



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34031 - 3800

IN REPLY REFER TO

NMRCDINST 1650.1B
28 May 2004

NMRCD INSTRUCTION 1650.1B

From: Officer-in-Charge
To: Distribution List No 3

Subj: MILITARY CASH AWARDS PROGRAM (MILCAP)

Ref: (a)OPNAVINST 1650.8 Series

1. Purpose. To define responsibilities and prescribe procedures for the administration and operation of the Military Cash Awards Program (MILCAP) at this command and its field activities.

2. Cancellation NMRCD Instruction 1650.1A

3. Background. Monetary recognition of individual initiative is one of the most direct and positive rewards we may provide our people. Purposeful and visible efforts must be made at all levels within Medical RDT&E facilities to encourage utilization of the MILCAP Program to recognize scientific achievements which will significantly improve quality, performance or efficiency of operating forces.

4. Scope

a. Eligibility: All active duty Navy officers and enlisted and Naval Reserve members on active duty and active duty for training are eligible to participate in the MILCAP Program which is found to be outside of or sufficiently beyond normal job responsibilities.

b. Award Approval: The Officer-in-Charge may approve cash awards up to the maximum amount of \$2500.00. Additional significant contributions may be forwarded through the chain-of-command for contributions meriting increased awards. Reference (a) provides specific guidelines for the amounts of awards to be made for both tangible and intangible benefits.

c. Eligible Contributions: Any suggestion, invention, or scientific achievement which contributes to the economy, efficiency, or other improvement in operations is eligible for award consideration.

(1) Eligible contributions should accomplish one or more of the following: simplify operations, increase efficiency, save time, material, property, manpower or money, promote health, increase safety and/or improve moral.

(2) Contributions should be outside or beyond the normal responsibilities of the position held by the suggestor. Commanding Officers shall decide whether contributions are beyond normal job expectancy based on the creativity of the contribution, the rank or rate of the suggestor, and the breadth of applicability of the contribution.

(3) The following contributions would not be considered eligible for consideration: calling attention to need for routine maintenance, repair, or purchase of ordinary supplies and materials; increasing personal comfort, convenience or desires of the suggestor and benefiting no others; recommending enforcement of existing directives or regulations; a contribution within the authority of the suggestor to implement.

5 Responsibilities

a. Officer-in-Charge: Provide command support for MILCAP to improve productivity and encourage submission of contributions by:

- (1) Assigning a command MILCAP Administrator;
- (2) ensuring adequate funds are available to promote action on awards;
- (3) reviewing and endorsing the annual MILCAP report.

b MILCAP Administrator: Administrate the MILCAP Program by:

- (1) Ensuring forms are available;
- (2) conducting annual review not later than five (5) working days after the end of the fiscal year and preparing the Annual MILCAP Report for submission to OP-134C via NMRC not later than twenty-five (25) calendar days after the end of the fiscal year;
- (3) maintaining status files on contributions submitted;
- (4) providing program promotion and publicity; and
- (5) assisting individuals in contribution submission.

c. Departmental Supervisors Encourage and motivate personnel by:

- (1) Personal contact and promotion at departmental head meetings;
- (2) assisting personnel in preparation of submissions;
- (3) including contributions submitted in evaluations and performance reports; and
- (4) submitting non-cash certificates or letters for adopted contributions not qualifying for minimum cash awards.

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6. Action. Reference (a) contains specific procedures for the operation of the MILCAP Program and shall be used by the responsible parties to effect rapid investigation and consideration of all contributions.



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