

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 2025 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	<input type="checkbox"/>	<input type="checkbox"/>

high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work (where appropriate). Accepts responsibility for 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-11 and below and (1) GS-12 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.