



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-0301

IN REPLY REFER TO:

5200
S0750

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COMPTROLLER GUIDANCE LETTER NUMBER 14

From: Commanding General, Marine Corps Logistics Command
To: Distribution List

Subj: COMPTROLLER GUIDANCE LETTER #14: FY 2008 CIVILIAN
PERSONNEL AWARD COMPENSATION

Ref: (a) U.S. Office of Personnel Management www.opm.gov

Encl: (1) Award Definitions
(2) Pay Period Chart

1. Purpose: The objective of this letter is to provide overarching guidance in accordance with the reference to support financial management of award ceilings for Quality Step Increases (QSI) and civilian cash awards (special act, service, performance, and on-the-spot awards).
2. Background: During Fiscal Year (FY) 2007 and prior, QSIs were not included in award ceilings. Currently, there is no Command awards policy that allows the Comptroller to assess the financial impact of Quality Step Increases (QSIs) pre-award. Marine Corp Logistics Command (MARCORLOGCOM) managers may award QSIs based on employee performance, however, there is no target or ceiling issued to manage these permanent increases. The annual awards ceilings issued to centers/departments did not include potential QSIs. Unlike lump-sum cash awards, QSIs represent an increased cost to the Command on an ongoing basis and increases retirement and Thrift Savings Plan expenses.
3. Policy: Effective 1 October 2007, the award ceiling has been increased to include all types of awards listed in enclosure (1). Projected endstrength associated with the MARCORLOGCOM alignment was factored into each center/department award ceiling. There will be no additional dollars included in your award ceiling once provided by this office; realignment of Materials and Services dollars into awards is discontinued.
4. Each center/department may award QSIs for no more than ten percent of their total authorized endstrength. Inclusion of the QSI into the award ceiling will facilitate improved management and

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account for the cost implications associated with QSIs. The following steps outline how to calculate the QSI impact to your award ceiling.

a. If the employee is being awarded a QSI, take the current salary at the applicable grade and step and subtract it from the salary at the promoted grade and step. See example below:

GS11 Step 5 given a QSI to Step 6 effective 6 January 2008.

(A)	(B)	(C)	(D)	(E)	(F)
Promoted Grade and Step at GS 11 /6	Current Grade and Step at GS 11/5	Difference	Pay Period Impact (C divided by 26 pay periods)	Pay periods remaining (PP26 minus P7)	Total annual Impact (D multiplied by E)
\$61,731	\$59,967	\$1,764.	\$67.85	19	\$1,289

b. Note: \$1,289 is the award amount to be subtracted from your award dollars. Enclosure (2) provides the pay periods for FY 2008:

5. Award dollars will be provided via Planning and Estimating Letters.

6. Applicability: This guidance is applicable to MARCORLOGCOM Headquarters.

7. The point of contact is Mrs. Lisa Jackson, (229) 639-7180



S. F. LEMKE
By direction

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AWARD DEFINITIONS

Performance Awards - Cash awards that are based solely on employee's performance ratings of record assigned at the end of the appraisal period. These awards are intended to recognize sustained levels of successful performance over the course of the rating period.

Special Act or Service Awards - Lump-sum cash awards that recognize specific accomplishments that are in the public interest and have exceeded normal job requirements. These awards can be for individual or group contributions. Cash awards ranging from \$25 up to a maximum of \$10,000.

Quality Step Increases (QSI) - Awards for sustained high-quality performance that provide faster-than-normal progression through the step rates of the General Schedule. Unlike other forms of monetary recognition, QSI's permanently increase an employee's rate of basic pay. No more than one QSI may be granted to an employee in the same 52-week period.

Time-off Awards (TOA) - Time-off granted without charge to leave or loss of pay to an employee as an individual or member of a group. The value of a TOA is time, not money. A TOA may not be converted to cash. Time-off granted as an award must be scheduled and used within one year after the effective date of the award.

On the Spot Award - On-the-spot (OTS) awards are special act or service awards which normally provide immediate recognition for employees, are limited in amount (e.g., \$250 or less), and delegate award approval to first-line supervisors.

FY 2008 Pay Periods

1	Sep 30 07	13-Oct-07
2	14-Oct-07	27-Oct-07
3	28-Oct-07	10-Nov-07
4	11-Nov-07	24-Nov-07
5	25-Nov-07	8-Dec-07
6	9-Dec-07	22-Dec-07
7	23-Dec-07	5-Jan-08
8	6-Jan-08	19-Jan-08
9	20-Jan-08	2-Feb-08
10	3-Feb-08	16-Feb-08
11	17-Feb-08	1-Mar-08
12	2-Mar-08	15-Mar-08
13	16-Mar-08	29-Mar-08
14	30-Mar-08	12-Apr-08
15	13-Apr-08	26-Apr-08
16	27-Apr-08	10-May-08
17	11-May-08	24-May-08
18	25-May-08	7-Jun-08
19	8-Jun-08	21-Jun-08
20	22-Jun-08	5-Jul-08
21	6-Jul-08	19-Jul-08
22	20-Jul-08	2-Aug-08
23	3-Aug-08	16-Aug-08
24	17-Aug-08	30-Aug-08
25	31-Aug-08	13-Sep-08
26	14-Sep-08	27-Sep-08

Encl: (2)