



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 1650.3
09M
01 May 03

SPAWAR INSTRUCTION 1650.3

From: Commander, Space and Naval Warfare Systems Command

Subj: SPAWARISYSCOM MILITARY CASH AWARDS (MILCAP) PROGRAM

Ref: (a) OPNAVINST 1650.8C
(b) SPAWARINST 1650.1D

1. Purpose. To provide administrative procedures for processing MILCAP suggestions by Space and Naval Warfare Systems Command (SPAWARISYSCOM) military personnel.

2. Discussion. As authorized by reference (a), Commander, Space and Naval Warfare Systems Command is the cash award authority for a maximum of \$7,500. Additional provisions allow suggestions to be forwarded to the Secretary of Defense for awards up to \$25,000. This instruction provides local administrative processes completing the actions required by reference (a).

3. Policy. Space and Naval Warfare Systems Command considers the military community a vast repository of talent and experience. All military personnel are encouraged to utilize MILCAP as a tool to contribute to our efficient operation and "best business" practices.

4. Scope. Applicable to SPAWAR headquarters, centers, and activities. PEO's are authorized and encouraged to utilize the SPAWAR MILCAP program as a matter of administrative convenience.

5. Responsibility

a. SPAWAR Code 04 will provide a MILCAP coordinator. Designation will be provided in writing and included into SPAWARNOTE 5420, Military Collateral Duties, Boards, Councils and Committee Assignments.

b. The SPAWAR MILCAP coordinator will be familiar with the provisions of reference (a) and develop an active MILCAP program

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utilizing the SPAWAR Knowledge Center (SKC) to encourage military personnel to participate and highlight the many positive contributions that can be made to our corporate efficiency.

c. Individuals desiring to submit suggestions should be familiar with the content and limitations of reference (a). Submissions should be in writing using the DoN suggestion form (DD 5305/1) and forwarded to the SPAWAR MILCAP Coordinator.

d. Upon receipt of DoN suggestion form, the SPAWAR MILCAP Coordinator will liaison with the SPAWAR awards board outlined in reference (b) for review. The MILCAP coordinator will make recommendations to the board in accordance with the standards of (a).

e. SPAWAR Inspector General (00G) will include MILCAP as a command inspection/self assessment item.

6. Forms. OPNAV 5305/1, DON Suggestion can be obtained from the SKC under HR Programs and Training. DD 1609, Incentive Awards Program Annual Report (Military Personnel) can be obtained from the SKC under Corporate Support.

7. Reports

a. SPAWAR Systems Centers and field activities shall complete a DD 1609 and forward headquarters MILCAP coordinator by 15 July annually.

b. The SPAWAR MILCAP coordinator will provide an annual report to the Commander by 1 October annually.

c. The consolidated report endorsed by the commander will be forwarded to OPNAV (OP-13) not later than 25 days following the end of the fiscal year.

/s/

K. D. SLAGHT

Distribution:
SPAWAR List 4

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