



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

IN REPLY REFER TO:
MCINCR-MCBQO 12451.2A
B 015
13 May 16

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
ORDER 12451.2A

From: Commander
To: Distribution List

Subj: HONORARY AWARDS FOR CIVILIAN EMPLOYEES

Ref: (a) 5 U.S.C., Chapter 45
(b) DOD 1400.25-M, subchapter 451
(c) DON Civilian Human Resources Manual (CHRM), Subchapter 451.1
(d) DON Implementation Guide 451-02
(e) MCO 12451.2C

Encl: (1) Honorary Achievement Awards Information
(2) Nomination Format Distinguished and Superior Service Awards
(3) Nomination Format for Meritorious Civilian Service Award
(4) Format for Certificate of Commendation

1. Situation. To publish instructions for the administration of civilian employee non-cash honorary awards.

2. Cancellation. MCBO 12451.2

3. Mission. This Order applies to appropriated fund (APF) civilian employees and non-appropriated fund (NAF) civilian employees working for Marine Corps Installations Command National Capital Region-Marine Corps Base, Quantico (MCINCR-MCBQ), which includes Headquarters & Service Battalion, Security Battalion, and Marine Corps Air Facility.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders' Intent. For any organization, the workforce is its most valuable resource. Per references (a) through (e), the primary purpose of awards is to encourage all personnel to participate in improving the efficiency, economy, and effectiveness of the organizations operations and functions. Recognizing significant contributions to the mission boosts morale, increases productivity, enthusiasm and creates a positive command environment.

(2) Concept of Operations

(a) Supervisors shall nominate employees for awards in accordance with this Order and the instructions contained within enclosures (1) and (2).

(b) Award submissions will be boarded and selected in accordance with the guidelines and procedures outlined in this Order. All submissions must contain required signatures from supervisory chain of command.

(c) Awards shall be presented in a ceremony whenever

practical. Active participation by awardees and their supervisors is highly encouraged.

(d) Honorary awards for Civilians are not intended to serve as substitutes for deserved cash awards and may be granted independently or in addition to cash and/or time-off awards.

b. Subordinate Element Missions

(1) G-1 shall:

- a. Collect all nomination packages.
- b. Coordinate boards.
- c. Oversee the award approval process.
- d. Ensure the contents of this Order are followed.
- e. Track awards issued as required.

(2) Divisions, Special Staff Sections, Battalions shall:

- a. Submit Nominations.
- b. Adhere to all Orders and Instructions concerning honorary awards.
- c. Ensure that nominations submitted meet required guidelines and are submitted in proper format.

5. Administration and Logistics

(a) Awards Board

(1) The board will be designated by the Commander, MCINCR-MCBQ, and will be made up of not less than three voting representatives from organizations applicable to this Order.

(2) The board will be convened either in person or via email and will determine which nominations are recommended to receive honorary awards.

(3) A designee from the MCINCR-MCBQ G-1, Civilian Manpower Branch, will act as the administrator for this board.

(a) Members of the board will be designated based on availability, which will be coordinated by the MCINCR-MCBQ G-1, Civilian Manpower Branch.

(b) Recommendations will be forwarded to the board electronically, i.e. email, SharePoint or electronic staffing system. Votes and recommendations will then be collected electronically and compiled by the MCINCR-MCBQ G-1, Civilian Manpower Branch.

(4) The board administrator will forward the board results and recommendations to the appropriate authority, in accordance with paragraph 5a, for approval or disapproval.

(5) The organization submitting the award recommendation will facilitate an appropriate ceremony to recognize the employee.

6. Command and Signal

a. This Order is applicable to MCINCR-MCBQO personnel, APF and NAF civilian employees.

b. This Order is effective the date signed.

A handwritten signature in black ink, appearing to read "X All D. Broughton". The signature is written in a cursive style and is positioned above a horizontal line.

A. D. BROUGHTON

Chief of Staff

Signed by: BROUGHTON.ALLEN.DALE.1168122922

DISTRIBUTION: A

HONORARY ACHIEVEMENT AWARDS INFORMATION

1. Information. There are two categories of honorary awards available to Civilians serving with MCINCR-MCBQ; service awards and achievement awards.

a. Service Awards. These awards are granted automatically upon attainment of specified lengths of employment and retirement, and are specifically covered by MCBO 12450.2, Civilian Federal Length of Service and Retirement Recognition.

b. Achievement Awards. These awards serve as a means for management to acknowledge valued contributions by an employee through recognition of an exceptional accomplishment or achievement beyond the employee's position requirements that have a significant impact to the organization, agency, etc.

(1) This Order only describes non-monetary awards. Cash awards are covered by MCINCR-MCBQO 12451.3A, Civilian Employee Incentive Awards. Time-off awards are covered by MCBO 12451.1, Time-Off Incentive Awards.

(2) The following achievement awards are intended to recognize exceptional performance of duties. In making judgments regarding the level of recognition, the magnitude of the achievement or service and the level of responsibility of the employee are pertinent factors that must be considered. The following is a description of various awards and their use in the Awards Program.

(a) Distinguished Civilian Service Award (DCSA). The DCSA is the highest honorary award which the Secretary of the Navy may confer upon a civilian employee within the Department of the Navy. Bestowal is on a highly selective basis to employees who have distinguished themselves by extraordinary service or contributions of major significance to the Department of the Navy. The achievement or service must be truly exceptional even among outstanding accomplishments and when measured against the job responsibility of the individual being recommended for the award. Recommendation for this award will be submitted on an individual basis. If two or more employees connected with the same achievement are recommended for this award, separate recommendations and supporting papers will be prepared for each employee. Case documentation should clearly indicate the basis upon which the award is recommended. Approved awards will be documented in an employee's Official Personnel File.

(b) Superior Civilian Service Award (SCSA). The SCSA is the highest level award which the Commandant of the Marine Corps may bestow upon a civilian employee working in support of the Marine Corps. This award recognizes employee contributions which are exceptionally high in value but not of sufficient significance to warrant consideration for the DCSA. The guidelines for the DCSA may serve as guidelines for the SCSA; however, the employee's contribution may apply to a smaller area of operation or be a project of lesser importance. Approved awards will be documented in an employee's Official Personnel File.

(c) DON Distinguished Civilian Medal for Valor. The Distinguished Civilian Medal of Valor is the highest honorary award the Secretary of the Navy can confer upon a DON civilian employee for unusual acts of heroism beyond the call of duty. Acts of heroism may or may not be related to the employee's Government employment, but as a result, the

reputation of the DON is enhanced or public interest is served. Approved awards will be documented in an employee's Official Personnel File.

(d) DON Superior Civilian Medal for Valor. The Superior Civilian Medal of Valor is the second highest honorary award the Secretary of the Navy can confer upon a DON civilian employee for unusual acts of heroism beyond the call of duty that do not meet the criteria for the Distinguished Civilian Medal of Valor.

(e) Meritorious Civilian Service Award (MCSA). The MCSA award can be approved by the MCINCR-MCBQ Commander, for meritorious service or contributions resulting in high value or benefits to the Marine Corps. This is the third highest level honorary award under the DON and is conferred for a contribution that applies to a smaller area of operation on or a project of lesser importance than one which would warrant consideration for the DCSA or the SCSA. Approved awards will be documented in an employee's Official Personnel File.

(f) Certificate of Commendation. The Certificate of Commendation is a locally generated form of recognition. It is approved by the MCINCR-MCBQ Commander in order to recognize employees when the above medals are not appropriate.

NOMINATION FORMAT FOR THE DISTINGUISHED AND SUPERIOR SERVICE AWARDS

1. This format is to be used for nominating candidates for the Distinguished and Superior Civilian Service Awards.
2. Resume of one page or less, limited to the following data:
 - a. Employee's name, job title, and grade.
 - b. Description of employee's current job responsibilities.
 - c. Summary of Federal and non-Federal employment.
 - d. Education.
 - e. Published papers, articles or books, inventions, participation in professional and civic organizations.
 - f. Awards received with date and dollar amount (if any).
3. Narrative justification for the award not to exceed two pages, which shall include:
 - a. Employee's specific accomplishments or contributions upon which the nomination is based.
 - b. Scope and importance of mission, function, service, or task affected by the employee's performance.
 - c. Extent of ingenuity, innovation, or dedication demonstrating initiatives which exceeded normal job responsibilities.
 - d. Results achieved, including benefits to the government and impact on the organization.
 - e. Proposed citation to appear on the certificate, which must:
 - (1) State the nominee's name exactly as it should appear on the certificate;
 - (2) State clearly, accurately, and in non-technical language the reason for granting the award; and
 - (3) The citation for DCSA is to be typed in a space not to exceed 75 typewritten characters across the page and not to exceed 12 lines in length. The citation for the SCSA is to be typed in a space not to exceed 100 typewritten characters across the page and 8 lines in length.

NOMINATION FOR MERITORIOUS CIVILIAN SERVICE AWARD

This format is to be used when nominating a civilian for a MCSA.

1. CIVILIAN EMPLOYEE:

(Employee's name, job title and grade)

2. DESCRIPTION OF EMPLOYEES CURRENT JOB RESPONSIBILITIES

(Description of employee's current job responsibilities)

3. JUSTIFICATION

Narrative justification for the award not to exceed two pages, which shall include:

a. Employee's specific accomplishments or contributions which the nomination is based.

b. Scope and importance of mission, function, service, or task affected by the employee's performance.

c. Extent of ingenuity, innovation, or dedication demonstrating initiatives which exceeded normal job responsibilities.

d. Results achieved, including benefits to the government and impact on the organization.

4. OTHER AWARDS/ACHIEVEMENTS RECEIVED

(List other awards and or achievements received including date and dollar amount, if any)

5. Prepare and submit a proposed citation to appear on the certificate that:

a. State the nominee's name exactly as it should appear on the certificate;

b. State clearly, accurately, and in nontechnical language the reason for granting the award;

c. Meet these printing requirements: The citation for the MCSM is to be typed in a space not to exceed 100 characters and not to exceed 14 lines in length.

JOSEPH A. MARINE

exceptional performance as Associate Counsel, Quantico Area Counsel Office, Marine Corps Base Quantico from 1 April 2015 to 30 September 2015. During this period, Mr. Marine supported QACO's Government Acquisition Law practice, filling in for a retired Procurement Law Associate Counsel with over 40 years of legal experience. Although not trained as an Acquisition Law Attorney, Mr. Marine provided critical legal review of over 40 complex contracting actions, totaling millions of dollars, spanning the full spectrum of acquisitions matters including review of draft contracts, sole source contracts, Economy Act and non-Economy Act transfers of contracting funds and actions to other Federal agencies, Source Selection Strategies, Request for Proposals, Business Clearance Memorandums, and ratifications of unauthorized commitments of U.S. Government funds. His timely, detailed legal advice on these actions was instrumental in enabling the RCO-NCR to complete its mission of providing contracting support to Headquarters, Marine Corps and Quantico-based Marine Corps commands and activities, without any lapse in coverage. Mr. Marine's noteworthy accomplishments, outstanding performance, and steadfast dedication to duty reflected great credit upon himself, and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

CORPS

COLONEL, U.S. MARINE

**Commander, Marine Corps Installations National Capital Region
Marine Corps Base Quantico**

COMMANDER

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION - MARINE CORPS BASE QUANTICO, VIRGINIA

MR. JOSEPH A. MARINE

EXCEPTIONAL PERFORMANCE OF HIS DUTIES WHILE SERVING AS THE ENVIRONMENTAL RESTORATION PROGRAM MANAGER, INSTALLATION AND ENVIRONMENT DIVISION, MARINE CORPS BASE QUANTICO, FROM 1 JULY 2015 TO 30 SEPTEMBER 2015. MR. MARINE CONSISTENTLY PERFORMED HIS DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. DURING THIS PERIOD HE MADE A SIGNIFICANT IMPACT IN THE GENERAL AWARENESS ASSOCIATED WITH THE MUNITIONS RESPONSE PROGRAM AND THE INSTALLATION RESTORATION PROGRAM. HIS ACTIONS SIGNIFICANTLY IMPROVED THE INSTALLATIONS COMPLIANCE WITH DEPARTMENT OF DEFENSE, NAVY AND MARINE CORPS POLICIES AND PROCEDURES. MR. MARINE'S EXCEPTIONAL PROFESSIONAL ABILITY, INITIATIVE AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Certificate of Commendation

1. 9 Lines Maximum, all capital letters, bold, full justified
2. Landscape layout.
3. Opening Lines:

EXCEPTIONAL PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS (BILLET TITLE), (DIVISION), MARINE CORPS INSTALLATIONS COMMAND FROM (MONTH AND YEAR) TO (MONTH AND YEAR). (GRADE AND NAME) PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

4. Closing Line:

(GRADE AND NAME)'S EXCEPTIONAL PROFESSIONAL ABILITY, INITIATIVE AND LOYAL DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.