



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 12450.2  
B 01  
7 Feb 11

MARINE CORPS BASE ORDER 12450.2

From: Commander

To: Distribution List

Subj: CIVILIAN FEDERAL LENGTH OF SERVICE AND RETIREMENT  
RECOGNITION

Encl: (1) MCBQ Form 5060/1, Commemorative U.S. Flag Raising  
Request Form for Lejeune Hall

1. Purpose. Establish a standardized process to recognize Civilian Marine employees for their Federal Length of Service (FLS) and retiring from Marine Corps Base, Quantico (MCBQ).
2. Applicability. Except for Training and Education Command (TECOM) this Order applies to appropriated and non-appropriated fund civilian employees working for Marine Corps Combat Development Command (MCCDC) or MCBQ. TECOM may develop and publish its own procedures to coordinate the flying of flags on the MCBQ flag pole for their employees.
3. Background. Civilian Marines work alongside Marines in uniform and deserve recognition for their years of Federal government service.
4. FLS. FLS awards are granted to recognize the service of Civilian Marines with the Federal government.
  - a. This award consists of a certificate and a pin indicating the number of years of completed Federal service, from 10 to 50 years in 5 year increments.
  - b. Employees who have 40 years of service will be granted a certificate signed by the Secretary of the Navy and a personal letter from the Commandant of the Marine Corps.
  - c. The Base Commander conducts a FLS Ceremony on the last Wednesday of each month for those Civilian Marines and supervisors who wish to attend.
  - d. At the beginning of each month the G-1, Civilian Manpower Branch, will notify the employee's leadership (division

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deputy/battalion executive officer) via e-mail of the employees within their division/command who are due FLS awards for that month.

5. Retirement. Retirement recognition is available to all Civilian Marine employees and their spouses upon their retirement.

a. Employees who retire with more than 30 but less than 40 years of service will be granted a certificate signed by the Commander, MCBQ and a personal letter from the Commandant of the Marine Corps.

b. Employees who retire after 40 years of service will be granted a certificate signed by the Secretary of the Navy and a personal letter from the Commandant of the Marine Corps.

c. All employees retiring from Federal service may receive a U.S. flag, and a certificate certifying the flag was flown on the MCBQ flag pole.

d. Supervisors are encouraged to recognize their retiring Civilian Marine employees with an appropriate non-cash award.

e. Retiring Civilian Marine employees are encouraged to attend a ceremony where they will be presented their flag and certificate, and any other recognition awarded them.

(1) They may attend a FLS Ceremony, or

(2) Their own ceremony arranged and coordinated by the organization they belong to.

6. Action

a. Supervisors of Civilians

(1) Notify the G-1 Civilian Manpower Branch via e-mail of all civilian employees retiring.

(a) Notification must include MCBQ Form 5060/1, Commemorative U.S. Flag Raising Request Form for Lejeune Hall, enclosure (1) of this Order, with the top three lines completed.

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(b) E-mail notification should occur 30 days prior to the date the employee is expected to stop reporting to work, or as soon as a prospective date is set.

(2) Once a prospective retirement date is set, submit a Request for Personal Action (RPA) and forward to G-1 Defense Civilian Personnel Data System (DCPDS) box, "EA\_K4\_A\_00264G1Group", for further forwarding to Human Resource and Organizational Management (HROM) Note: Divisions or Commands with less than 10 Civilian employees are not expected to initiate RPAs in DCPDS. In these cases G-1 Civilian Manpower Branch performs this function at the request of the division or command leadership.

(3) Consider recognizing retiring Civilian Marine employees with a non-cash award.

(4) If the retiring employee desires to receive their flag and any other recognition from the Commander MCBQ during the monthly FLS ceremony, coordinate this action with the G-1, Civilian Manpower Branch.

(a) The ceremony is normally held on the quarter deck of Lejeune Hall, Building 3250 on the last Wednesday of the month at 1400.

(b) Coordination must be completed by the 15<sup>th</sup> of each month.

b. Employees

(1) Employees who wish to retire need to contact HROM for retirement processing.

(2) Employees must check-out with activities in accordance with the HROM check-out sheet.

c. G-1, Civilian Manpower Branch

(1) Once notification is received via e-mail:

(a) Complete the remainder of MCBQ Form 5060/1, Commemorative U.S. Flag Raising Request Form for Lejeune Hall.

(b) Submit the Form along with a flag to the MCBQ Adjutant.

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(2) Ensure an inventory of flags is available for potential retirements. Stockpiling flags is not allowed.

(3) Upon receipt of the retirement RPA:

(a) Annotate prospective retirement date in the Manpower Database.

(b) If a Recruit/Fill RPA has not been initiated and routed through the G-1 DCPDS box, prompt the employee's division or command to start the process to fill the anticipated vacancy.

(c) If an e-mail with the attached MCBQ Form 5060/1, Commemorative U.S. Flag Raising Request Form for Lejeune Hall has not been received, prompt this action.

(4) Forward the RPA to HROM.

7. Recommendations. Recommendations for changes or updates to this Order should be addressed to the Civilian Manpower Branch, Assistant Chief of Staff, G-1.

/s/

D. J. CHOIKE

DISTRIBUTION: A

# COMMEMORATIVE U.S. FLAG RAISING REQUEST FORM FOR LEJEUNE HALL

MAIL TO: COMMANDING OFFICER (B 013), 3250 CATLIN AVE, SUITE 109, QUANTICO, VA 22134

\*\*FLAG REQUESTS MUST BE LEGIBLE\*\*

<b>1. NAME OF FLAG RECIPIENT</b> <i>(last, first, M.I.)</i>		<b>2. GENDER</b> Male <input type="checkbox"/> Female <input type="checkbox"/>		<b>3. RANK OR GRADE</b>	<b>4. BRANCH OF SERVICE</b>
<b>5. OCCASION/REASON FOR REQUEST</b> <i>(e.g., veteran, separation/retirement from service)</i>				<b>6. SPECIAL DATE TO BE FLOWN</b> <i>(if any)*</i>	
<b>7. FLAG TYPE</b> <i>(Flags are not provided)</i>					
3X5 Cotton <input type="checkbox"/>	3'6X6'73/4 Cotton <input type="checkbox"/>	4X6 Cotton <input type="checkbox"/>	8X5 Cotton <input type="checkbox"/>	Other	
3X5 Nylon <input type="checkbox"/>	3'6X6'73/4 Nylon <input type="checkbox"/>	4X6 Nylon <input type="checkbox"/>	8X5 Nylon <input type="checkbox"/>		
<b>8. NAME OF REQUESTOR</b> <i>(last, first, M.I.)</i>		<b>9. REQUESTOR PHONE NUMBER</b> 4d. Commercial    4e. DSN    4f. Fax			<b>10. REQUESTOR E-MAIL</b>
<b>11. ATTESTATION AND SIGNATURE OF REQUESTOR</b>					
<p><i>By signing this form, I attest that this request meets the standards for the occasion for which it is to be flown and will not devalue the program.</i></p> <p><i>Additionally, During periods of inclement weather, flags will not be flown. The flag coordinator will not be responsible for the shipping of flags and certificates. Flags must be picked up at Lejeune Hall, Room 106. Requests are approved for retirements and veterans. All other requests require prior approval.</i></p>					
<b>12. SIGNATURE OF REQUESTOR</b>				<b>13. DATE SUBMITTED:</b>	
<b>ADDITIONAL COMMENTS</b>					
  <h1 style="margin: 0;">MARINES</h1> <h2 style="margin: 0;">THE FEW. THE PROUD.</h2>					

**BASE ADJUTANT USE ONLY**

TRACKING NUMBER: \_\_\_\_\_ DATE FLOWN: \_\_\_\_\_ NCOIC INITIALS: \_\_\_\_\_