



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

MCBO 12451.2
C 017-/plp
5 Oct 88

MARINE CORPS BASE ORDER 12451.2

From: Commanding General
To: Distribution List

Subj: HONORARY AWARDS FOR CIVILIAN EMPLOYEES

Ref: (a) FPM 451 (NOTAL)
(b) CPI 451 (NOTAL)
(c) MCO 12451.2A

Encl: (1) Nomination Format

1. Purpose. To provide policy, procedures and guidance for honorary award administration for civilian employees and to implement references (a) through (c).

2. Cancellation. MCCDCO 12451.1, paragraphs 8-11.

3. Background. Honorary awards for civilians are established under the authority of Chapter 45 of Title 5, United States Code. Honorary awards are not intended to serve as substitutes for deserved cash awards and may be granted independently or in addition to cash awards. However, supervisors and managers often find honorary awards are appropriate where cash awards are not. The primary purpose of awards is to encourage all civilian employees to participate in the common task of improving the efficiency and economy of Marine Corps operations.

4. Objectives

a. Credibility of the awards program must be maintained by giving recognition only when it is truly warranted. The level of performance of nominees for awards must be sufficiently high that co-workers are aware of and recognize justice in granting an award. Reasons for granting an award are to be specified when the award is announced or presented, including savings realized by the Marine Corps.

b. Publicity is a key element to success in using honorary awards as motivators. Keeping employees informed about awards received by their co-workers stimulates greater productivity. All possible means of publicity are to be used, to include base newspapers, civilian personnel office newsletters, and bulletin boards. Orientation on the use of honorary awards is to be included in all orientation and supervisory training sessions.

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5. Types of Honorary Awards. There are two categories of honorary awards available to civilian employees; service awards and achievement awards. Service awards are granted automatically upon attainment of specified lengths of employment, the accrual of sick leave and retirement.

6. Service Awards. Service awards include recognition for length of service, for accumulation of sick leave and for retirement. The following service awards are available for civil service employees of the Marine Corps Combat Development Command:

a. Federal Length of Service Award. These awards are granted to recognize all honorable military and civilian service with the Federal government. This award consists of a certificate and a pin indicating the number of years of completed Federal service, from 10 to 50 years. Awards recognizing 10, 15, 20 and 25 years of Federal service are granted by the Deputy Commander for Support; 30 and 35 years of service by the Commanding General. Awards for 40, 45 and 50 years of Federal service are granted by the Secretary of the Navy upon recommendation of the Commanding General.

b. Marine Corps Length of Service Awards

(1) These awards are granted to recognize long and faithful service rendered by Marine Corps civilian employees who have completed 10, 20, 30, 40, or 50 years of service. All civilian service with the Marine Corps, whether rendered continuously or in interrupted periods of time, is creditable toward these awards. Civilian employees of the Marine Corps who entered duty or who were drafted into any branch of the Armed Forces of the United States during war or other national emergency will receive credit for such military service in computing time for such awards. Civilian service in any agency other than a Marine Corps command, or military service in a branch of the military prior to employment by a Marine Corps command is not creditable toward these awards.

(2) Awards for 10 and 20 years of Marine Corps service are granted by the Deputy Commander for Support. Awards for 30, 40 and 50 years are granted by the Commandant of the Marine Corps upon recommendation of the Commanding General. These awards consist of a certificate and pin to be presented to eligible employees with an appropriate ceremony.

c. Retirement Awards. These awards are granted to all employees upon their retirement and are in the form of certificates signed by the Deputy Commander for Support for less than 30 years of service, and by the Commanding General for 30 to 40 years of service. 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.

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d. Sick Leave Accumulation. These certificates are granted to all employees who have accrued 500 or more hours of sick leave. Certificates for 500 hours are granted by the Director, Civilian Personnel. Certificates for 1000, 1500 and 2000 hours are granted by the Deputy Commander for Support. The Commanding General awards certificates for 2500 and 3000 hours.

7. Achievement Awards. The following honorary awards are intended to recognize exceptional performance of duties. Eligibility for the Distinguished, Superior or Meritorious Civilian Service Award has been extended to non-appropriated fund employees, as well as Civil Service employees. In making judgements 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. Documentation of an achievement award is to be placed in an employee's Official Personnel File. The following is a description of various awards and their use in the Incentive Awards Program.

a. Distinguished Civilian Service Award (DCSA)

(1) This is the highest honorary award which the Secretary of the Navy may confer upon a civilian employee of 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. Recommendations for this award may be based on, but not limited to, contributions such as: an extraordinary service, a suggestion or special achievement which is of unusual value to the Department of the Navy; a scientific project of extraordinary importance, magnitude, or significance; assigned duties performed in a manner which is clearly exceptional when compared to all others performing similar duties, and which has resulted in a distinct and identifiable benefit to the Department of the Navy; or a series of suggestions and/or special achievements with unusual or extraordinary cumulative results.

(2) Directors and commanding officers may recommend an employee for this award by submitting the recommendation in the format of the enclosure. The recommendation should be submitted to the Commanding General (C 017). Each recommendation must contain a complete description of the employee's contribution; an

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account of the specific benefits which have accrued from the contribution; a description of any award or recognition which the employee has already received, if applicable; and a proposed citation to be entered on the award. All recommendations for this award must be approved by the Commanding General and submitted for review by the Marine Corps Incentive Awards Board.

b. Superior Civilian Service Award (SCSA)

(1) This is the highest level award which the Commandant of the Marine Corps may bestow upon a civilian employee 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 contribution may apply to a smaller area of operation or be a project of lesser importance.

(2) Directors and commanding officers may recommend an employee for this award by submitting the recommendation to the Commanding General (C 017). Documentation must be complete and specific and describe the contribution and the benefits in the format of the enclosure. Award recommendations for superior achievement should be submitted as soon as a contribution has been recognized. All recommendations for this award must be endorsed by the Commanding General for forwarding to the Marine Corps Incentive Awards Board.

c. Meritorious Civilian Service Award (MCSA)

(1) This award is approved by the Commanding General, 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 Department of the Navy Incentive Awards Program and is conferred for a contribution that applies to a smaller area of operation or a project of lesser importance than one which would warrant consideration for the Navy DCSA or the Marine Corps SCSA.

(2) Directors and commanding officers may recommend an employee for this award by submitting the recommendation to the Commanding General (C 017). No mandatory format is required.

(3) Recommendations for this award are reviewed by the Command's Incentive Awards Administrator for appropriateness, eligibility and consistency prior to forwarding to the Commanding General for approval. The recommendation must contain a complete description of the employee's contribution and a proposed citation.

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d. Navy Award of Merit for Group Achievement. This award is granted by the Commanding General to groups of employees in recognition of group efforts (suggestions or special achievements) which have high values or benefits. This award is intended to promote the spirit of teamwork among employees, and to recognize group efforts when the contribution of one member of a group is not clearly distinguishable from that of another. Whenever the contribution of one member of a group is clearly definable and can be separated and described, it is usually best to consider that employee for individual recognition rather than as a member of a group. The award consists of a certificate signed by the Commanding General, with a citation describing the group accomplishment. A miniature of the certificate is also provided for each member of the group. The group contribution should be comparable to one for which an individual would receive MCSA consideration. Directors and commanding officers may recommend this award by submitting an appropriate description and justification to the Commanding General (C 017).

e. Equal Opportunity Award. This award is approved by the Commanding General for employees serving in a supervisory capacity who have contributed significantly to the fulfillment of Marine Corps equal opportunity policy and the attainment of equal opportunity goals. The contributions may be made on or off duty, but in order to be recognized, they must be effective and substantial. Recognition is based on superior accomplishments in fostering equal opportunity based on objective evidence which shows that the employee has excelled in demonstrating sensitive treatment of all subordinate personnel, achievement of effective manpower utilization, and motivating personnel through direct encouragement and assistance. The award consists of a certificate signed by the Commanding General. Nominations for such awards must be submitted for review and recommendations of the Deputy Equal Employment Opportunity Officer (C 014).

8. Action

a. Directors and Commanding Officers

(1) Ensure that nominations for honorary awards are appropriate and justified under the eligibility criteria in this Order.

(2) Ensure that supervisors use the awards program as an appropriate management tool for motivating employees.

(3) Give consideration to the receipt of awards (both cash and honorary) in the evaluating candidates for promotion.

(4) Ensure that supervisors within their organizations submit timely recommendations for awards, achievements, accomplishments, special acts or services.

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b. Director, Civilian Personnel Branch

(1) Provide general administration for the program.

(2) Designate a staff member to serve as the administrator of the program.

c. Administrator, Incentive Awards Program

(1) Promote and develop the local program to serve the needs of the Command.

(2) Provide guidance and technical assistance to supervisors, managers, and employees.

(3) Review all award recommendations for legal and procedural requirements.

(4) Maintain records on program implementation to facilitate personnel management evaluations and internal evaluations.

(5) Conduct training on the awards program for all employees in new employee orientation sessions, and ensure that supervisory and managerial training includes effective use of awards to improve employee performance.

(6) Monitor progress of the program and provide continuing feedback on problems, trends and recommendations for remedial or corrective action.

C. N. PASTINO
Deputy Commander for Support
Acting

DISTRIBUTION: E

NOMINATION FORMAT

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 including 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. 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 nontechnical language the reason for granting the award; and
 - (3) Meet these printing requirements: The citation for Distinguished Civilian Service Award 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 Superior Civilian Service Award is to be typed in a space not to exceed 100 typewritten characters across the page and 8 lines in length.

ENCLOSURE (1)