



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

DepO 12451.2
G-1
28 MAY 2019

DEPOT ORDER 12451.2

From: Commanding General
To: Distribution List

Subj: CIVILIAN OF THE QUARTER AND CIVILIAN OF THE YEAR AWARDS

Ref: (a) Department of Defense (DoD) Manual 1400.25 Subchapter 451

Encl: (1) Award Recommendation and Justification Form
(2) Civilian of the Quarter and Year Scoring Sheet

1. Situation. Marine Corps Recruit Depot, Parris Island (MCRD PI) has always been proud of the contributions and dedication of its Civilian Marine workforce. In order to recognize the efforts of individuals that demonstrate outstanding contributions, MCRD PI solicits nominations for recipients of the subject awards on a quarterly and annual basis.

2. Mission. Two (2) Civilian of the Quarter (COQ) awards will be awarded each quarter. The first COQ will recognize an outstanding General Schedule (GS) employee GS-03 through GS-07 or Federal Wage System (FWS) equivalent as the junior COQ. The second COQ will recognize an outstanding employee GS-09 through GS-12 or FWS equivalent in a non-supervisory billet as the senior COQ. There will be two (2) Civilian of the Year (COY) awards granted each fiscal year, one (1) from each of the above described categories.

3. Eligibility

a. Civilian of the Quarter (COQ). COQ recipients are ineligible to compete more than once in the same fiscal year.

(1) The employee must have worked at MCRD PI for at least one (1) year as of the end of the quarter in which nominated.

(2) The employee must have maintained an acceptable performance during the 12-month period prior to the quarter in which nominated.

b. Civilian of the Year (COY). All COQ recipients who maintained acceptable performance throughout the fiscal year will be eligible for nomination.

4. Nomination Procedures. Nominations must be submitted using the format shown in enclosure (1). An electronic version of the award recommendation and justification form (MCRDPI-M&HR-12000-2) is available on SharePoint at: [https://eis.usmc.mil/sites/mcrdpi/g1/civres/Shared%20Documents/Supervisors/FO RMS/Award%20Recommendation%20and%20Justification.pdf](https://eis.usmc.mil/sites/mcrdpi/g1/civres/Shared%20Documents/Supervisors/FO%20RMS/Award%20Recommendation%20and%20Justification.pdf) or upon request from the Assistant Chief of Staff, G-1 (AC/S, G-1), Civilian Program Management (CPM) office.

a. COQ. Nominations are due to the AC/S, G-1, CPM office no later than 10 January, 10 April, 10 July and 10 October of each fiscal year unless the

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date falls on a weekend or holiday in which case, nominations will be due the next business day. Late submissions will not be accepted. Supervisors may submit only one nomination package per section.

b. COY. Nominations are due to the AC/S, G-1, CPM office no later than the end of the first week in November. Late submissions will not be accepted.

5. Selection Board

a. The COQ/COY Awards Board will meet in person or via email quarterly during the month immediately following the end of the quarter to select the COQ, and one additional time during the month of December to select the COY.

b. The COQ/COY Awards Board recommendation for COQ/COY will be made to the AC/S, G-1, CPM office as the final approving authority.

c. The COQ/COY Awards Board will consist of senior civilian supervisors from a cross section of departments aboard MCRD PI.

6. Recognition

a. COQ

(1) Certificate of Appreciation signed by the Commanding General (CG).

(2) On-the-Spot cash award of \$500.00.

(3) Time off award of eight hours.

(4) Engraved Plaque

(5) Photograph taken by the Communication Strategy and Operations (COMMSTRAT) photographer and displayed on the CPM office display board and on the Parris Island SharePoint webpage.

b. COY

(1) Certificate of Appreciation signed by the CG.

(2) On-the-Spot cash award of \$750.00.

(3) Time off award of sixteen hours.

(4) Engraved Plaque

(5) Photograph taken by the COMMSTRAT photographer and displayed in Building 11 on the CPM office display board and on the Parris Island SharePoint webpage.

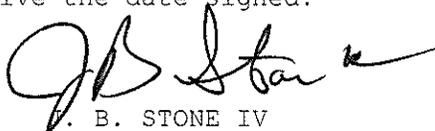
c. All recognition will be based on available funding.

7. Award Recommendation and Justification Form. An electronic version of the award recommendation and justification form is located on SharePoint.

8. Command and Signal

a. Command. This order is applicable to all Appropriated Fund civilian employees assigned to MCRD PI.

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



J. B. STONE IV
Chief of Staff

DISTRIBUTION: A

AWARD RECOMMENDATION AND JUSTIFICATION			
(SELECT APPLICABLE AWARD)		(ENTER RECOMMENDED ACTION)	
<input type="checkbox"/>	CIVILIAN OF THE QUARTER	AMOUNT:	500.
<input type="checkbox"/>	CIVILIAN OF THE YEAR	AMOUNT:	750
<input type="checkbox"/>	ON-THE-SPOT	AMOUNT:	N/A
<input type="checkbox"/>	QUALITY STEP INCREASE	STEP:	N/A
<input type="checkbox"/>	SPECIAL ACT OR SERVICE	AMOUNT:	N/A
<input type="checkbox"/>	TIME-OFF	NO. OF HOURS:	8/16
(EMPLOYEE'S NAME)		(PRESENT ORG., POSITION TITLE, GRADE AND STEP)	
(ENTER DATE(S))		(ENTER POSITION HELD DURING COVERED PERIOD)	
(ENTER NOMINATION JUSTIFICATION BELOW)			
RECOMMENDING OFFICIAL:			
(TYPE/PRINT NAME)		(SIGNATURE REQUIRED)	DATE:
DESIGNATED APPROVING OFFICIAL:			
(TYPE/PRINT NAME)		(SIGNATURE REQUIRED)	DATE:

(ADDITIONAL JUSTIFICATION OF NOMINATION BELOW)

MCRDPI-M&HR-12000-2 (01/17)

CIVILIAN OF THE QUARTER AND YEAR SCORING SHEET

NAME: _ _ _ _ _

ATTITUDE AND CHARACTER: /5

TEAMWORK AND LEADERSHIP: /5

MISSION ACCOMPLISHMENT: /5

PROFESSIONALISM AND WORK ETHIC: /5

TOTAL: /20