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

IN REPLY REFER TO:
12450
G-1
JAN 16 2015

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 2-15

From: Commander, Marine Corps Installations Command
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS COMMAND (MCICOM) CIVILIAN OF THE YEAR (COY) PROGRAM

Ref: (a) 5 CFR 451
(b) Department of Navy (DON) Civilian Human Resources Manual (CHRM), Subchapter 451.1, Awards and 451.2

Encl: (1) MCICOM Civilian of the Year (COY) Nomination Form

1. Situation. To provide policy and procedural guidance for recognizing Marine Corps Installations Command (MCICOM) civilian (General Schedule (GS), Non-Appropriated (NAF), and Federal Wage System (FWS)) employees through the Civilian of the Year (COY) Program, per references (a) and (b). Bargaining unit employees are also covered under their applicable Master Labor Document, Collective Barganing Agreement, and/or Memorandum of Understanding/Agreement.

2. Mission. The objective is to provide public recognition and an award for civilian employee's distinguished or extraordinary service to MCICOM. It is essential that MCICOM Commanders, managers, and supervisors recognize superior performance of duties by their civilian employees. Recognizing significant contributions to the mission boosts morale, productivity, enthusiasm and creates powerful motivators.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This policy is intended to provide information on the COY Program available to all MCICOM civilians comprised of GS/NAF/FWS at the four MCICOM Regions (e.g., Marine Corps Installations Pacific (MCIPAC), Marine Corps Installations West (MCIWEST), Marine Corps Installations East (MCIEAST), and Marine Corps Installations National Capital Region (MCINCR)).

(2) Concept of Operations. Enclosure (1) provides specific information, instructions and a nomination form to submit nominees for the COY Program. The program is not based on a single short-term accomplishment. Rather, performance or service during the entire year must be exceptional when measured against the position requirements and should far exceed contributions and service of others with comparable responsibilities.

b. Coordinating Instructions. If the nomination is ultimately approved by the MCICOM Awards Board, the Regional Commander will be provided with a Civilian of the Year plaque and a Meritorious Civilian Service Medal for presentation to the employee(s) in an appropriate ceremony.

(1) Tasks

(a) Directors, Special Staff, and Supervisors shall nominate civilian employees for their achievements and accomplishments, as cited in enclosure (1).

(b) Installation Commanders shall adhere to Regional Commanders business rules for the review of nominees (including Region and MCICOM Headquarters personnel and Human Resources Office (appropriated, non-appropriated fund, and wage grade) employees that fall under MCICOM. This provides equal consideration for an employee to compete with peers.

(c) Regional Commanders

1. Submit a total of six nomination packages for MCICOM Civilian of the Year (word document) to MCICOM G-1, via e-mail, no later than the second week of January with an appropriate endorsement.

2. Issue supplemental business rules as appropriate to review subordinate / command nominations in order to determine which employee(s) best meets the criteria for selection as regional nomination for the Civilian of the Year (MCICOM).

(d) Chief of Staff (COS)

1. Provide Command support for the COY program in order to recognize deserving employees.

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

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

1. Coordinate the COY program and associated processing.

2. Serve as liaison with servicing Human Resources Office concerning awards processing.

3. Obtain COMMCICOM signature for six Meritorious Civilian Service Medals to the selected employees' Region Commander.

4. Obtain and mail six Civilian of the Year plaques to the selected employees' Region Commander.

(f) MCICOM Awards Board. MCICOM G-1 shall convene a board with one (1) GS-14/GS-15 from each Region (e.g., MCIPAC, MCIWEST, MCIEAST, and MCINCR) serving as board members with recommendations made to the MCICOM Deputy Commander via MCICOM Chief of Staff. Approved nominations will be forwarded to MCICOM G-1.

(g) The selected employees' G1 shall coordinate with servicing HRO on the submission request for personnel action (RPA).

(2) Scope and Eligibility. Accomplishments/achievements must have had, at a minimum, MCICOM Regional impact.

(a) The categories for MCICOM's Civilian of the Year are:

1. Two (2) Non-Appropriated Funds: (1) NF-4 and below and (1) NF-5 and above equivalent

2. Two (2) General Schedule: (1) GS-12 and below and (1) GS-13 and above equivalent

3. Two (2) Federal Wage System: (1) W/G-8, W/S-13, WL-14 and below and (1)WS-15 and Production Support and above equivalent

NOTE: A total of six awards shall be awarded in the above mentioned categories

(b) Nominees must have worked in the nominating Directorate at least 180 days during the nominating year.

(c) Nominees must not have any disciplinary action or adverse counseling during the nominating year.

(d) Nominees must have completed any required training.

(e) Nominees will be assessed on the following critiera as it relates to their official duties and or benefit to the government:

1. Performance and leadership in primary duty.

2. Special contribution on specific project(s) or other unique accomplishments supporting the mission.

3. Customer relations and/or staff interface actions.

4. Service to the Community in connection with or related to official employment.

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

5. Command and Signal

a. Command. This policy is applicable to Marine Corps Installations Command (MCICOM), the MCICOM Regions and their subordinate commands.

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

DR Clifton

DAVID R. CLIFTON
By direction

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