



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
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IN REPLY REFER TO:
MARCORLOGCOMO 12452
P407A

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MARINE CORPS LOGISTICS COMMAND ORDER 12452

From: Commanding General
To: Distribution List

Subj: MARINE CORPS BENEFICIAL SUGGESTION PROGRAM

Ref: (a) Section 1124 of title 10, United States Code, Cash awards for disclosures, suggestions, inventions, and scientific achievements
(b) Section 451 of title 5, United States Code, Awards
(c) Title 35, United States Code, Patents
(d) Executive Order 10096, "Providing for a uniform patent policy for the Government with respect to inventions made by Government employees and for the administration of such policy," January 23, 1950
(e) Executive Order 10930, "Abolishing the government patents board and providing for the performance of its functions," March 24, 1961
(f) DoD Instruction 1400.25, "DOD Civilian Personnel Management," April 6, 2009
(g) DoD 7000.14R, "Financial Management Regulation," Volume 10, Chapter 12, June 2012
(h) DOD 7000.14R, "Financial Management Regulation," Volume 15, Chapter 7, June 2012
(i) DON Civilian Human Resources Manual
(j) DON Civilian Human Resources Implementation Guide 451-02
(k) SECNAVINST 1650.1H
(l) SECNAVINST 5870.3C
(m) MCO 5210.11E
(n) MCO 5220.12
(o) MCO 5040.6H
(p) SECNAV M-5210.1

Encl: (1) Marine Corps Beneficial Suggestion Program Procedural Guidance

1. Situation

a. This order establishes policy, roles, responsibilities, and tasks for the Marine Corps Beneficial Suggestion Program.

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b. The Marine Corps is a combat force, not a business. However, to be successful we must support warfighting excellence with well-managed operations that are both effective and efficient. Often the best solutions come from the people with firsthand knowledge. The Beneficial Suggestion Program provides a way for all personnel to suggest ways to improve operations.

c. The references provide the authority and guidance for establishment and operation of the Marine Corps Beneficial Suggestion Program and continuous improvement of Marine Corps operations and readiness.

2. Cancellation. MARCORLOGBASESO 12450.2H.

3. Mission. Create and sustain the capability to process suggestions that continuously improve operations and readiness at all levels of the Marine Corps.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The Beneficial Suggestion Program has the goal of identifying practical ways to improve operations and increase efficiency. It offers individuals the opportunity to help the Marine Corps and obtain cash rewards of up to \$25,000 for adopted suggestions. The Beneficial Suggestion Program also provides a communication channel between all personnel and higher levels of leadership regarding ways to improve operations and ensure all good solutions will be considered.

(b) Commanders and managers at all levels will ensure this order is aggressively implemented in a timely manner.

(2) Concept of Operations

(a) The Commanding General, Marine Corps Logistics Command (MARCORLOGCOM) will provide administrative support by operating the USMC Beneficial Suggestion Portal, routing and tracking suggestions, providing automated reporting of results, maintaining a current list of Beneficial Suggestion Administrators, and providing training and standard operating

procedures for processing of suggestions to Marine Corps organizations.

(b) The Beneficial Suggestion Program and Continuous Process Improvement (CPI) will be used in an integrated manner to address issues specifically related to Improve Marine Corps Readiness.

1. A beneficial suggestion is, simply stated, a recommendation for some sort of process improvement. Often, much of the work in current processes does not add real value or it is rework caused by error and poor process design. This reduces operational performance and readiness.

2. Reference (n) established the Marine Corps CPI Program to enhance the combat readiness and warfighting capability of the Marine Corps. The CPI does this with standard process improvement tools and structured approaches that are used globally, and throughout DOD, to enhance productivity and efficiency in the production, service, and administrative functions that support warfighting readiness.

3. The CPI Program has the same goal as the Beneficial Suggestion Program, to improve process performance and readiness, and it employs teams of employee subject matter experts to enable organization commanders and staffs to analyze their own work processes and make improvements.

(c) The Director, Logistics Capabilities Center (LCC), will implement a Beneficial Suggestion Program, assign Beneficial Suggestion Administrator(s), provide command support and publicity to encourage submission of suggestions to improve operations and productivity, ensure prompt processing of suggestions and awards, grant honorary and cash awards for MARCORLOGCOM approved suggestions, ensure adequate funds are available for prompt action on awards, and review awards submitted through the chain of command for higher level approval.

(d) Beneficial Suggestion Administrator(s) will support the Beneficial Suggestion Program, ensure prompt processing of suggestions, maintain a record of all suggestions and their status, notify suggestors of status, and advise suggestors on program policy.

(e) The Director, Programs and Resources (P&R), Resources Management and Productivity Continuous Process

Improvement (RMPCPI) manages both the Beneficial Suggestion and United States Marine Corps (USMC) CPI Programs and provides standard CPI tools, training, and implementation support to Marine Corps organizations. The HQMC USMC CPI Support Teams and the LCC at MARCORLOGOM will provide general CPI support to Marine Corps organizations and the Beneficial Suggestion Program. These resources should be used as appropriate to assist in the evaluation and implementation of improvement ideas submitted as Beneficial Suggestions. At MARCORLOGCOM, Beneficial Suggestion Program Administrators should be assigned from the Logistics Capabilities Center to ensure coordination with CPI and consistency within MARCORLOGCOM.

(3) Tasks. Director, LCC execute responsibilities as outlined in enclosure (1)

5. Administration and Logistics

a. The Deputy Commandant P&R through the Director, RMPCPI is the Program Manager for the Marine Corps Beneficial Suggestion Program with administrative support from MARCORLOGCOM.

b. The enclosure to this order provides detailed policy and information for processing and evaluating suggestions, computing benefits and payment of awards, and managing other aspects of the Beneficial Suggestion Program.

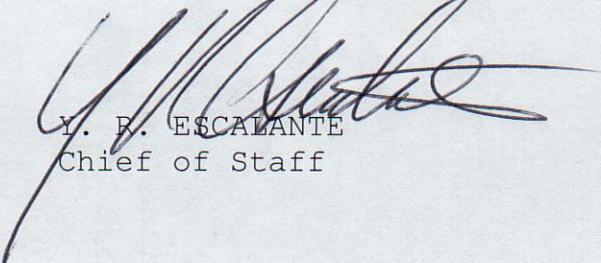
c. The LCC will coordinate and monitor timely processing of suggestions relating to their functional area of responsibility by assigning suggestions to the Beneficial Suggestion Administrator for processing and evaluation.

d. Records created as a result of this directive are subject to records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and references (m) and (p).

6. Command and Signal

a. Command. This order is applicable to MARCORLOGCOM in support of Marine Corps Total Forces.

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



Y. B. ESCALANTE
Chief of Staff

DISTRIBUTION: A

LOCATOR SHEET

Subj: MARINE CORPS BENEFICIAL SUGGESTION PROGRAM

Location: _____
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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Who incorporated Change

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Chapter 1

Eligibility for Participation

1. Definition of a Beneficial Suggestion. A beneficial suggestion is a constructive idea submitted in writing that proposes to improve the efficiency, economy or effectiveness of U.S. Government operations (e.g., simplify or improve operations; save time needed to complete a task; speed up production; increase output and enhance productivity; save material and property; save manpower and money; promote health; increase safety; improve morale through desirable and feasible personnel services that increase productivity; improve working conditions, procedures, operating methods or equipment, workspace layouts and organization). A suggestion does not have to be new or original and may result from the suggestor's previous or present work experience, research or education.

2. Eligibility to Submit Suggestions

a. All members of the Marine Corps community including active duty personnel, civilian employees, family members, retired personnel, and others concerned with the welfare of the Marine Corps are eligible to contribute suggestions, inventions, and scientific achievements.

b. Payment of monetary awards with appropriated funds is limited to active duty personnel assigned to Marine Corps organizations including Reservists on active duty, appropriated fund civilian employees who meet the definition of Title 5, U.S.C. 2105, and retired or separated military and civilian personnel (or their estate or legal heirs if deceased) whose suggestion was submitted while they were in an eligible status. Also, direct-hire foreign national employees paid with appropriated funds are eligible to receive awards under this program. These eligible individuals may receive monetary awards provided the contribution is considered to be over and above normal job expectancy.

c. In accordance with 10 U.S.C. §1124, the beneficial suggestion forming the basis for a monetary award must have been made while the originator was on active duty or in an active reserve status and not otherwise eligible for an award under Chapter 45 of Title 5. A monetary award may be paid

notwithstanding the originator's death, separation, or retirement from the Marine Corps.

d. Suggestors ineligible for monetary awards paid with appropriated funds include spouses of eligible personnel, employees of private contractors, military and civilian retirees (except as provided in paragraphs 2b and 2c above), foreign exchange personnel, Non Appropriated Fund (NAF) employees (who are covered by NAF regulation for suggestion awards), and private citizens. If a suggestion from an individual or group not eligible for a monetary award is adopted, the local commander may choose to present a nonmonetary award, such as a letter of appreciation.

e. Contractors are not eligible for monetary awards and contractor personnel or non-federal entities having a commercial or profit-making relationship with the Department of Defense (DOD) or Department of the Navy are not eligible for formal recognition under this program. Neither may contractors be rewarded for merely fulfilling the terms of a contract. However, if it can be shown that a contribution is "substantially beyond" that specified or implied within the terms of the contract establishing the business relationship and/or if the recognition is clearly in the public interest, then the contribution may be recognized by a letter or a computer generated certificate. Those who have first-hand knowledge of the contract requirements can best determine whether contributions are "substantially beyond" the terms of the contract. When contracts call for intangible deliverables (e.g., technical support) and the outcome results in an extraordinary contribution by the contractor to a team effort, the extraordinary contribution that exceeds the contract requirements could be considered "in the public interest." Any acknowledgement of contributions by contractors may only be presented informally in the work area.

3. Eligible Suggestions. To be eligible for consideration a suggestion must:

a. Be submitted in writing via the USMC Beneficial Suggestion portal at [HTTP://WWW.LOGCOM.USMC.MIL/BENESUGGS/](http://www.logcom.usmc.mil/benesuggs/).

b. Benefit the Marine Corps or other U.S. Government entity.

c. Present a problem or situation and propose a workable solution with sufficient rationale and documentation of benefits to support the proposed new procedure.

d. If the idea has been put into effect prior to submission it cannot have been in effect for more than 90 days.

4. Ineligible Suggestions. Ineligible suggestions include:

a. Suggestions that present a problem with no solution or are vague and incomplete.

b. Suggestions previously submitted or adopted as USMC suggestions.

c. Suggestions that claim potential tangible savings, but provide no rationale on which to base the savings.

d. Suggestions calling attention to the need for routine maintenance, recommend enforcement of an existing rule, propose changes in housekeeping practices, call attention to errors or alleged violations of regulations, the purchase of ordinary supplies and materials, or result in intangible benefits of "good will."

e. Suggestions submitted solely for the purpose of increasing the personal convenience, benefit, or desires of the suggestor and benefits no other personnel or does not increase production.

f. Suggesting the use of items in the USMC, DOD, or Federal Supply Systems for their intended purpose or recommending use of software already furnished by the Marine Corps or currently in use at the suggestor's command.

g. Suggestions that would benefit only a U.S. Government Contractor unless the suggestion proposes a change in contractor services that would benefit the Marine Corps or the Federal Government. In this case, the suggestion must be processed through appropriate channels to identify the origin of the proposal and the benefits to the U.S. Government.

h. Suggestions that benefit a company, contractor, individual, or vendor in which the suggestor or his/her

immediate family members have a financial interest are ineligible.

5. Time Limitations. Suggestions are usually submitted for evaluation prior to their adoption. However, an idea adopted as a result of an oral or written proposal outside official suggestion program channels may still be considered for a cash award. To be eligible for an award it must be submitted via the Marine Corps Beneficial Suggestion Portal within 90 calendar days after adoption, with verifiable information to establish the suggestor's claim as author of the proposal.

6. Scope of Suggestions. Suggestions that identify a specific problem without a detailed workable solution are not eligible for awards and will be returned to the submitter. However, suggestions without workable solutions that identify important operational deficiencies, shortfalls in current capability sets, or a need for a new capability, while they cannot be processed as Beneficial Suggestions, may be addressed as appropriate through the Marine Corps requirements process including the Universal Needs Statement process or submitted via the appropriate chain of command to the Defense Advanced Research Projects Agency, Defense Sciences Office for advanced research and development.

7. Group Suggestions

a. A group may submit an idea and the group may include individuals who are eligible or ineligible to receive a monetary award. If one or more group members, as determined by the cognizant Beneficial Suggestion Administrator, are ineligible for a monetary award, that ineligibility will be made known to all members of the group at the time of submission or as soon thereafter as possible.

b. The names and organizational affiliations of all the members of the group must accompany the submission. Once a suggestion has been submitted to the USMC Beneficial Suggestion Portal, names may not be added or deleted to the suggestion without the written consent of all the members. The reasons for adding or deleting names must be explained in writing and entered as an official part of the record file for the suggestion.

c. Ideas originating in a group context can be originated by either an individual or result primarily from group interaction. In order for an individual member to submit a valid idea on a topic that has been discussed in the group, all members of the group must sign a statement of consent. This acknowledges the idea originated with the individual and that other members of the group waive any claim to an award based on the subject suggestion.

d. In all cases of a monetary award for a group idea, the award will be divided equally among all award-eligible group members. The award also maybe divided, as appropriate, on the relative contributions of each award-eligible group member. A division of an award based on the relative contributions of group members must be supported by a statement of consent signed by the award-eligible members of the group that is made part of the record file for the suggestion.

8. Suggestor Responsibilities

a. The author of a suggestion (suggestor), for purposes of processing and receipt of an award, is determined by the precedence of the submission date of the suggestion, the submitter name(s) on the suggestion, and absence of a prior duplicate suggestion. Duplicate suggestions submitted after the Marine Corps has received a suggestion are ineligible for award.

b. The time limit for award consideration on non-approved suggestions is one year following the date of written notification of non-adoption. If during the one-year period, the conditions which prompted the suggestion remain substantially the same and the suggestion is adopted wholly or in part, the suggestor is entitled to the adoption credit and the resulting award consideration. This applies even though the adoption was prompted by a duplicate suggestion received after the original one. This does not apply, however, if a parallel or similar idea or concept is put into use as a result of independent action at a higher level or organizational jurisdiction where there had been no evaluation of the original suggestion. If a non-approved suggestion is placed into operation after the one-year ownership period expires, the suggestion is not eligible for award consideration.

9. Legal Rights and Obligations

a. Pursuant to reference (a), the acceptance of an award constitutes:

(1) An agreement by the member/originator/suggestor that the use by the Marine Corps or U.S. Government of any idea, method, or device for which the award is made may not be the basis of a claim against the U.S. by the member, his heirs, or assigns, or by any person whose claim is alleged to be derived through the member; and

(2) A warranty by the member/originator/suggestor that he has not at the time of acceptance transferred, assigned, or otherwise divested himself of legal or equitable title in any property right residing in the idea, method, or device for which the award is made.

b. Once an award is made, the suggestion becomes the exclusive property of the U.S. Government.

c. The Marine Corps is committed to fair and consistent administration of the Beneficial Suggestion Program, and will adhere to this order in making all decisions in the disposition of ideas and the payment of awards.

10. Suggestions That Are Potentially Patentable. Because time is of the essence for suggestions that may be potentially patentable, such suggestions will be provided expedited processing and immediately forwarded to the Office of Counsel for the Commandant for initial review and consideration. See Chapter 6, Enclosure (1), Inventions for additional guidance.

Chapter 2

Suggestion Processing

1. Processing Steps - Roles and Responsibilities

a. All suggestions must be submitted electronically to the USMC Beneficial Suggestion Portal and will be processed, reviewed, and managed using the Automated Beneficial Suggestion System maintained by LCC.

b. Timely Processing. Prompt processing of suggestions is essential and unless otherwise indicated, suggestions should be processed at each of the review/approval levels listed below within 30 calendar days of receipt.

c. Suggestion Processing Steps. Whether a suggestion is approved and the amount of the award determines the number of steps in the process it will complete. The following are the major steps of a suggestion selected for award:

(1) Suggestor. Submit via the USMC Beneficial Suggestion Portal: <http://www.logcom.usmc.mil/benesuggs/>

(2) LCC Beneficial Suggestion Support Staff. Monitors Routing of Suggestions to Appropriate Beneficial Suggestion Administrator.

(3) Beneficial Suggestion Administrator. Coordinates Review/Evaluation/Disposition of Suggestions.

(4) Evaluator(s). Evaluates Suggestions for Benefits.

(5) Commander/Head of Benefiting Organization. Approves/Disapproves Suggestions and Pays Awards Up To \$5,000.

(6) Commandant of the Marine Corps (CMC). Approves and Pays Awards of \$5,000 to \$10,000.

(7) Secretary of the Navy (SECNAV). Approves Awards of \$10,000 to \$25,000. Awards above \$10,000 forwarded by CMC to SECNAV via Deputy Assistant Secretary of the Navy (DASN) (CHR) and the DON Awards Review Panel.

2. Suggestor Responsibilities. In order for a suggestion to be considered, suggestors should use the following approach when developing suggestions and include the following information in all suggestion submissions:

a. Identify a need/problem and describe the current practice, method, procedure, task, directive, or policy affected.

b. Explain/analyze the relevant facts.

c. Develop a workable solution by proposing a new method or change with an explanation of why the present practice is deficient and how the change will be beneficial.

d. Include a statement of known or estimated tangible benefits with detailed rationale or calculations for the benefits.

e. Submit the suggestion on-line using the Web-Based Submission Form at the USMC Beneficial Suggestion Portal (<http://www.logcom.usmc.mil/benesuggs/>) with any supporting documentation, drawings, photographs, etc. A valid Common Access Card (CAC) is required to access the USMC Beneficial Suggestion Portal.

f. Contact the Beneficial Suggestion Administrator, as the official Program Point Of Contact (POC), with all inquiries regarding program policy, status of suggestions, or decisions on suggestions.

g. Submit any requests for reconsideration of non-adopted suggestions or awards within 30-days of the original decision notification.

3. Classified Suggestions

a. Suggestions suspected of being classified at any point after submission must be sent to the Security Classification Guide (SCG) Specialist at Marine Corps Systems Command (MARCORSYSCOM) via the MARCORLOGCOM Security Manager to seek guidance prior to forwarding any material suspected of containing classified material. The SCG Specialist will notify the MARCORLOGCOM Security Manager of the determination. The

MARCORLOGCOM Security Manager will provide guidance to the Beneficial Suggestion Program Analyst on appropriate action(s) to be taken. If classified, the suggestion will be closed and the Beneficial Suggestion Program will provide written notification to the suggestor.

4. Logistics Capabilities Center Processing Responsibilities

a. Operate and maintain the USMC Beneficial Suggestion Portal and Processing System.

b. Provide all Beneficial Suggestion Administrators standard operating procedures for processing suggestions in the Marine Corps.

c. Monitor the routing of suggestions submitted to the USMC Beneficial Suggestion Portal to the Beneficial Suggestion Administrator.

d. Provide Marine Corps-wide routing and tracking of suggestions, check for duplicate suggestions, coordinate processing of suggestions received from outside the Marine Corps, and provide automated status reporting as required.

e. Assign a Beneficial Suggestions Administrator(s) to coordinate and monitor timely processing of suggestions.

f. Assign suggestions to the appropriate analyst for processing and evaluation and provide assistance in coordinating review of suggestions with cross-command application.

g. Recommend to the Director, P&R RMPCPI via the LCC Director USMC-wide adoption of suggestions with wide scope and applicability.

h. Provide reports as required by higher headquarters.

5. Beneficial Suggestion Administrator Duties. Beneficial Suggestion Administrators will:

a. Use the automated USMC Beneficial Suggestion Portal and USMC Standard Operating Procedures for processing suggestions.

b. Establish a Beneficial Suggestion Database Account with MARCORLOGCOM C-4.

c. Check for duplication and eligibility and return duplicate or ineligible suggestions to the submitter with specific reasons for the return.

d. Determine the eligibility of suggestors for cash awards and notify them of the award as soon as possible.

e. Create a record/file for each suggestion and act as the official POC for suggestors advising them on eligibility, policy, and action taken.

f. Forward all suggestions for evaluation within three days of receipt, provide complete instructions and information to the evaluator, and notify the evaluator of the 30-day due date for evaluation.

g. Track all active suggestions for compliance with processing timelines and promptly follow-up on overdue suggestions.

h. Provide periodic processing Status Reports to the LCC Director and CMC, P&R as requested.

i. Compute and recommend amount of award for approved suggestions.

j. After evaluation of the suggestion and computation of benefits, forward suggestions to the Commander via the chain of command for decision to the Approving Authority.

k. After decision by the Approving Authority, notify suggestor of outcome.

l. Coordinate with the organization CPI POC as appropriate to apply CPI tools in evaluating and implementing suggestions.

6. Evaluator Responsibilities. All personnel evaluating suggestions will use the evaluation guidance provided in Chapter 3, Evaluation Policy and Procedures, to provide objective and timely evaluations of suggestions.

7. Approval Authority. Heads of organizations benefiting from suggestions:

a. Authorize adoption/non-adoption and make award payments up to \$5,000.

b. Forward award recommendations exceeding \$5,000 to the Director, P&R RMPCPI.

c. Forward and recommend to CMC P&R, via the chain of command, USMC-wide adoption of suggestions with wide scope and applicability.

8. The Director, P&R RMPCPI Responsibilities:

a. Coordinate USMC-wide adoption of suggestions with wide scope.

b. Process awards exceeding \$5,000.

c. Monitor and periodically report program status to CMC.

d. Coordinate suggestion processing between major USMC organizations and with external agencies as required.

9. Program Promotion, Publicity, and Recognition

a. Active promotion of the Beneficial Suggestion Program is the responsibility of MARCORLOGCOM. All Subordinate Commanders and Senior Leaders are encouraged to use all suitable techniques of publicity and promotion consistent with the Marine Corps policy and at no additional cost to the U.S. Government.

b. As part of promotional efforts, Subordinate Commanders and Senior Leaders may:

(1) Identify and systematically publicize key areas in which constructive ideas are especially desired.

(2) Use internal and external public affairs channels to publicize outstanding suggestions and program accomplishments through honor roll displays, news releases and articles, video or television presentations, or ceremonies honoring individuals or groups.

(3) Familiarize personnel at all levels with the Beneficial Suggestion Program by conducting briefings and presentations at Commander's Calls, newcomer orientations, staff meetings, management and leadership courses, and the like.

(4) Advertise the program with the standard communication media used to conduct normal business in the organization, which routinely reaches Marines and civil servants.

Chapter 3

Evaluation Policy and Procedures

1. Suggestions Affect USMC Readiness. Because suggestions affect the readiness and capability of the Marine Corps, evaluators will provide timely, objective, and thorough responses.

2. Contribution Evaluation Report. All evaluators will use the Web-Based Contribution Evaluation Report at the USMC Beneficial Suggestion Portal, <http://www.logcom.usmc.mil/benesuggs>, for evaluating suggestions. Evaluators will completely document any potential benefits and the reasons for recommendations for total adoption, partial adoption, adoption with modifications, or non-adoption. If applicable, a recommendation for wider application of the idea should be included.

3. 30-Day Timeframe for Evaluations. Evaluators should complete evaluations within 30 calendar days of receipt. When additional time is required for evaluation, the evaluator will notify the cognizant Beneficial Suggestion Administrator and cite the reason(s) for delay and estimated completion date. The Beneficial Suggestion Administrator will record the rationale for delay and assign a new deadline date.

4. Analyzing Suggestions. The following questions should be answered to aid in evaluating a suggestion:

- a. What is the problem identified by the suggestion?
- b. What caused the situation to exist and does it present a problem?
- c. What remedy does the suggestion propose?
- d. What are the advantages/disadvantages to this remedy?
- e. What benefits will the Marine Corps gain from implementing the proposed solution?

5. Initial Evaluation of Suggestions. The Beneficial Suggestion Administrator will consult with suggestor(s), supervisor(s), subject matter experts, or others who can assist

in the evaluation. The Beneficial Suggestion Administrator may also recommend the use of CPI tools and teams, when appropriate, to support the evaluation and implementation of suggestions. Subject matter experts/ Evaluators who are consulted by the Beneficial Suggestion Administrator will review the suggestion and provide their evaluation within 30 calendar days.

6. Subsequent Evaluation of Suggestions. Suggestions may have to be sent to another command for comment and/or evaluation. If further evaluation at a different command is required, another 30 calendar days will be allotted. In most instances, Beneficial Suggestion Administrator(s) shall observe established military channels when forwarding suggestions for further evaluation. When forwarding a suggestion, the record file should include: the suggestion, supporting documentation, the local evaluation, and any comments, recommendations, or other information, including local savings, and any award, that would aid in evaluation, implementation or dissemination.

7. Engineering Change Proposals (ECPs). Suggestions that propose changes to the configuration baseline of Marine Corps ground weapon systems/equipment are ECPs and must be fully coordinated with MARCORSYSCOM. The evaluator will consult with subject matter expert(s) as required to formulate a recommendation and then forward the evaluation to MARCORSYSCOM, via the chain of command. The cognizant Program Manager at MARCORSYSCOM will approve/disapprove the proposed change and may generate ECPs or update relevant publications as necessary.

8. Computation of Tangible Benefits

a. Evaluators will complete the benefits computation portion of the Contribution Evaluation Report. All benefits, and the costs incurred to implement the idea will be calculated in terms of savings or expense to the U.S. Government as a whole. Overhead costs associated with processing and evaluating suggestions are excluded from implementation costs.

b. Tangible benefits may be based on estimated value, but actual value is preferable. Only savings involving labor, materials, and cost of services are included. Benefits will be based on the first 12 consecutive months of use, exclusive of trial periods, with offsetting costs subtracted to determine the net benefit. If offsetting start-up costs exceed 50 percent of

the first-year benefits, benefit calculations may be based on the average of net benefits for the first three to five years. If the reasonable life of the initial implementation or the clearly predictable period of use is less than three years, calculations will be based on the lesser of the latter two periods.

c. Labor costs will include fringe benefits and be based on actual costs, where available, or estimated costs using cost center average labor rates. Military labor costs will use the current composite standard rate of pay in reference (h), plus percentage allowances for "other personnel costs". Civilian labor costs will be computed as base pay, plus percentages for retirement (both funded and unfunded), life and health insurance, Medicare, and other benefits.

d. For both military and civilians, a percentage for leave and holiday costs will be included only in those cases where the calculations are based on hourly, daily, or other direct labor rates for less than a full work year.

e. Direct cost savings, cost avoidances, and increased output at the same cost are all tangible benefits as defined by this order; that is they are measured in dollar terms. Therefore, all three types of benefits will count equally in arriving at the basis for an award.

f. All tangible savings are subject to audit and must be verifiable. Records and case files for each suggestion will include the information required for verification and audit and retained in accordance with reference (a).

9. Computation of Intangible Benefits

a. Intangible benefits will out of necessity be estimated on the basis of judgment rather than precise facts or calculations. Intangible benefits will be used when no measurable dollar savings can be calculated. A suggestion may have tangible or intangible benefits, or a combination of both.

b. When completing the intangible benefits section of the Contribution Evaluation Report, the evaluator will indicate both the relative value and the extent of potential application of

the contribution and provide written rationale or basis for those intangible benefits ratings.

10. Scope of Employment Determinations

a. When a suggestion is recommended for adoption, the evaluator will consult the suggestor's supervisor on whether the suggestion is within the suggestor's scope of employment, duties, and responsibilities. The suggestor's employing organization will make this determination. Normally the suggestor's first-line supervisor or other management official in the employing activity will make the job duty determination and this determination will be made within the suggestor's chain of command. The evaluator and supervisor may also contact the cognizant Beneficial Suggestion Administrator, Human Resources Office, and Office of Counsel as required for support and information in making this determination.

b. Experience has shown the best ideas are often those related to the suggestor's own work. Therefore, decisions to deny an award on the basis of job duties will be taken only after the closest scrutiny with the benefit of every doubt granted to the suggestor.

c. Scope of employment refers to those aspects of a particular job, which are specifically stated in either the position description or performance standards for the job. An idea or suggestion that clearly and directly results from a temporary or special assignment may be considered to be within scope of employment.

d. Job expectancy determinations are not part of the decision whether to adopt or not adopt an idea. In no case will an individual be prevented from submitting a suggestion because it may fall within job duties.

e. The following questions will assist in assessing the suggestion with reference to normal job expectancy:

(1) Is the suggestion within the scope of the employee's work?

(2) Does the employee's job description or task statements cover the subject of the suggestion?

(3) Is the employee expected or required to make suggestions of the type under consideration?

(4) Is the nature of the suggestion such that the employee's performance would be judged less than satisfactory if the suggestion had not been made?

(5) Does the suggestion pertain to changes the suggestor has authority to put into operation without consulting higher authority?

(6) Is the employee expected to make suggestions that have impact beyond his/her immediate work area?

If the answers to the above questions are "No," the suggestion is outside of the employee's scope of employment and can be considered for an award.

11. Requests for Additional Information. If the Beneficial Suggestion Administrator requires additional information from the suggestor to properly complete the evaluation, he/she may contact the suggestor and request the required information. If the suggestor fails to provide the requested information within 30 calendar days, the Beneficial Suggestion Administrator will place the suggestion in a "CLOSED - Ineligible" status for lack of sufficient information to perform an evaluation. The suggestor must resubmit the suggestion for any further consideration.

12. Disposition of Completed Evaluations

a. The Beneficial Suggestion Administrator will complete a Contribution Evaluation Report in compliance with program guidelines and policy and enter it into the official record file for the suggestion.

b. The Beneficial Suggestion Administrator will not officially communicate the initial recommendation in the Evaluation Report for adoption or non-adoption to the suggestor, since the Commander/Head of the benefiting organization, or his designee, has sole authority to make that final determination. Beneficial Suggestion Administrators are the official POC for suggestors regarding the status of their suggestion(s) and they will provide any official communication about decision status.

Chapter 4

Computation and Payment of Awards

1. Waiver of Claims. All suggestors, regardless of eligibility to receive cash awards, waive the right to file claim against the government regarding approval or disapproval of suggestions, granting of an award, or amount of the award. Suggestors also agree that upon submission, the suggestion becomes the property of the U.S. Government and use by the U.S. Government may not form the basis for any further claim.

2. Approval Authority. The decision to adopt or not adopt a suggestion is the sole prerogative of the Commander/Head of the benefiting organization within the limits of his or her functional authority and responsibility. This authority applies to initial evaluations or evaluations resulting from previously approved tests.

3. Basis for Cash Awards

a. To be considered for a cash award, suggestions must:

(1) Identify an improvement in the quality of operations, a cost reduction opportunity, or an improvement in the timeliness of service delivery that results in tangible or intangible benefits to the U.S. Government.

(2) Provide documentation (i.e., specifications, benefits analyses, statistics, etc.) to support the conclusion the suggestion should be adopted.

(3) Include a specific proposed course of action to achieve the claimed improvement or cost reduction.

(4) Have a completed Benefits Evaluation Report with documented and verifiable tangible and/or intangible benefits computed in accordance with Tables 4-1 and 4-2 in this order.

(5) Receive a commitment to adopt the suggestion from the authorized management official in the benefiting organization. A beneficial suggestion will be considered as adopted and eligible for an award when it is put into effect

(actual operation or a written commitment to place it into operation).

b. A suggestion may be adopted in whole or in part and need not be adopted in the exact form originally submitted to be eligible for an award. If the suggestion causes a management action, an award may be based on the value of the resulting benefit.

4. Scope of Employment and Eligibility for Awards

a. Suggestors are eligible to receive cash awards, provided the suggestion is considered to be outside their scope of employment. This determination is made by the suggestor's employing activity and included in the Standard Evaluation conducted for each suggestion. Commanders/Heads of benefiting organizations, or their designees, are responsible for affirming this determination of eligibility prior to granting an award and may disapprove payment of a monetary award on grounds the contribution falls within the suggestor's scope of employment. In all cases in which the decision is to deny an award on this basis, the LCC Director or his designee will concur in writing. In such cases, if the suggestion has made a significant contribution to the mission of the organization, cash or honorary recognition under other Incentive Award Programs can be considered.

b. A cash award is not authorized for a suggestion that falls wholly within the suggestor's scope of employment. However, job duties do not preclude a cash award if the adopted idea is implemented outside the suggestor's command and the suggestor has no specific job duty for providing ideas beyond the immediate command.

c. If a suggestion falls only partly within job duties, exceeds performance standards only in part, or involves only a small portion of the job duties and responsibilities, an award will be paid. The Commander or designee may reduce the award by a percentage consistent with the extent of job duties and responsibilities involved.

5. Jurisdiction for Approval of Suggestions. Suggestions that are recommended for adoption, but are outside the jurisdiction of the command, or conflict with the regulations of higher

headquarters should be recommended for approval and forwarded, via the chain of command, to the appropriate command/agency for consideration.

6. Computation of Awards

a. Uniform computation of awards across the Marine Corps is essential for fair and effective management of the Beneficial Suggestion Program. Beneficial Suggestion Administrators will compute the recommended amounts of awards.

b. The Cost Benefit Analysis (CBA) Worksheet will be used to compute award amounts based on the benefits identified in the Contribution Evaluation Report. Completed CBA Worksheets will be included in the record file for each suggestion.

c. Upon receipt of a Contribution Evaluation Report recommending adoption of a suggestion, the Beneficial Suggestion Administrator will compute the recommended award amount, if any, using Tables 4-1 and/or 4-2 and prepare a suggestion package and forward it to the Commander/Head or designee of the benefiting organization for decision. The suggestion package will include a summary of findings and a recommendation for approval or disapproval, the Contribution Evaluation Report, CBA worksheet, any required backup documentation, and USMC Beneficial Suggestion Program Certificate, as appropriate, for signature by the Commander.

d. Whenever possible, awards will be based on tangible benefits, which are measured and expressed in terms of dollar value. Intangible benefits calculations may be used when no measurable dollar savings can be calculated.

e. Awards of \$5000 or more shall be validated by a fiscal office at the same level of the evaluating organization. Documentation of this review shall be included as part of the record file for the suggestion.

f. Suggestors may be paid awards commensurate with the extent of usage at each level of the Marine Corps. In addition to an award for local adoption, additional award amounts may be paid for suggestions used at higher levels of the Marine Corps and by external agencies. Awards for usage at higher levels of the Marine Corps may be reduced by the amounts already paid at

lower levels. The cumulative amount of awards for any one suggestion or contribution cannot exceed the statutory limit of \$25,000.

g. In the case of group suggestions, the award amount cannot exceed the amount that would have been authorized for a suggestion submitted by an individual. The total award for any one suggestion cannot exceed \$25,000 regardless of the number of individuals/suggestors in a group.

h. Table 4-1 will be used to compute awards for the tangible benefits indicated in the Contribution Evaluation Report.

i. If the suggestion has a high implementation cost that offsets most or all of the first five years savings, but yields significant overall benefit, the award may be based on intangible benefits.

j. Awards based on intangible benefits will be determined from Table 4-2. Awards for suggestions with both tangible and intangible benefits may be determined by combining the tangible and intangible award values not to exceed the maximum award amount of \$25,000 per suggestion.

k. If a suggestion is adopted, but tangible savings will not exceed \$250, or intangible benefits would not equate to that amount, a monetary award is not authorized and the suggestor should receive non-monetary recognition.

Estimated First Year Benefits	Amount of Award
Up to \$10,000	10% of Benefits
\$10,000 to \$100,000 in Benefits	\$1000 plus 3% of benefits over \$10,000
More Than \$100,000 in Benefits	\$3700 plus 0.5% of benefits over \$10,000

Table 4-1.--Scale of Cash Awards Based on Tangible Benefits

VALUE OF BENEFIT ↓	EXTENT OF APPLICATION			
	LIMITED Affects functions, mission or personnel of one facility, installation, regional area or an organizational element of headquarters; affects a small area of science or technology	EXTENDED Affects functions, mission, or personnel of an entire regional area, command or bureau; affects an important are of science or technology	BROAD Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency; affects an extensive area of science or technology	GENERAL Affects functions, mission, or personnel of more than one department or agency or is in the public interest throughout the nation and beyond
MODERATE Change or modification of an operating principle or procedure with limited impact or use	\$25-\$125	\$126-\$325	\$326-\$650	\$651-\$1,300
SUBSTANTIAL Substantial change or modification of procedures; an important improvement to the value of a product, activity, program or service to the public	\$125-\$325	\$326-\$650	\$651-\$1,300	\$1,301 - \$3,150
HIGH Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service	\$325-\$650	\$651-\$1,300	\$1,301-\$3,150	\$3,151 - \$6,300
EXCEPTIONAL Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public	\$650-\$1,300	\$1,301-\$3,150	\$3,151-\$6,300	\$6,301-\$10,000

Table 4-2.--Scale of Cash Awards Based on Intangible Benefits

7. Payment of Awards

a. Suggestion awards must be funded by the benefiting activity or organization. Commanders/Heads of benefiting organizations are delegated the authority to approve payment of awards for suggestions up to and including \$5,000 and are authorized to delegate any part of their award authority. The Commander responsible for the budget of the benefiting organization will approve payment and pay the award from the command's operating funds. Suggestion awards to civilian and military personnel will be paid promptly within 30 calendar days of approval of the suggestion.

b. When a suggestion is adopted by more than one organization, each benefiting organization shall share in the cost of the total award commensurate with their share of the benefit. The Beneficial Suggestion Administrator will calculate the total award and notify the benefiting organization(s) of its prorated share of the award. The Beneficial Suggestion Administrator will assist, coordinate, and monitor the status of award funding and payments involving more than one organization to ensure prompt payment to the suggestor.

c. When a suggestion is forwarded for review and adoption at a higher level or for consideration for an award that exceeds local authority to approve, the Complete Favorable Evaluation and Documentation of Benefits must be forwarded with the suggestion. Favorable Evaluation must be provided even if the activity is merely commenting as a "potential user" and not as one with authority to adopt the idea. Suggestions that receive a Favorable Local Evaluation may be forwarded directly to all potential users within the Federal Government. Suggestions may be forwarded when there are other potential users of locally adopted suggestions: when approval is required another agency, component, command, or activity to adopt the suggestion, or when approval of an award is required by the next higher echelon.

d. All awards over \$5000 will be paid by CMC. Recommendations for cash awards in excess of \$5,000 will be forwarded via the chain of command to the Director, P&R RMPCPI and include a copy of the suggestion package, benefits and award calculations, the required financial validation review performed by the cognizant fiscal office, any initial award that has been

paid, and evidence of concurrence by the head of the benefiting organization(s).

e. Funding policy and detailed procedures for cash award accounting and payment are contained in reference (g) Volume 10, Chapter 12. All awards will be charged as an operating expense to Operations and Maintenance, Marine Corps Funds. When a command is funded only by Navy Working Capital Fund; Research, Development, Test and Evaluation, Navy or Marine Corps; or Military Construction, Navy or Marine Corps; awards may be charged to these funds. Cash award payments are subject to withholding provisions of Federal income tax laws and Medicare deductions.

f. Following approval of an award payment by the Commander or designee, the cognizant Fiscal Officer will process payment of the award. The Beneficial Suggestion Administrator should monitor the payment process to ensure timely payment within the prescribed 30 calendar day timeframe.

g. In accordance with reference (g), all financial records (both paper and electronic) relevant to Beneficial Suggestion Awards shall be maintained for a minimum period of 6-years and 3-months from the approval date. The use of electronic files, whenever possible, is encouraged.

8. Nonmonetary Awards. An award is either a cash amount granted for a contribution or noncash honorary recognition in the form of letters of appreciation, USMC Beneficial Suggestion Program Certificate, or other honorary recognition. Also, reference (k) provides guidance for recommending Navy Commendation or Achievement Medals for professional achievements that exceed the normal expectations for the individual's grade, training, and experience and constitute an important contribution of benefit to the Naval Service.

9. Separated or Deceased Personnel. Awards may be made to separated personnel or the estates of deceased personnel for contributions submitted while on active duty.

10. Records of Awards. Awards to Marines shall be entered in the individual's Fitness Report or forwarded to the cognizant Installation Personnel Administration Center (IPAC) for entry in the individual's Official Military Personnel File as

appropriate. It is the responsibility of the individual Marine to provide the pertinent information to appropriate POCs.

11. Publicity. In an effort to stimulate awareness of and participation in the Beneficial Suggestion Program, award winners may be recognized with special ceremonies; information on the awards will be publicized in command publications wherever possible.

12. Suggestions Not Recommended for Adoption

a. When a decision not to adopt a suggestion is made, the suggestor shall be notified in a manner encouraging continued participation in the Beneficial Suggestion Program. A full explanation of the decision with a copy of the Evaluation Report will be provided to the suggestor.

b. Suggestions will not be rejected solely on the basis that current Marine Corps policy does not permit adoption, since policy can be changed. Suggestions with merit, but conflicting with current policy, should be evaluated and considered for approval.

13. Requests for Reconsideration

a. A request for reconsideration must be in writing and submitted to the cognizant Beneficial Suggestion Program Administrator within 30-days after notification of nonadoption of the suggestion.

b. To be accepted for reconsideration, requests must provide evidence the evaluator made a material error of fact or logic; provide new material, information, or rationale; or clarify significant issues or questions. Mere dissatisfaction or disagreement with the previous determination is not by itself justification for reconsideration.

c. Beneficial Suggestion Administrators will determine if the request qualifies for reconsideration, and if it does will process it just as the original suggestion was processed. Reevaluations may, but not necessarily, be assigned to a person other than the initial evaluator.

d. Commanders/Heads of benefiting organizations, or their designees, will review the results of the reevaluation and

provide a written decision to the submitter. Commanders or their designees must approve the forwarding of a request for reconsideration to higher headquarters.

e. Only one reevaluation of the same suggestion will be permitted.

Chapter 5

Scientific Achievement

1. Definition of Scientific Achievement. A scientific achievement is a contribution that conforms to one or more of the following guidelines:

a. Military or National Significance. An act, deed, or accomplishment, which establishes a scientific or technological basis for subsequent technical improvements of military or national significance.

b. Research and Development Achievements. A scientific or technological accomplishment of such quality and effectiveness as to have materially advanced the research and development achievements of a command, group, or project.

c. Military or National Welfare. A significant scientific or technological achievement, which contributes materially to the welfare of the armed services or the nation.

d. Published Contributions. An article accepted for publication in a scientific or technical journal, newspaper, periodical and other media or a technical paper presented to professional societies, which constitutes a substantial contribution to scientific or technical knowledge.

e. Tactical Developments. Tactically oriented advances or improvements in weapons systems when a military decoration is not appropriate or if benefits accrue in such a manner as to warrant monetary award.

2. Awards for Scientific Achievements

a. Recommendations for awards for scientific achievements are the responsibility of an individual's supervisor. It may, however, be submitted by anyone (except the individual involved) having knowledge of the achievement. In either case, the recommendation is forwarded to the Approval Authority via the contributor's chain of command.

b. The recommendation may be submitted in narrative form with supporting documentation to briefly describe the achievement, define the results in terms of tangible or

intangible benefits, and clearly establish that the achievement is attributable to the individual's own action. Technical review may be obtained by those in the reviewing chain in order to confirm the benefits being claimed and to assist the Approving Authority in reaching a decision. In the case of articles submitted for publication, notice of intent to publish is sufficient to grant an award.

Chapter 6

Inventions

1. Definition of Invention. An invention is development of a new and useful process, machine, manufacture or composition of matter, or any new and useful improvement, which is or may be patentable under the patent laws of the United States. Awards for inventions intend to encourage the efforts of individuals engaged in research and development, scientific, or other technical work in Federal Government organizations. Awards can be granted if the invention contributes to the efficiency, economy, or improves U.S. Government operations, or if it is the public interest and associated with U.S. Government employment. Even though the making of an invention is considered to be within an employee's official duties, the employee inventor is eligible for cash or honorary recognition.

2. Processing of Inventions

a. For an invention to be considered for an award, the applicable forms on the USMC Beneficial Suggestion Portal (<http://www.logcom.usmc.mil/benesuggs>) must be completed. These forms include: Record and Disclosure of Invention; Patent Rights Questionnaire; and Invention Disclosure (General Information). These completed forms shall be submitted for processing to:

IP COUNSEL
OFFICE OF COUNSEL, MCCDC MCB
P. O. BOX 1183
QUANTICO, VA 22134-1183
Telephone: 703.784.3009

b. An Invention Disclosure should be made promptly to protect the interests of both the inventor and the U.S. Government and to assure eligibility for an award. Suggestions involving inventions will be provided, expedited, processed, and immediately forwarded to the Office of the Counsel for the CMC, upon receipt, for initial review and consideration. Invention Disclosures will be evaluated on their contribution to efficiency, economy, or other improvement in operations or on its value to the public interest. Contributors may contact their cognizant Beneficial Suggestion Administrator for

information regarding the submission process.

c. If it is determined the Marine Corps will not pursue a patent, the suggestion will be returned to the BSA for standard processing as a Beneficial Suggestion. If patented, the suggestion will be forwarded to the BSA for determination of any tangible and/or intangible benefits resulting from use and value of the patented idea.

3. Awards for Inventions. Awards authorized under this section fall into two categories:

a. Awards granted specifically for inventions, patents, and publications:

(1) When an invention is accepted for processing by the U.S. Patent and Trademark Office, the inventor may present it to the cognizant award authority that will initiate action to grant an initial award of \$200 to the inventor. When two or more employees or military members are co-inventors, each will be granted an award of \$200.

(2) Upon notification that the U.S. Patent and Trademark Office has issued a patent, the inventor will be eligible for an additional award of \$500. If an application for patent is placed under a secrecy order, the additional award will be paid when the U.S. Patent Office issues a Notice of Allow Ability. When two or more employees or military members are co-inventors, the award to each eligible co-inventor will be \$250.

(3) When an invention disclosure is selected for publication in lieu of further patent processing, the inventor will send a copy of the publication draft and notification of its selection for publication to the award authority. The award authority will then initiate action to grant an award of \$100 to the inventor. When there are two or more co-inventors, an award of \$200 will be divided equally among the eligible co-inventors.

b. Awards granted for use and value to the Marine Corps or other U.S. Government agencies:

(1) In addition to awards granted specifically for patent and publication awards outlined in paragraph 3a above, all inventions filed in the U.S. Patent and Trademark Office or

selected for publication, will be given additional award consideration for tangible benefits and/or intangible benefits to the Marine Corps or U.S. Government. Tables 4-1 and/or 4-2 in this order will be used to compute the award amount in accordance with the guidance in Chapter 4, enclosure (1) to this order.

(2) The total cash award paid for any one contribution will be the total amount authorized in paragraphs 3a and 3b of this section. When total prior awards (regardless under which category granted) are less than a subsequent award, the amount of the first award will be deducted. If the first award is greater than a potential subsequent award, no further award will be paid. The cumulative total for an award for a single invention shall not exceed \$25,000, regardless of the number of co-inventors who will share the award or the extent of implementation of the invention.

(3) Awards under this section are not authorized if a cash award has been paid for the same contribution as a Beneficial Suggestion. Also, if the conditions in paragraph 3a above are not met, but the invention is determined to be of value to the Marine Corps, DON, or DOD and the inventor consents to consideration of an award, the inventor will be required to sign a claim waiver agreement to be paid an award.

4. Royalty Payments for Inventions. Royalty payments for U.S. Government-Owned Inventions are covered under reference (a). Royalty payments are not processed as incentive awards under reference (i) to this order.

Chapter 7

Beneficial Suggestion Review Checklist for Commanding General
Inspection Program (CGIP)

1. Program Readiness Assessments. Reference (o) establishes readiness assessments and inspections for Marine Corps commands. The following checklist should be used as part of the Commanding Generals' Inspection Program in each organization involved with the Beneficial Suggestion Program.

2. Beneficial Suggestion Checklist for CGIP:

YES NO

a. Command has named a Beneficial Suggestion Administrator.

___ ___

b. Training on the Beneficial Suggestion program is included in orientation for new personnel and in supervisory training.

___ ___

c. The Beneficial Suggestion Program is publicized including information on awards and the reasons awards were granted.

___ ___

d. Processing of suggestions is prompt and within prescribed time limits - 30 days from receipt at each approval level.

___ ___

e. Record files and tracking of all suggestions is accurate and up-to-date.

___ ___

f. Payment of awards is prompt and within prescribed time limits, i.e. 30 days from award decision.

___ ___

g. Annual Inspection review of the Beneficial Suggestion Program is conducted.

___ ___

h. Rate of participation in the Beneficial Suggestion Program is acceptable. Participation rate is ___ percent.

9. Financial validation reviews are performed by the cognizant fiscal office for all awards \$5,000 and up.
