



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

IN REPLY REFER TO:

12450

G-1

AUG 06 2018

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 8-18

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
(c) MCO 12451.2C W/CH 1-2

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

1. Situation. To provide policy and procedural guidance for recognizing Marine Corps Installations Command (MCICOM) civilian employees (General Schedule (GS), Non-Appropriated Fund (NAF), and Federal Wage System (FWS)) through the Civilian of the Year (COY) Program, per references (a) and (b).

2. Cancellation. MCICOM Policy Letter 2-15.

3. Mission. The objective is to provide public recognition and an award for civilian employees' 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 and enthusiasm, and creates powerful motivators for continued exemplary performance.

4. 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 categories at MCICOM Headquarters (HQs) and 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 runs from 1 January through 31 December each year. 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 a nomination is ultimately approved by the MCICOM Awards Board and the MCICOM Commander, the Regional Commander will

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be provided with a Civilian of the Year plaque, and a Meritorious Civilian Service Award (MCSA). The Regions will provide the MCSA 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, using the forms cited in enclosure (1).

(b) Installation Commanders shall adhere to Regional Commanders' business rules for the review/competition of nominees. All GS, NAF and FWS employees who fall under the installation will be considered for nomination.

(c) Regional Commanders

1. Submit no more than five nomination packages for MCICOM Civilian of the Year (word document) to MCICOM G-1, via e-mail, no later than the last full 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 one of the five regional nominations for the COY program.

3. MCICOM HQs personnel will compete within the NCR Region's process.

(d) MCICOM G-1

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.

3. Coordinate the COY program and associated processing.

4. Serve as liaison with servicing Human Resources Offices concerning awards processing.

5. Obtain Commander, MCICOM signature on MCSA certificates.

6. Obtain and mail Civilian of the Year plaques to the selected employees' Region.

7. Convene an electronic board with one (1) GS-14/GS-15 from three of the Regions (e.g., MCIPAC, MCIWEST, MCIEAST, and MCINCR) serving as Board Members. The fourth Region's representative will serve as the Board President (chosen on a rotating basis, giving each Region an opportunity to have a Board President). The Board Members will make recommendations to the MCICOM Commander via the Executive Director and Chief of Staff.

8. The selected employees' G-1 shall coordinate with the servicing HRO to update the award of the MCSA in the employees' permanent record.

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(2) Scope and Eligibility

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

1. Two (2) NAF employees: (1) Junior NAF (NF-4 and below) and (1) Senior NAF (NF-5).

2. Two (2) GS employees: (1) Junior GS (GS-12 and below) and (1) Senior GS (GS-13 and above equivalent).

3. One (1) FWS.

NOTE: A total of five 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. Nominees with less than 180 days at the nominating location who transferred from another MCICOM organization may be nominated by their current chain of command if, and only if, the previous chain of command is allowed to provide input in the nomination process.

(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 criteria 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.

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

6. 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.


V. A. COGLIANESE

DISTRIBUTION: B

MCICOM Civilian of the Year (COY) Nomination Form

INSTRUCTIONS:

1. Use the following criteria to provide specific examples on Part B, the Justification Form. Justifications should be no more than two pages in length.

2. Upon completion, route the completed Nomination and Justification Forms, a biography, and the proposed MCSA citation through the individual's chain of command.

Nominee/Employee Name: _____	Title/Pay Grade: _____
Department: _____	Division: _____
Your Name: _____	Department: _____
Phone Number: _____	You are: <input type="checkbox"/> Nominator
	<input type="checkbox"/> Nominee's Supervisor
Nominated for: Civilian of the Year <u>20XX</u> in the _____ Category.	

PART A: Based on the criteria below, check those that apply to this employee's nomination. All criteria checked "Yes" must be justified with specific examples on attached Justification Form.

CATEGORY	YES	NO
Leading Change (Supervisor)		
1. Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes. (Creativity/innovation)	<input type="checkbox"/>	<input type="checkbox"/>
2. Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles. (Flexibility)	<input type="checkbox"/>	<input type="checkbox"/>
3. Deals effectively with pressure; remains optimistic and persistent even under adversity. Recovers quickly from setbacks. (Resilience)	<input type="checkbox"/>	<input type="checkbox"/>
Leading People (Supervisor)		
4. Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization. (Leveraging Diversity)	<input type="checkbox"/>	<input type="checkbox"/>
Results Driven		
5. Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work (where appropriate). Accepts responsibility for	<input type="checkbox"/>	<input type="checkbox"/>

mistakes. Complies with established control systems and rules. (Accountability)		
6. Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement. (Customer Service)	<input type="checkbox"/>	<input type="checkbox"/>
7. Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations. (Problem Solving)	<input type="checkbox"/>	<input type="checkbox"/>
Building Coalitions		
8. Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals. (Partnering)	<input type="checkbox"/>	<input type="checkbox"/>
9. Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals. (Influencing/Negotiating)	<input type="checkbox"/>	<input type="checkbox"/>
Personal Skills		
10. Assesses and recognizes own strengths and weaknesses; pursues self-development. (Continual Learning)	<input type="checkbox"/>	<input type="checkbox"/>
PLEASE PROCEED TO PART B		

MCICOM COY Justification Form

PART B: Use the competencies selected in Part A to provide justification (in bullet format) to recognize this employee as Civilian of the Year. Provide specific details of each competency, but limit justification to a maximum of two pages.

Report Date:

Primary Duty Performance:

Special Contribution (s): Explain how performance exceeded job requirement (i.e. specific projects)

Self-Improvement:

Customer Relations/Staff Interface:

Region AC/S G1 Signature or HQ MCICOM Special Staff
Chief/Nominating AC/S

Date

*Nomination forms without the appropriate signature will be returned for completion.

Sample COY Meritorious Civilian Service Award

The Commander, Marine Corps Installations Command takes pleasure in commending

NAME OF CANDIDATE

for service as set forth in the following

CITATION:

For meritorious service from 1 January to 31 December 20XX while serving as a (job title) in (Division/Department) on the staff of XXXXX. Mr./Mrs./Ms. (Name) performed his/her demanding duties in an exemplary and highly professional manner, resulting in his/her selection as the (e.g., Non-Appropriated Funds:(1) NF-4 and below and (1) NF-5 and above equivalent; Appropriated Funds:(1) GS-12 and below and (1) GS-13 and above equivalent; (1) Federal Wage System) Marine Corps Installations Command Civilian of the Year for 20XX.

(SUMMARY OF ACHIEVEMENTS)

Mr./Mrs./Ms. (Name)'s distinctive accomplishments and impressive devotion to duty reflected great credit upon himself/herself, and the United States Marine Corps.

Note: Body portion of citation should be between 18 to 22 lines using Times New Roman, 10 pitch.