UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
12451
G-1
OCT 02 2014

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 10-14

From: Deputy Commander, Marine Corps Installations Command (MCICOM)
To: Distribution List

Subj: CIVILIAN PERSONNEL AWARDS PROGRAM

Ref: (a) DoD 1400.25-M, Subchapter 451, DoD Civilian Personnel Manual, December 1, 1996
(b) DON Civilian Human Resources Manual (CHRM), Subchapter 451.1, Awards and 451.2
(c) SECNAV M-5210.1
(d) MCO 12451.2C
(e) MCO 12451.3B

Encl: (1) Informal Non-Monetary Incentive Awards
(2) Honorary Awards
(3) Honorary Awards Recommendation
(4) Honorary Awards Format

1. Situation. To provide policy and procedural guidance for recognizing Marine Corps Installations Command (MCICOM) civilian employees through the Incentive Awards Program, per references (a) through (e).

2. Cancellation. MCICOM Policy Letter 9-12.

3. Mission. The objective is to motivate employees to increase productivity, recognize creativity in the workplace and reward employees or groups of employees when contributions are made.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This guide is intended to provide MCICOM supervisors and managers with a consolidated source of information on the various awards that are available to MCICOM civilians. This guide does not cover every award available, but it does cover the primary non-monetary awards civilians may receive. Information about other awards available to civilians can be obtained from the Employee Management Advisory Services Section, Human Resources and Organizational Management Branch (HROM).

(2) Concept of Operations. Enclosure (1) provides guidance and authority for supervisors to recommend non-monetary awards in recognition of significant contributions by civilian employees under their supervision. Informal recognition awards are based on performance or service that is narrower in scope and more limited in application action than that which is generally used as a basis for special act or service awards. It may cover a single task or work assignment that is exceptionally well done or a relatively minor but noteworthy achievement. The award is designed to address those aspects of performance or service which typically go unrecognized but which are worthy of some level of recognition.

All MCICOM civilians are eligible to receive informal incentive awards. However, no more than two awards may be given to the same individual in any 12 month period. If additional recognition is warranted, other means should be considered. Refer to enclosure (2) for the various awards addressed.

b. Coordinating Instructions. MCICOM Directors, Special Staff, and Supervisors shall provide appropriate recognition to civilian employees for their achievements and accomplishments, and for other reasons as cited in enclosure (1).

(1) Tasks

(a) Chief of Staff (COS)

1. Provide Command support for the awards program in order to improve productivity, honor deserving employees and encourage submission of beneficial suggestions.

2. Ensure the review and approval processing of awards is completed properly.

3. Serve as Chairperson for the Awards Board.

(b) Director for Manpower and Personnel (G-1)

1. Coordinate the awards program and associated processing.

2. Serve as Assistant Chairperson for the Awards Board.

3. Serve as liaison with Manpower and Reserve Affairs (MPC-40) and servicing Human Resources Office (HRO), Washington, D.C. concerning awards processing.

(c) Awards Board. The G-1 will convene a Quarterly Awards Board, or as needed for honorary awards. The board shall have at a minimum one GS-14 and or GS-15 as a member. The Awards Board shall convene with recommendations to the Deputy Commander. Approved nominations by the Deputy Commander will be forwarded to G-1, which will prepare for the Commander signature.

(d) Directors and Special Staff

1. Use the awards program to the fullest extent to help accomplish organization goals, improve the morale of all command personnel, and retain exceptional personnel.

2. Serve as Awards Board members as required.

3. Provide feedback on the effectiveness and efficiency of the awards program to the Director for Manpower and Personnel (G-1).

4. Submit requests for the federal length of service award to G-1 for processing. (The Civilian Manpower section will track the staffing of all MCICOM certificates. They will also prepare the endorsement letters for Commander/Deputy Commander signature. The Commander, MCICOM will sign an endorsement letter on milestone awards for 30-50 years of federal

service. The Deputy Commander, MCICOM will sign an endorsement letter for 5-25 years of federal service).

(2) Honorary Awards. MCICOM Awards Board will adhere to the criteria in enclosure (2) when considering the following Honorary Awards for assigned civilian workforce:

(a) Distinguished Civilian Service Award (DCSA).

(b) Superior Civilian Service Award (SCSA).

(c) Meritorious Civilian Service Award (MCSA).

(d) Enclosures (3) and (4) shall be used in recommending honorary awards. The above honorary award recommendations will be submitted by Director/Special Staff to G-1 prior to an Awards Board convening. The G-1 Directorate shall prepare the award certificate for signature and or endorsement by the Commanding General and or Deputy as appropriate.

(3) Team Awards. There are no specific awards for teams; however, individual awards are encouraged in the team context. It is recommended that all members of the team be recognized in a similar, if not identical manner. Sufficient award options exist to ensure team recognition or incentives are equitable.

(4) Career Federal Length Service Awards. These awards recognize significant milestones in employees' careers and emphasize service to the Government, rather than service to a particular department or agency. Credit is given for total federal service, including civilian and all honorable military service. These awards are given when an employees has completed 5, 10, 15, 20, 25, 30, 35, 40, 45 and 50 years of federal service. This award comes with a certificate and pin. No pin is provided for the first 5 years of service.

5. Administration and Logistics. Recommendations concerning the content of this order may be forwarded to the G-1 via the appropriate chain of command.

6. Command and Signal

a. Command. This policy is applicable to all MCICOM civilians.

b. Signal. This policy is effective the date signed and will remain in effect until superseded or cancelled.

DR Clifton

DAVID R. CLIFTON

DISTRIBUTION: A

## Informal Non-Monetary Incentive Awards

1. Nature of the Award. An employee receiving an informal incentive award will receive a non-monetary item that will symbolize the employer-employee relationship and will be of some value to the employee to display or use. The following items are available from AR for presentation to civilians as informal incentive awards. All items have the USMC emblem engraved on them:

**PEWTER BOWL**
**JEWELRY BOX**
**DESK TOP CLOCK**
**BLACK LEATHER MEMO CASE**
**CRYSTAL PAPERWEIGHT**

2. Nomination/Approval Procedures

a. Nomination and approval procedures are simplified so that informal recognition awards may be given as soon as possible after the accomplishment that serves as the basis for the award. All supervisors are authorized to nominate civilians for an informal incentive award using NAVMC HQ 961. The justification for an award should be brief.

b. Deputy Commandants, Assistant Deputy Commandants, the Director of Marine Corps Staff, the Director AR Division, and equivalent HQMC staff agency heads (e.g., heads of Office of Legislative Affairs, Safety Division, Public Affairs) are authorized to approve the award and will send the form to the Human Resources and Organizational Management Branch, Employee Management Advisory Services (EMAS) Section. Within one work day of receipt of the NAVMC HQ 961, the organization will be advised to pick up the incentive award for presentation to the civilian.

3. Presentation of the Incentive Award. Organizations are encouraged to present Incentive Awards in an appropriate ceremony. The Incentive Award may be presented as a standalone award or may be presented in addition to another award or form of recognition (such as a time off award, certificate or letter of commendation or appreciation, etc.).

4. Miscellaneous Honorary Awards

a. Letters of Appreciation. All supervisors are authorized to issue Letters of Appreciation. Issuing a Letter of

Appreciation is a quick way to recognize an employee for a specific short term achievement or excellent customer service.

b. Certificates of Commendation. Directorate Assistant Chiefs of Staff and above are authorized to issue Certificates of Commendation. Certificates of Commendation are a step above a Letter of Appreciation and usually recognize an exceptional achievement. The templates can be found under S:\IL Public\MCICOM G1\TEMPLATES.

5. Retirement Awards

a. An employee who retires with 30 years or more is eligible to receive a Presidential Letter of Appreciation. The civilian memorandum template for submission is located at http://www.public.navy.mil/bupers-npc/organization/bupers/humanresources/civilianpersonnel/pages/letter.aspx. Please fax on command letterhead to (703)695-0699. Do not include a fax cover sheet. Letters will be mailed to the disposition address provided on the memorandum template. Once your request is received, the normal processing time can take up to 12 weeks. In addition, the employee is eligible to receive a lapel pin and a retirement letter signed by the CMC.

b. An employee who retires with 40 or more years of service is eligible to receive a lapel pin, a retirement certificate signed by SECNAV, and a retirement letter signed by the CMC.

c. Directorate's requests for retirement awards for those with less than 40 years of service must be submitted to HROM via G1 30 days prior to the date of retirement; requests for Retirement Awards for those with 40 or more years of service must be submitted to HROM via G1 60 days prior to the date of retirement.

## Honorary Awards

1. Title. Distinguished Civilian Service Award.

a. Size. Medal, lapel bar and certificate signed by Secretary of the Navy.

b. Eligibility. USMC civilian employees.

c. Authority. Secretary of the Navy.

d. Criteria. The highest honorary award that SECNAV can confer on a USMC civilian employee. Limited to distinguished and/or extraordinary service within MCICOM. The achievements or service must be truly exceptional when measured against the position requirements of the employee, and should far exceed the contributions and service of others with comparable responsibilities. Contributions are so exceptional and/or significant that recognition at the Secretary of the Navy level is merited.

e. Additional Factors

(1) Service/Long Term Performance

(a) A pattern of long-term sustained performance as evidenced by the nominee's previous awards, along with a consistent record of annual performance-based awards.

(b) Career achievements recognized throughout the Marine Corps.

(c) Innovative leadership of highly successful programs or projects with impact beyond nominee's activity or command.

(2) Specific Accomplishments/Achievements

(a) A minimum, Marine Corps wide impact.

(b) Significant scientific/technical advances or suggestions.

(c) Unusual management abilities, innovative thinking and outstanding leadership.

(d) Major cost savings, reductions or avoidance.

(e) Unusual act of heroism, successful cooperative efforts with other Regional Commands, coalition forces or the private sector.

f. Processing. Director/Special Staff shall use enclosures (3) and (4) for nominations and submit to the (G-1). The Awards Board shall convene with recommendations to the Deputy Commander. Approved nominations by the Deputy Commander will be forwarded to G-1, which will prepare for the Commander signature.

g. Timeline. Based on the requirement of the Commanders' approval, the award package should be submitted to G-1 at least 90 days before planned presentation.

2. Title. Superior Civilian Service Award.

a. Size. Medal, lapel bar and certificate signed by Commandant of the Marine Corps.

b. Eligibility. USMC civilian employees.

c. Authority. Commandant.

d. Criteria. The second highest honorary award that SECNAV can confer on a USMC civilian employee. Limited to distinguished and/or extraordinary service to the command. Achievement or services must be truly extraordinary when measured against position requirements of the selectee, and far exceed contributions of others with similar responsibilities. Contributions are so unusual/significant that command recognition is deserved.

e. Additional Factors

(1) Service/Long Term Performance

(a) A pattern of long-term sustained performance as evidenced by the nominee's previous awards, along with a consistent record of annual performance-based awards.

(b) Career achievements recognized throughout the Marine Corps.

(c) Innovative leadership of highly successful programs or projects with impact beyond nominee's activity or command.

(2) Specific Accomplishments/Achievements

(a) A minimum, Marine Corps wide impact.

(b) Significant scientific/technical advances or suggestions.

(c) Unusual management abilities, innovative thinking and outstanding leadership.

(d) Major cost savings, reductions or avoidance.

(e) Unusual act of heroism, successful cooperative efforts with other Regional Commands, coalition forces or the private sector.

f. Processing. Director/Special Staff shall use enclosures (3) and (4) for nominations and submit to the (G-1). The Awards Board shall convene with recommendations to the Deputy Commander. Approved nominations by the Deputy Commander will be forwarded to G-1, which will prepare for the Commander signature.

g. Timeline. Based on the requirement of the Commanders' approval, the award package should be submitted to G-1 at least 90 days before planned presentation.

3. Title. Meritorious Civilian Service Award.

a. Size. Medal, lapel bar and certificate signed by Commander, Marine Corps Installations Command.

b. Eligibility. USMC civilian employees.

c. Authority. Commander, Marine Corps Installations Command.

d. Criteria. Highest honorary award MCICOM can confer on a civilian employee. Limited to distinguished and/or extraordinary service within MCICOM. Achievements or services must be truly extraordinary when measured against position requirements of the selectee, and far exceed contributions of

others with similar responsibilities. Contributions are so unusual or significant that MCICOM recognition is deserved.

e. Additional Factors

(1) Service/Long Term Performance

(a) A pattern of long-term sustained performance as evidenced by the nominee's previous awards, along with consistent record of annual performance-based awards.

(b) Career achievements recognized within MCICOM.

(c) Innovative leadership of highly successful programs or projects with impact beyond nominee's activity or command.

(2) Specific Accomplishments/Achievements

(a) A minimum, MCICOM-wide impact.

(b) Significant scientific/technical advances, or suggestions.

(c) Unusual management abilities, innovative thinking and outstanding leadership.

(d) Major cost savings, reductions or avoidance.

(e) Unusual act of heroism, successful cooperative efforts with other Directors/Special Staff or subordinate commands within MCICOM area of responsibility (AOR).

f. Processing. Directors/Special Staff shall use enclosures (3) and (4) for nominations and submit to the G-1. The Awards Board shall convene with recommendations to the Deputy Commander. Approved nominations by the Deputy Commander will be forwarded to G-1, who will prepare for the Commanding General (CG) signature.

g. Timeline. Based on requirement for the Commander's approval, the award package should be submitted to G-1 at least 45 days before planned presentation.

# Honorary Awards Recommendation

| IDENTIFICATION OF NOMINEE | | |
|---|---|---|
| 1. EMPLOYEE NAME (Last, First, MI) | | 2. DOD EMPLOYEE NUMBER. (U.S. Employees) |
| 3. OFFICIAL POSITION TITLE, DEPT/DIV, AND GRADE LEVEL | | 4. EMPLOYING ACTIVITY |
| 5. TYPE OF AWARD RECOMMENDATION (select only one) | | |
| ☐ DISTINGUISHED CIVILIAN SERVICE (SECNAV Approval) | ☐ SUPERIOR CIVILIAN SERVICE | ☐ MERITORIOUS CIVILIAN SERVICE |
| 6. REASON FOR AWARD RECOMMENDATION (select only one) | | |
| ☐ END OF TOUR | ☐ RETIREMENT | ☐ SEPARATION |
| ☐ SPECIAL ACHIEVEMENT | ☐ OTHER | |
| 7. CATEGORY OF AWARD (select only one) | | |
| ☐ Individual Award | ☐ Group Award (attach list of employees names) | |
| 8. RATING OF RECORD | | |
| ☐ Acceptable | ☐ Unacceptable | |
| 9. DATE(S) OF ACHIEVEMENT | | |
| From: | To: | |
| 10. REVIEW AND APPROVAL | | |
| Type name and title | Signature and Date | Approve/Disapproved |
| NOMINATING OFFICIAL/SUPERVISOR | | |
| Director | | |
| G-1 | | |
| Chief of Staff | | |
| Commanding General | | |
| **NOTE: Return completed form to G1 for processing/filing.** | | |

# Honorary Awards Format

Name:

Present Position:

- Title, Grade and Salary
- Organizational Location and Activity
- Duties and Responsibilities (brief description)

Immediate Supervisor's Name, Grade and Title:

Period Covered by the Nomination:

Justification:

Nomination for Mr. John Doe for the DON Distinguished, Superior, and or Meritorious Civilian Service Award.

Accomplishment:

This paragraph should briefly state the impact of the accomplishment for the period covered (such as major impact on the American troops or national impact on the American people, etc.).

Background:

This paragraph is designed to give background information to the reviewers of the nomination about the nominee and the background and circumstances prior to the accomplishment. This paragraph may also identify the nominee's regular duties and how they differ from the accomplishment.

Describe what the employee accomplished that resulted in the individual meriting the award. Specific action accomplishments may be listed in "bullet" format for clarity. The narrative should identify exactly how the employee meets the award criteria and the extent that the achievement is above and beyond the employee's expected performance of duty.

THE SECRETARY OF THE NAVY TAKES PLEASURE IN PRESENTING THE **DISTINGUISHED CIVILIAN SERVICE AWARD** TO

MR./MS./MRS. FIRST, MI, LAST NAME

FOR SERVICE AS SET FORTH IN THE FOLLOWING

**CITATION:**

FOR SUSTAINED SUPERIOR SERVICE FROM **DATE/YEAR** TO **DATE/YEAR** AS **BILLET/JOB** SUPPORTING THE COMMANDER, MARINE CORPS INSTALLATIONS COMMAND FROM **MR./MS./MRS. LAST NAME** DISTINGUISHED **HIM/HERSELF** BY

(DESCRIPTION OF SERVICE)

**MR./MS./MRS. LAST NAME**'S DISTINCTIVE ACCOMPLISHMENTS AND IMPRESSIVE DEVOTION TO DUTY REFLECTED GREAT **HIM/HERSELF** AND WERE IN KEEPING WITH THE HIGHEST STANDARDS AND TRADITIONS OF THE U.S. MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Note: Body portion of citation must be in 10 pitch Times New Roman and cannot exceed 8 lines.

THE SECRETARY OF THE NAVY TAKES PLEASURE IN PRESENTING THE **SUPERIOR CIVILIAN SERVICE AWARD** TO

MR./MS./MRS. FIRST, MI, LAST NAME

FOR SERVICE AS SET FORTH IN THE FOLLOWING

**CITATION:**

FOR SUSTAINED SUPERIOR SERVICE FROM **DATE/YEAR** TO **DATE/YEAR** AS **BILLET/JOB** SUPPORTING THE COMMANDER, MARINE CORPS INSTALLATIONS COMMAND FROM **MR./MS./MRS. LAST NAME** DISTINGUISHED **HIM/HERSELF** BY

(DESCRIPTION OF SERVICE)

**MR./MS./MRS. LAST NAME**'S DISTINCTIVE ACCOMPLISHMENTS AND IMPRESSIVE DEVOTION TO DUTY REFLECTED GREAT **HIM/HERSELF** AND WERE IN KEEPING WITH THE HIGHEST STANDARDS AND TRADITIONS OF THE U.S. MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Note: Per the CHRM these awards are not intended to be presented for retirement purposes. Employees need to be recognized at the time of their accomplishments not at the END of their career. In rare instances where the accomplishment was close to their retirement this if permissible. This should be the exception rather than the norm.

Body portion of citation must be in 10 pitch Times New Roman and cannot exceed 8 lines.

THE SECRETARY OF THE NAVY TAKES PLEASURE IN PRESENTING THE **MERITORIOUS CIVILIAN SERVICE AWARD** TO

MR./MS./MRS. FIRST, MI, LAST NAME

FOR SERVICE AS SET FORTH IN THE FOLLOWING

**CITATION:**

FOR MERITORIOUS SERVICE FROM **DATE/YEAR** TO **DATE/YEAR** AS **BILLET/JOB** SUPPORTING THE COMMANDER, MARINE CORPS INSTALLATIONS COMMAND. **MR./MS./MRS. LAST NAME** DISTINGUISHED **HIM/HERSELF** BY

(DESCRIPTION OF SERVICE)

**MR./MS./MRS. LAST NAME**'S DISTINCTIVE ACCOMPLISHMENTS AND IMPRESSIVE DEVOTION TO DUTY REFLECTED GREAT **HIM/HERSELF**, THE MARINE CORPS INSTALLATIONS COMMAND, THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Note: Body portion of citation should be between 18 to 22 lines, ABSOLUTELY no less than 15 lines.