one of this enclosure. This will aid in the evaluation of the nomination and preparation of the commendation letter. An original and two copies are to be forwarded to CMC (MPRO-3) .

Savings claimed in the nominations must be verifiable savings and coordinated with appropriate Service and Agency functional managers.

ENCLOSURE (4)

Secretary of Defense Productivity
Excellence Award
Nomination Form

1. Eligibility (Check appropriate boxes)

Award _____ Letter of Commendation _____

Individual _____ Small Group _____

2. Personal Data (If a group nomination, provide for each individual on one page.)

Name:

Grade/Rank:

Job Title:

Organization:

Command and Mailing Address: (Full title and address; no
acronyms.)

Type of Recognition Granted by Organization:

Award Amount and Date Given: (Only if it directly pertains
to the idea or initiative that is being nominated.)
(Indicate if no recognition has been granted for the
nominated initiative.)

Tangible Benefits to DoD:

Savings Amount _____ Period Savings _____

(Beginning month/yr - Ending month/yr)
(Must be verifiable/auditable savings; not estimated or
projected. Must be a 12-month consecutive period.)

3. Description of Achievement:

(Use simple non-technical terms, do not use acronyms. Describe the former method and the problems encountered; describe the initiative and the improvements that resulted. Demonstrate how the savings were achieved. Be sure to account for any implementation costs for the new idea. Describe how quality and timelessness of the process/system was improved and productivity increased.)

4. Proposed Citation: (Use 2 to 3 short simple sentences.)

5. Point of Contact: (Include the name, title, and telephone number of the person most knowledgeable about the facts contained in the nomination.)

ENCLOSURE (4)

6. Review and Approval:

Nominated By: _____
(Name and Title)

Reviewed By: _____
(Name and Title)

Approved By: _____
(Name and Title)

ENCLOSURE (4)

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PRODUCTIVITY IMPROVEMENT AWARDS

Title	Eligibility Criteria	Nomination Format	Suspense Date	Submit To	Award Presentation
President's Council on Management Improvement (PCMI)	Individuals and groups who have implemented quality and productivity improvement programs with an emphasis on improved services.	Refer to encl (1) MCO 5305.	Feb	CMC (MPRO-3)	Annual Conf on Federal Quality and Productivity Improvement
President's Award for Quality and Productivity Improvement	Federal Agencies that have demonstrated superior performance in implementing the total quality concept through improvement in the quality of services and products delivered.	Refer to encl (2) MCO 5305.	Nov/Dec	CMC (MPRO-3)	Annual Conf on Federal Quality and Productivity Improvement
Quality and Improvement Prototype Award (QIP)	Organizations that have successfully adopted the total quality concept and improved the quality, timeliness, and efficiency of their services and products.	Refer to encl (3) MCO 5305.	May/Jun	CMC (MPRO-3)	Annual Conf on Federal Quality and Productivity Improvement
SecDef Productivity Excellence Award	Honors individuals or groups whose suggestions, or other productivity initiatives have resulted in a first-year savings of at least \$1 million.	Refer to encl (4) MCO 5305.	Jun	CMC (MPRO-3)	Productivity Month (Jan) by the SecDef
SecDef Letter of Commendation	Individual or groups whose suggestions, or other productivity initiatives have resulted in a first-year savings of \$100,000 to \$1 million.	Refer to encl (4) MCO 5305.	May be submitted anytime	CMC (MPRO-3)	Quarterly

ENCLOSURE (5)

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(19) 30B 73-19 20X0

ENCLOSURE (5)

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