



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 12451.1A
G-1

11 MAR 2021

DEPOT ORDER 12451.1A

From: Commanding General
To: Distribution List

Subj: CIVILIAN AWARDS PROGRAM

Ref: (a) Department of Defense Instruction 1400.25
(b) Secretary of the Navy Instruction 12451.3
(c) Department of the Navy Guide Number 451-02
(d) Marine Corps Order 12451.2C

Encl: (1) MCRDPI/ERR Civilian Awards Standard Operating Procedures (SOP)

1. Situation

a. The Civilian Awards Program was established to encourage full participation of employees at all levels by improving operations and productivity within this Command.

b. The awards program motivates employees toward increasing creativity and productivity, and rewards those employees or groups of employees who make significant contributions.

2. Cancellation

a. DepO Pl2451.1 is cancelled.

b. Summary of Changes. This revision has been updated to include HQMC service awards omitted from the previous version. Additionally, corrections to the authorized amounts for monetary awards, clarification to the approval process for all achievement award submissions, and responsibilities in the civilian award process for AC/S and Staff Sections have been further defined.

3. Mission. Develop, publish, and distribute the Command's civilian awards guidance and implement the Civilian Awards Program in accordance with the guidance contained in references (a) through (d).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Command will establish a viable Civilian Awards Program that will recognize exceptional performance by our civilian Marines. This program will consist of a combination of both monetary and non-monetary awards and contain both formal and informal levels of recognition.

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(2) Concept of Operations. All personnel and activities of Marine Corps Recruit Depot/Eastern Recruiting Region Parris Island (MCRDPI/ERR) involved in the Civilian Awards Program will comply with the guidance contained in the references, this Order and appendixes (A) through (G) of enclosure (1) to administer the awards program.

b. Subordinate Element Missions

(1) Assistant Chief of Staff, G-1 (AC/S G-1)

(a) Establish, coordinate, and budget for non-monetary service award items and certificates, and administer all activities for the Command's formal level of recognition within the awards program.

(b) Appoint an individual to serve as the Civilian Awards Program Manager (CAPM) to monitor the MCRDPI/ERR Civilian Awards Program in accordance with this Order. This appointee will:

1. Coordinate all recommendations for monetary awards for civilian employees as set forth in Appendix A of Enclosure (1).

2. Serve as the Awards Approving Official for all monetary award recommendations for the informal level of the Command's Civilian Awards Program.

3. Forward all monetary award recommendations exceeding the AC/S - Department Head award approval level set forth in Appendix A of Enclosure (1) to the Chief of Staff (CoS) or Commanding General (CG) for action.

(2) Assistant Chief of Staff, G-8 (AC/S G-8)

(a) Publish program level annual award funding maximum limit for monetary awards in accordance with Awards guidance and/or Manage-To-Payroll (MTP) guidance, published by the Department of Navy (DoN), Headquarters Marine Corps (HQMC), training and Education Command (TECOM), Marine Corps Installations Command (MCICOM), as appropriate.

(b) Provide funding availability statement for all monetary award recommendations.

(3) Assistant Chief of Staff, (AC/S) G-3, G-4, G-6, G-7, and Staff Sections

(a) Serve as the Awards Recommending Official for all monetary award recommendations for the informal level of the Command's Civilian Awards Program within your area of supervision/control.

(b) Forward all monetary award recommendations within the AC/S - Department Head level set forth in Appendix A of enclosure (1) to the G-1, CAPM for fund availability verification and finalization action, utilizing Appendix G of Enclosure (1).

(c) Forward all monetary award recommendations exceeding the AC/S - Department Head level set forth in Appendix A of Enclosure (1) to the AC/S G-1, CAPM for staffing, fund availability verification, and forwarding to CoS/CG for consideration.

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(d) Forward all approved time-off awards in accordance with Appendix A of Enclosure (1) to the AC/S G-1, CAPM for processing by utilizing Appendix C of Enclosure (1).

(4) Commanding Officers, 1st, 4th, and 6th Marine Corps Districts

(a) Establish a district level civilian awards review board and implement the Civilian Awards Program per these instructions.

(b) Establish appropriate awards approval levels and/or authority within the Command.

(c) Forward award recommendations that require higher-level approval as set forth in Appendix A of Enclosure (1), or meet the criteria for formal recognition to the appropriate district level administrative section to ensure proper processing and disposition.

c. Coordinating Instructions. Recommendations concerning this Order and the awards program can be submitted to the Commanding General (AC/S G-1) via the appropriate chain of command.

5. Administration and Logistics. Special reporting requirements are not anticipated. Funding for non-monetary award items for the unit's informal civilian awards program must come from within the award recommending official's annual Operation & Maintenance, Marine Corps (O&MMC) resource allocations.

6. Command and Signal

a. Command. This Order is applicable to all Marines, Sailors and civilians aboard MCRDPI/ERR.

b. Signal. This Order is effective the date signed.



J. L. NETHERCOT

DISTRIBUTION: A

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Chapter 1 Introduction

1. Purpose. This Standard Operating Procedure (SOP) provides guidance and establishes procedures to award the exceptional performance of civilian employees within Marine Corps Recruit Depot/Eastern Recruiting Region Parris Island (MCRDPI/ERR).
2. Status. This SOP is applicable to all Title 10 and Appropriated Fund (APF) employees under MCRDPI. This SOP serves as a guide for all civilian employees of 1st, 4th, and 6th Marine Corps Districts, who will be covered under the respective Command's awards program.
3. Scope
 - a. Public recognition builds morale and motivation, sustains employee efforts, encourages innovative thinking, and increases productivity. Supervisors are responsible for the implementation of the civilian awards program in their sections by actively supporting and participating in this program.
 - b. Covered in this SOP is guidance governing the formation and function of awards boards with specific guidance, description of the two major types of award categories (Service and Achievement), and the prerequisites and instructions for award submission. The appendices include the matrix of approval authorities (Appendix A) and awards request/nomination documents required for the successful processing of submitted awards (Appendices B through G).
 - c. This SOP does not include guidance related to yearly performance-based awards or members of the Senior Executive Service.
 - d. All award nominations for MCRD PI/ERR personnel will be emailed as a completed package to PARR_SMB_MCRDPI_G1_CIVILIAN_PROGRAMS@USMC.MIL for processing.
4. Responsibility. The accuracy, distribution, and modification of this SOP is the responsibility of MCRD PI/ERR Assistant Chief of Staff G-1 (AC/S G-1) (Civilian Programs Management (CPM)).
5. Publications Listing. This Order is published electronically on the MCRD PI/ERR SharePoint G-1 page. The original hard copy is filed in the MCRDPI/ERR AC/S G-1 Adjutant's office.
6. Organization. This SOP is organized in chapters which are numbered sequentially and listed in the contents.
7. Changes. Record all changes on the Record of Changes page.

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Chapter 2
AWARD PROCEDURES

1. Eligibility and Restrictions

a. All civilians identified as appropriated fund employees and former appropriated fund employees (where applicable) under 5 U.S.C. § 2105 are eligible for award recognition.

b. Awards for Non Appropriated Fund (NAF) employees are handled through the appropriate servicing human resource office.

c. Contractors are not employees of the Federal Government and are ineligible for formal recognition under this program.

d. Fund availability must be considered when submitting awards.

e. MCRDPI/ERR will follow guidance provided in this SOP.

2. Civilian Awards Review Board. MCRDPI/ERR Commanding General (CG) may establish an awards review board if needed to ensure submitted nominations for completion, correctness, and accuracy of information to recognize MCRDPI/ERR civilian employees for their achievements and accomplishments.

3. Award Submission

a. MCRDPI/ERR supervisors shall submit nomination packages to the MCRDPI/ERR AC/S G-1, Civilian Awards Program Manager via FARR SMB MCRDPI G1 CIVILIAN PROGRAMS@USMC.MIL for review and processing.

b. Appendixes A - G are available for digital download from the CPM office, which is the preferred format for submission.

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Chapter 3 SERVICE AWARDS

1. Introduction. This Chapter outlines the requirements for awarding "service specific" awards to civilians. Awards covered in this section are: Federal Length of Service Awards, Retirement Certificates, Armed Forces Civilian Service Medal, and Global War on Terrorism Medal.

2. Federal Length of Service Award

a. These awards recognize significant milestones in an employee's career and emphasize their dedication in service to the Government. Credit is given for total Federal service including civilian and eligible military service. The AC/S G-1 (CPM) will maintain immediate cognizance and accurate records of these awards. However, if an employee does not receive an award or feels the calculation is not correct, they should contact the MCRD PI/ERR AC/S G-1, Civilian Awards Program Manager.

(1) These awards recognize years of service in five year increments starting at the five year mark of Federal service.

(2) The awards consist of a certificate signed by the MCRD PI/ERR CG and a pin (applicable for years 10+).

(3) Awards for 40+ years of service are granted by the Secretary of the Navy (SECNAV).

b. MCRDPI/ERR AC/S G-1, Civilian Awards Program Manager will forward awards for 40+ years of service to the Commandant of the Marine Corps via Manpower and Reserve Affairs (M&RA), Civilian Workforce Management Branch (MPC). Packages shall be submitted no later than 180 days in advance of the planned presentation date.

3. Retirement Certificates

a. Retirement certificates are optional for civilian employees who are retiring from Marine Corps employment with less than 30 years of Federal service. Although optional, MCRDPI/ERR encourages recognizing retiring employees.

b. Supervisors of retiring employees should initiate and fully complete Civilian Employee Retirement Certificate Request (Appendix B). The respective point of contact (POC) will submit all packages to the MCRDPI/ERR AC/S G-1, Civilian Awards Program Manager at PARR SMB MCRDPI G1 CIVILIAN PROGRAMS@USMC.MIL. Employees retiring with 20+ years of Federal service are eligible for a U.S. Flag that will be flown at MCRDPI.

c. Retirement certificates for employees with less than 30 years will be signed by CG, MCRDPI/ERR. Employees who retire with more than 30 but less than 40 years of Federal service will receive a CMC retirement letter and retirement certificate signed by CG, MCRDPI/ERR.

d. Civilians retiring with 40+ years of Federal service are eligible for a retirement certificate signed by the SECNAV and a letter from the CMC.

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Requests for these certificates will be forwarded to the CMC via M&RA (MPC) by MCRDPI/ERR AC/S G-1, Civilian Awards Program Manager 180 days prior to the planned presentation date.

e. It is the responsibility of the employee to verify their eligibility for retirement through their servicing HRO before submission. To ensure eligibility, a screenshot from the Government Retirement Benefits (GRB) Platform (<https://www.civilianbenefits.hroc.navy.mil>) should be submitted with the package.

f. In addition, it is recommended supervisors consider presenting the spouse of the retiring civilian employee with some form of recognition for her/his support of their civilian spouse throughout their Federal career.

4. Armed Forces Civilian Service Medal

a. The Armed Forces Civilian Service Medal (AFCSM) is the highest Department of Defense (DoD) award for a civilian in direct support of military forces engaged in peacekeeping or prolonged humanitarian operations. The AFCSM may be awarded posthumously and when so awarded, the SECNAV will determine the representative of the deceased it will be presented to. The award is a medal with a lapel pin.

b. The AFCSM may only be awarded for a military operation where the Armed Forces Service Medal was approved for military personnel. Employees must serve in direct support of a military operation in the specified area for at least 30 consecutive days or 60 non-consecutive days (or for the full period when an operation is of less than 30 days duration) where military personnel were awarded the AFCSM.

c. Only one medal may be awarded to a civilian employee per campaign. When being recognized for participation in subsequent military operations, a certificate and bronze star will be presented in lieu of subsequent awards. Contribution to or support of an AFCSM military operation by employees assigned to remotely located activities (e.g., outside the areas of eligibility) is not justification for awarding the AFCSM. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition.

d. When submitting for the AFCSM, ensure nomination packages include the following information:

- (1) Name of nominee, position, series, and grade.
- (2) Organization.
- (3) Location of where the employee was working that qualifies him/her for this award.
- (4) Date of departure to the area of eligibility.
- (5) Date of return from the area of eligibility.
- (6) Number of days attached to military unit (or in support of military unit).

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e. Nominations from subordinate Commands must be submitted via the respective department POC. The respective department POC will submit all packages to FARR SMB MCRDPI G1 CIVILIAN PROGRAMS@USMC.MIL. MCRDPI/ERR AC/S G-1 will forward all nominations to the CMC via M&RA (MPC) for approval and recommendation. M&RA (MPC) will submit nomination and all recommendations to the Department of the Navy (DON) Awards Review Panel (DARP) for final approval.

5. Global War on Terrorism Service Medal

a. The Secretary of Defense Medal for the Global War on Terrorism (GWOT) for Civilian Employees of the Department of Defense was created and approved to recognize and honor the contributions and accomplishments of the civilian workforce that were engaged in military operations. The GWOT may be awarded posthumously and when so awarded, the Secretary of the Navy will determine to whom to present the award of the deceased.

b. The GWOT may only be awarded for a military operation where the Global War on Terrorism Expeditionary Medal (GWOTEM) was approved for military personnel. Employees must serve in direct support of a military operation in the combat zone where military personnel was awarded the GWOTEM for 30 consecutive days or 60 non-consecutive days (or for the full period when an operation is of less than 30 days duration).

c. Only one medal may be awarded to a civilian employee per campaign. When being recognized for participation in subsequent military operations, a certificate and bronze star will be presented. An employee cannot receive the GWOT and the AFCSM for the same operation.

d. When submitting for the GWOT, ensure nomination packages include the following information:

- (1) Name of nominee, position, series, and grade.
- (2) Organization.
- (3) Location of where the employee was working that qualifies him/her for this award.
- (4) Date of departure to the area of eligibility.
- (5) Date of return from the area of eligibility.
- (6) Number of days attached to military unit (or in support of military unit).

e. Nominations from departments must be submitted via the respective department POC. The respective department POC will submit all packages to FARR SMB MCRDPI G1 CIVILIAN PROGRAMS@USMC.MIL. MCRDPI/ERR AC/S G-1 will forward all nominations to the CMC via M&RA (MPC) for approval.

Chapter 4 ACHIEVEMENT AWARDS

1. Introduction. This Chapter outlines the requirements for awarding "Achievement specific" awards to civilian employees. Awards covered in this section are: Time-Off, Civilian of Quarter, Civilian of the Year, Distinguished Civilian Service, Superior Civilian Service, Meritorious Civilian Service, Certificates of Commendation, Certificates of Appreciation, Recognition, and Special Act and "On-the-Spot" cash awards.

2. Time-Off Award

a. A time-off award is designed to recognize superior accomplishments of employees (to include Title 10 employees) with time-off from duty, without a loss of pay or charge to leave. A time-off award may be used alone or in combination with other awards, except monetary awards, to recognize employee contributions for the following:

(1) Making a high quality contribution involving a difficult or important project or assignment.

(2) Displaying special initiative and skill in completing an assignment or project before the deadline.

(3) Ensuring or assisting in accomplishing the mission of the unit during a difficult period by completing additional work, over and above usual duties.

(4) Using initiative or creativity by making improvements in a process, product, activity, program, or service.

(5) Sustaining a high level of performance for an extended period of time.

b. Time-off awards will not be given in conjunction with monetary awards except in very rare circumstances. If time-off is awarded with another award that requires a RPA, each award will require a separate RPA.

c. A time-off award of 8 hours or less may be approved by the first level supervisor, without additional review or approval. Time-off awards from 9 to 24 hours may be approved by the second level supervisor. Department Heads or Assistant Chiefs of Staff within MCRDPI/ERR may approve up to 40 hours.

d. A maximum of 80 time-off hours (to include performance based awards) may be granted in a leave year; no more than 40 hours may be approved based on a single contribution. Time-off awards must be used within one calendar year from the date of approval. Any hours not taken within one calendar year will be forfeited and will not be converted to cash or restored to the employee; therefore consideration should be given to the employee's current leave balance when selecting this award.

e. Time-off earned as an award may not be transferred between Department of Defense (DOD) components, to another federal agency, or to another employee under the Voluntary Leave Transfer Program. A time-off award can only be transferred if the employee is staying within the DON.

f. Time-off awards may not be awarded to create the effect of a holiday or treated as administrative excusals or leave. For example, approving a time-off award for the day after Thanksgiving without properly documenting each individual's contribution is not a valid use of the time-off award authority.

g. Supervisors should use NAVMC HQ 960 (07-09) (EF) Time-Off Award Nomination Requests (Appendix C) to submit nomination to include:

(1) A narrative justification to provide information on the basis for the award

(2) A proposed citation to appear on the Certificate of Appreciation (in a Word document)

(3) Signatures of recommending and approving officials, to include any endorsements

h. MCRDPI/ERR AC/S G-1 will process time-off awards, create the Certificate of Appreciation, and submit the Request for Personnel Action (RPA).

i. A Certificate of Appreciation allows a maximum of 18 lines. Three lines for the opening sentence and three lines for the closing sentence are mandatory leaving 12 lines (1,200 characters with spaces) for the citation.

Table 3-1. TIME OFF AWARD TABLE

VALUE TO THE ORGANIZATION	MAX HOURS AUTHORIZED FOR AWARD
MODERATE: A contribution to a product, activity program or service which is of sufficient value to warrant formal recognition or a beneficial change or modification of operating principles or procedures.	1 TO 10
SUBSTANTIAL: An important contribution to the value of a product, activity program or service to the public or a significant change in operating principles or procedures	11 TO 20
HIGH: A highly significant contribution to the value of a product, activity program or service to the public or a complete revision of operating principles or procedures with considerable impact	21 TO 30
EXCEPTIONAL: A superior contribution to the quality of a critical product, activity, program, or service to the public or initiation of anew principle or major procedure with significant impact	31 TO 40

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*This scale only applies to full time employees with a standard 80-hour tour of duty. For assistance in determining time off awards amounts for employees outside of this criteria, contact the MCRDPI/ERR AC/S G-1, CPM for further guidance.

3. Civilian of the Quarter (COQ) and Civilian of the Year (COY)

a. The Civilian of the Quarter (COQ) award is designed to recognize one junior and one senior civilian employee for extraordinary service to his/her organization each calendar quarter.

b. The Civilian of the Year (COY) will be awarded to one junior and one senior nominee. All COQ recipients who maintained acceptable performance throughout the fiscal year will be eligible for nomination as COY.

d. Amplifying guidance regarding the COQ/COY program is covered separately in DepO 12451.2.

4. Distinguished Civilian Service Award

a. The Distinguished Civilian Service Award (DCSA) is the highest honorary award the SECNAV may award to APF and Title 10 employees. The DCSA is only awarded to those civilians who have given distinguished and/or extraordinary service to the DON. The DCSA consists of a certificate signed by the SECNAV and a medal set. The Distinguished Civilian Service Award certificate is a Department of Navy form and allows for a citation of 200 words.

b. The service and achievements upon which this award is based must be truly exceptional when measured against the position requirements of the employee and should far exceed the contributions and service of others with comparable responsibilities. The DCSA should be reserved for those civilians whose contributions are so exceptional and/or significant that recognition by the SECNAV, is merited. All recommendations for the DCSA will be submitted on an individual basis. When two or more employees with the same achievement are being nominated for this award, separate nomination packages will be submitted.

c. When the DCSA is based on long time service, one or more of the following indicators will be present:

(1) A pattern of long term sustained high performance as evidenced by the nominee having previously received high honorary awards and a record of consistent performance based awards and recognition

(2) Career achievements that are recognized throughout DON

(3) Innovative leadership of highly successful programs that have had an impact beyond the nominee's activity or Command

d. When the DCSA is based on one or more accomplishments or achievements, one or more of the following indicators will be present:

(1) Accomplishments or achievements that have had, at a minimum, Navy-wide impact

(2) Scientific or technical advances or suggestions of significant value

(3) Major cost savings, reduction, and/or cost/risk avoidance

(4) Unusual acts of heroism, successfully cooperative efforts with other DON offices, federal agencies, or the private sector

e. All nominations for the DCSA will include the appropriate request form (Appendix D) and a recommendation letter signed by their respective Commanding General.

f. The recommendation letter should be arranged in the following manner:

Page 1: Basic Resume/Data Sheet

(1) Employee's name, job title and grade

(2) Employee's current job description

(3) Summary of employee's job history (Federal and non-Federal)

(4) Educational achievements during Marine Corps employment

(5) Published papers, articles, books, inventions and participation in professional and civic organizations

(6) Awards received (include date and dollar amount)

Page 2-3: Justification narrative

(1) Achievement that serves as the basis of nomination

(2) Importance of mission, function, service or task in comparison to job expectations

(3) Description of innovation which exceeds job requirements

(4) Results achieved and account of specific tangible and intangible benefits

g. The award nomination will be submitted via the respective department POC to MCRDPI/ERR AC/S G-1, Civilian Awards Program Manager for review no later than 180 days prior to expected receipt of the award. If recommended for approval, MCRDPI/ERR AC/S G-1, Civilian Awards Program Manager will forward to M&RA (MPC) for submission to the Marine Corps Incentive Awards Board (MCIAB) for review and approval. MCIAB will submit the package and all endorsements to the CMC MP0-34 for approval and endorsement. If approved by the CMC, the nomination will be forwarded to the SECNAV, DARP.

5. Superior Civilian Service Award

a. The Superior Civilian Service Award (SCSA) is the highest honorary award the Commandant of the Marine Corps may award to APF and Title 10 employees. The SCSA consists of a certificate signed by the CMC and a medal set. The Superior Civilian Service Award certificate size is 9 X 12. This certificate allows for 7 lines and approximately 75 characters per line.

b. The service and achievements upon which this award is based must be truly exceptional when measured against the position requirements of the employee and should far exceed the contributions and service of others with comparable responsibilities. The SCSA should be reserved for those civilians whose contributions are so exceptional and/or significant that recognition by the Commandant of the Marine Corps is merited. All recommendations for the SCSA will be submitted on an individual basis. When two or more employees with the same achievement are being nominated for this award, separate nomination packages will be submitted.

c. When the SCSA is based on long time service, one or more of the following indicators will be present:

(1) A pattern of long term sustained high performance as evidenced by the nominee having previously received high honorary awards and a record of consistent performance based awards and recognition

(2) Career achievements that are recognized throughout DON

(3) Innovative leadership of highly successful programs that have had an impact beyond the nominee's activity or Command

d. When the SCSA is based on one or more accomplishments or achievements, one or more of the following indicators will be present:

(1) Accomplishments or achievements that have had, at a minimum, Marine Corps-wide impact

(2) Scientific or technical advances or suggestions of significant value

(3) Major cost savings, reduction, and/or cost/risk avoidance

(4) Unusual acts of heroism, successfully cooperative efforts with other DON offices, federal agencies, or the private sector

e. All nominations for the SCSA will include the appropriate request (Appendix E) and a recommendation letter signed by their respective Commanding General.

f. The guidelines in Chapter 3, paragraph 3f, of this Order provide guidance for composing justifications.

g. The award nomination will be submitted via the respective department POC to MCRDPI/ERR AC/S G-1, Civilian Awards Program Manager for the Board's review. If recommended for approval, MCRDPI/ERR AC/S G-1, Civilian Awards Program Manager will forward to M&RA (MPC) for submission to the Marine Corps Incentive Awards Board (MCIAB) for review and approval. MCIAB will submit the package and all endorsements to the CMC for approval.

6. Meritorious Civilian Service Award

a. The Meritorious Civilian Service Award (MCSA) is the highest honorary award the Commanding General, MCRDPI/ERR may award to APF and Title 10 employees. The MCSA consists of a certificate signed by CG, MCRDPI/ERR and a medal set. NOTE: The MCSA certificate size is 8 X 10; this certificate allows for 10 lines and approximately 140 characters per line.

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b. The service and achievements upon which this award is based must be truly exceptional when measured against the position requirements of the employee and should far exceed the contributions and service of others with comparable responsibilities. The MCSA should be reserved for those civilians whose contributions are high in value but are limited in scope/impact to the Command level. All recommendations for the MCSA will be submitted on an individual basis. When two or more employees with the same achievement are being nominated for this award, separate nomination packages will be submitted.

c. When the MCSA is based on long time service, one or more of the following indicators will be present:

(1) A pattern of long term sustained high performance as evidenced by the nominee having previously received high honorary awards and a record of consistent performance based awards and recognition

(2) Career achievements that are recognized throughout DON

(3) Innovative leadership of highly successful programs that have had an impact beyond the nominee's activity or Command

d. When the MCSA is based on one or more accomplishments or achievements, one or more of the following indicators will be present:

(1) Accomplishments or achievements that have had, at a minimum, Command-wide impact

(2) Scientific or technical advances or suggestions of significant value

(3) Major cost savings, reduction, and/or cost/risk avoidance

(4) Unusual acts of heroism, successfully cooperative efforts with other DON offices, federal agencies, or the private sector

e. All nominations for the MCSA will include the appropriate request (Appendix F) and a recommendation letter signed by their respective department head.

f. The guidelines in Chapter 3, paragraph 3f, of this Order provide guidance for composing justifications.

g. The award nomination will be submitted via the respective department POC to the MCRDPI/ERR AC/S G-1, Civilian Awards Program Manager for the Board's review. If recommended for approval, MCRDPI/ERR AC/S G-1, Civilian Awards Program Manager will forward to CG, MCRDPI/ERR for approval.

8. Certificates of Commendation/Appreciation/Recognition

a. Certificates of Commendation are awarded at the discretion of the MCRDPI/ERR Commanding General and can be utilized to recognize employee achievements or contributions that are considered to be over and above job requirements. They can also be used in conjunction with Quality Step Increases and Special Act awards.

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b. Certificates of Appreciations recognize exceptional achievement. Assistant Chiefs of Staff and department heads and above are authorized to issue Certificates of Appreciation. These can also be provided for Special Act awards.

c. A Certificate of Recognition is to recognize an employee for a specific short term achievement or excellent customer service. All supervisors are authorized to issue Certificates of Recognition.

9. Special Act and On-the-Spot Cash Award

a. Special Act Awards are cash awards designed to recognize APF and Title 10 employees (as an individual or group) for achievements that are non-recurring in nature. These achievements may be within or outside the employee's normal job responsibilities, and recognize efforts and results that go significantly beyond what is expected. Special Act Awards are used to recognize exceptional accomplishments, such as outstanding achievement, and are a single payment that may be given at any time. To the extent practicable, Special Act Awards should be awarded in close proximity to the timeframe the special act was accomplished.

b. An On-the-Spot award is the same as a Special Act Award but is limited to \$750. It was generally used to recognize one time achievements that have resulted in service or a work product of an exceptionally high quality or quantity.

c. All nominations for cash awards will be submitted using NAVMC HQ 959 (07-09) (EF) Special Act and On-the-Spot award nomination requests (Appendix G). Submissions will include:

(1) A completed nomination form (per Appendix G) with required signatures in block 6 and a written justification not to exceed two pages

(2) The justification must clearly identify the contribution(s) of the employee (beyond what is expected in their normal scope of duties)

(3) Identify the tangible or intangible benefit(s) associated with the contribution(s). Assistant Chiefs of Staff and Department Heads and above are able to approve award recommendations for award amounts between \$25 - \$750. The Civilian Awards Program Manager will review awards greater than \$750 and submit to the Chief of Staff for consideration and possible approval. MCRDPI/ERR AC/S G-1, Civilian Awards Program Manager will ensure verification of funds prior of processing award nomination.

d. Cash awards may be determined using a specific dollar amount or a percentage of basic pay. For awards based on a percentage of basic pay, the rate of basic pay shall be determined without taking into account any locality-based comparability.

e. For recommendations requesting more than \$750, the respective department POC will process the nomination package and forward to the MCRDPI/ERR AC/S G-1, Civilian Awards Program Manager. CAPM will verify and document ability of local funds by the G-8/Comptroller before submission to Chief of Staff for final approval.

f. The approval authority may not be re-delegated to lower organization level for awards of \$750 or above.

DepO 12451.1A

11 MAR 2021

g. If approved, the MCRDPI/ERR AC/S G-1 (CPM) will submit the Request for Personnel Action (RPA) for processing.

11 MAR 2021

APPENDIX A
MATRIX OF APPROVAL AUTHORITY FOR AWARDS

AWARD	APPROVAL AUTHORITY	OTHER INFORMATION
SPECIAL ACT OR ON THE SPOT		
\$25 \$750	DIVISION HEAD OR EQUIVALENT	
\$751-\$2000	CHIEF OF STAFF/CG	
\$2001-\$5000	DIRECTOR OF MARINE COPRS STAFF	
\$5001 -\$10,000	CMC	
TIME OFF AWARDS		
1-8 HOURS	IMMEDIATE SUPERVISOR	
9-24 HOURS	SECOND LEVEL SUPERVISOR	
25-40 HOURS	BRANCH HEAD	
DISTINGUISHED CIVILIAN SERVICE AWARD	SECNAV	Recommendation is sent to M&RA (MPC-10)
SUPERIOR CIVILIAN SERVICE AWARD	CMC	Recommendation is sent to M&RA (MPC-10)
MERITORIOUS CIVILIAN SERVICE AWARD	COMMANDING GENERAL, MCRD ERR	
LETTER OF APPRECIATION	SUPERVISOR	
CERTIFICATE OF COMMENDATION	BRANCH HEAD AND ABOVE	
RETIREMENT AWARDS	MPC-40	

11 MAR 2021

APPENDIX B
CIVILIAN EMPLOYEE RETIREMENT CERTIFICATE REQUEST

** Requests for these certificates should be submitted 180 days in advance of the planned presentation date to allow sufficient time for processing. We understand some retirements are unplanned, and will do our best to process request to meet presentation date.

Employee Name: _____
(Last, First, MI as shown on SF-50)

Employee Name: _____
(As it should appear on the certificate if different than above)

Employee's Current Job Title: _____
(No abbreviations)

Grade/Series: _____ **Effective Date of Retirement:** _____

Division/Section: _____

Exact Number of Years and Months at Retirement: _____
(Include military service and non-appropriated fund)

Last Date in Office: _____ **Presentation/Ceremony Date:** _____
(if applicable)

Request Flag Raising if 20 years of service or more? Y / N

Special Date to Be Flown: _____
(if any)

Spouse Name (if certificate is desired): _____

Point of Contact: _____ **Phone:** _____

Printed Name (Supervisor): _____ **Signature:** _____

Title: _____ **Date:** _____

*SECNAV Retirement certificate - Civilian employees with 40 + years of Federal service. Employees will also receive a personalized CMC Letter.

*SECNAV Career Service certificate - Civilian employees with 40, 50, 60 years of Federal service.

*CMC Retirement Letter - Civilian employees with 30-39 years of Federal service.

*Ensure to access the site: <https://www.civilianbenefits.hroc.navy.mil>, click "Launch", then "Retirement", take a screenshot of your retirement information, and forward it with the request for verification of eligibility of retirement.

POC for MCRDPI/ERR Awards is MCRD G-1, CPM, Civilian Awards Program Manager

11 MAR 2021

APPENDIX C

NAVMC HQ 960 (07-09) (EF)

FOUO - Privacy Sensitive when filled in.

Time-Off Award Nominations

1. Name of Employee Recommended for Award		
Last Name	First	MI
2. Title / Series / Grade		
Title	Series	Grade
3. Organization / Code		4. Time Off Award Hours Recommended
Organization	Code	Hours
<p>Note: If award is for a group of employees, add a list identifying each employee and the number of time off hours recommended. Time off hours may vary depending on the relative value of each employee's contribution to the special act or service.</p>		Add List
5. Justification for the Award. Provide information on the basis for the award.		
6. Record of Nomination and Approvals		
Recommending Official (s)		
Title	_____ Signature	Date
Title	_____ Signature	Date
Approving Official		
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Time off hours approved, if other than what was recommended : _____
Title	_____ Signature	Date
For CPMO Use Only		

NAVMC HQ 960 (07-09) (EF)

Names of Employees Recommended for Award	Recommended Time Off Hours

FOR OFFICIAL USE ONLY.

11 MAR 2021

APPENDIX D
RECOMMENDATION FOR DISTINGUISHED CIVILIAN SERVICE AWARD

Recommended Guidelines

1. Supervisor will prepare this recommendation and supporting documentation, have it signed by the recommending official (Assistant Chiefs of Staff or Division Director).
2. **Supporting documentation includes:** a narrative justification, a resume of one page or less, a proposed citation to appear on the certificate (word doc) and a signed endorsement letter from GS-15 or above. (The Distinguished Civilian Service Award (DCSA) certificate is a Department of Navy form, and allows for a citation of 200 words).
3. Submit the completed package to your Command POC for review.
4. The Command POC will forward the entire recommendation package to the Awards Program Manager via e-mail at: PARR SME MCRDPI G1 CIVILIAN PROGRAMS@USMC.MIL

Recipient Information

Type name exactly as it should appear on the certificate

Employee Name: _____ Ceremony Date: _____
 Grade: _____ Section: _____
 Billet Title: _____
 Action Period: _____
 Previous Awards Received: _____

Check the Appropriate Box

- Return the award to the originator
 Forward award to the following address/POC

POC Name: _____
 Street Address: _____
 Commercial Telephone Number: _____

Recommended by Assistant Chief of Staff or Division Director

Print Name: _____ Signature: _____
 Title: _____ Date: _____

Approving Official

Print Name: _____ Signature: _____
 Title: _____ Date: _____

- Approve Disapprove
 Approved with other than what was recommended: _____

11 MAR 200

APPENDIX E
RECOMMENDATION FOR SUPERIOR CIVILIAN SERVICE AWARD

Recommended Guidelines

1. Supervisor will prepare this recommendation and supporting documentation, have it signed by the recommending official (Assistant Chiefs of Staff or Division Director).
2. **Supporting documentation includes:** a narrative justification, a resume of one page or less, a proposed citation to appear on the certificate (word doc) and a signed endorsement letter from GS-15 or above. (The Superior Civilian Service Award (SCSA) certificate is 9 X 12. This certificate allows for 7 lines, and approximately 75 characters per line).
3. Submit the completed package to your Command POC for review.
4. The Command POC will forward the entire recommendation package to the Awards Program Manager via e-mail at: PARR SME MCRDPI GI CIVILIAN PROGRAMS@USMC.MIL

Recipient Information

Type name exactly as it should appear on the certificate

Employee Name: _____ Ceremony Date: _____
 Grade: _____ Section: _____
 Billet Title: _____
 Action Period: _____
 Previous Awards Received: _____

Check the Appropriate Box

- Return the award to the originator
 Forward award to the following address/POC

POC Name: _____
 Street Address: _____
 Commercial Telephone Number: _____

Recommended by Assistant Chief of Staff or Division Director

Print Name: _____ Signature: _____
 Title: _____ Date: _____

Approving Official

Print Name: _____ Signature: _____
 Title: _____ Date: _____

- Approve Disapprove
 Approved with other than what was recommended: _____

11 MAR 2021

APPENDIX F
RECOMMENDATION for MERITORIOUS CIVILIAN SERVICE AWARD

Recommended Guidelines

1. Supervisor will prepare this recommendation and supporting documentation, have it signed by the recommending official (Assistant Chiefs of Staff or Division Director).
2. **Supporting documentation includes:** a narrative justification, a resume of one page or less, a proposed citation to appear on the certificate (word doc) and a signed endorsement letter from GS-15 or above. (The Meritorious Civilian Service Award (MCSA) certificate size is a 8 X 10. This certificate allows for 10 lines, and approximately 140 characters per line).
3. Submit the completed package to your Command POC for review.
4. The Command POC will forward the entire recommendation package to the Awards Program Manager via e-mail at: PAFR SMB MCRDPI G1 CIVILIAN PROGRAMS@USMC.MIL

Recipient Information

Type name exactly as it should appear on the certificate

Employee Name: _____ Ceremony Date: _____
 Grade: _____ Section: _____
 Billet Title: _____
 Action Period: _____
 Previous Awards Received: _____

Check the Appropriate Box

- Return the award to the originator
 Forward award to the following address/POC

POC Name: _____
 Street Address: _____
 Commercial Telephone Number: _____

Recommended by Assistant Chief of Staff or Division Director

Print Name: _____ Signature: _____
 Title: _____ Date: _____

Approving Official

Print Name: _____ Signature: _____
 Title: _____ Date: _____

- Approve Disapprove
 Approved with other than what was recommended: _____

APPENDIX G

NAVMC HQ 959 (07-09) (EF)
FOUO - Privacy Sensitive when filled in.

Special Act and On The Spot Cash Award Nominations

1. Name of Employee Recommended for Award		
Last Name	First	MI
2. Title / Series / Grade		
Title	Series	Grade
3. Organization / Code		4. Award Amount Recommended
Organization	Code	Amount
<p>Note: If award is for a group of employees, add a list identifying each employee and the amount of award recommended. Award amounts may vary depending on the relative value of each employee's contribution to the special act or service.</p>		
5. Justification for the Award Provide information on the basis for the award and an explanation of how the award amount was determined.		
6. Record of Nomination and Approvals		
Recommending Official (s)		
_____	_____	_____
Title	Signature	Date
_____	_____	_____
Title	Signature	Date
Approving Official		
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Award approved, if other than what was recommended : _____
_____	_____	_____
Title	Signature	Date
Certification that funds are available to pay the award		
Funds :	<input type="checkbox"/> Are	<input type="checkbox"/> Are Not Available
_____	_____	_____
Signature, Fiscal	Date	
For CPM Use Only		

Note : All approvals and the certification of funds are available must be obtained prior to submitting the form to CPM for processing of the award.

FOR OFFICIAL USE ONLY.