



**UNITED STATES MARINE CORPS**

MARINE CORPS LOGISTICS BASE  
814 RADFORD BLVD SUITE 20302  
ALBANY GA 31704-0302

MCLBAO 12450.1A  
MANPOWER  
**23 OCT 20**

MARINE CORPS LOGISTICS BASE ALBANY ORDER 12450.1A

From: Commanding Officer  
To: Distribution List

Subj: CIVILIAN AWARDS PROGRAM

Ref: (a) DoD 1400.25-M, Subchapter 451  
(b) DoN Guide No. 451-02  
(c) DoD Administrative Instruction No. 29  
(d) MCO 12430.2  
(e) DoD Performance Management Appraisal Program  
(f) MCO 12451.2C W/CH 1&2  
(g) BO 5220.1  
(h) MCO 12451.2D  
(i) SECNAV memo of 24 Apr 18  
(j) ASN (M&RA) memo of 22 Nov 19  
(k) MCO 12451.2D

Encl: (1) Operation of Civilian Awards Program  
(2) Certificate Examples  
(3) MCLB Albany Awards Process Flow Chart  
(4) Time-Off Awards  
(5) Time-Off Awards scale for a single contribution  
(6) Time-Off Awards Nomination Form  
(7) Honorary Awards for Civilian Employees  
(8) Navy Civilian Service and Achievement Medals  
(9) Navy Civilian Service Commendation Medal Nomination Form  
(10) Navy Civilian Service Achievement Medal Nomination Form  
(11) Honorary Award Congratulatory Letter Template  
(12) Honorary Award Nominating Letter Template  
(13) DON Civilian Service Commendation Medal Certificate Template  
(14) DON Civilian Service Achievement Medal Certificate Template  
(15) Navy Honorary Award Materials Procurement Information for Navy Civilian Service Commendation and Achievement Medals

1. Situation. This Order provides policy and guidance for any award of a monetary or non-monetary nature given to an employee for his/her contribution, which has resulted in tangible benefits, savings or cost avoidance and/or intangible benefits. All Marine Corps Logistics Base Albany appropriated fund civilian employees are eligible to be considered for incentive awards per references (a) through (c).

2. Cancellation. BO 12450.1.

**23 OCT 20**

3. Mission. Upon final signature, supervisors will comply with the order, recognize civilians for their accomplishments, and enhance morale for the organization or Command. The intent of the Civilian Awards Program is to recognize superior individual and group efforts that improve the efficiency, effectiveness, and economy of this Command and its mission and to link recognition to strategic plans, goals, and results. Awards inspire our workforce to increase productivity and excel by making significant contributions toward meeting the mission of our Command.

4. Execution.

a. Commander's Intent and Concept of Operations

(1) The administration of the Civilian Awards Program will be on a fair and equitable basis. Awards should recognize and reward employees in a timely manner for all their contributions toward improved organizational productivity, customer service, or accomplishment of organizational goals. Awards are tools to acknowledge and motivate employees by recognizing and rewarding significant individual, team, or organizational achievements or contributions.

(2) During the year, award developed and presentation will happen as soon as possible based on an accomplishment. Awards based on the annual performance management cycle will comply with the guidance provided in references (d) and (e) and with approval by the Command Performance Appraisal Review Board (PARB).

(3) Enclosure (1) gives detailed instructions as to the program operations.

(4) Definitions

(a) Incentive Award. A monetary or non-monetary award for a contribution resulting in tangible benefits, savings or cost avoidance and/or intangible benefits both Special Act and On-the-Spot Awards.

(b) Monetary Award. This type of award does not increase the employee's rate of basic pay, but is a recognition award in which the device is a cash payment.

(c) Non-monetary Award. An award in which the recognition device is not a cash payment or time off but rather an award of honorific value, e.g., a letter, certificate, medal, plaque, or item of nominal value. These include competitive and prestigious (honorary) awards as described in reference (f) which contains the criteria for awards and format for submission. Enclosure (2) provides certificate examples for use in non-monetary award recognition.

(d) On-the-Spot Award. This type of special act award for is a one-time achievement. The intent of this award to provide immediate recognition for exceptional performance beyond the normal bounds of the employee or team's job, which benefits the local workplace. This award is particularly appropriate for rewarding employee efforts that might go unrecognized. On-the-Spot Awards range from \$25 to \$750.

**23 OCT 20**

(e) Performance Awards. As per references (a), (d), and (e), monetary awards are based solely on employees' performance on a regular or continuing basis significantly above that expected at the "Acceptable" level.

(f) Service Award. An award granted automatically upon attainment of specific lengths of service and retirement.

(g) Special Act Award. This is a one-time cash award given to an employee or group of employees in recognition of a non-recurring nature connected with or related to official employment such as a scientific or value engineering achievement, act of heroism, or exemplary accomplishment. The Commanding Officer and Executive Director will determine and approve this award depending upon availability of funds.

(h) Time-Off Award. The Federal Employees Pay Comparability Act of 1990, Public Law 101-509, provides Federal agencies authority to grant time off from duty, without loss of pay or charge leave, as an incentive award. Reference (a) applies. Time-off awards are an alternate and/or additional means of recognizing the superior accomplishments or achievements employees with other than monetary or non-monetary awards. Enclosure (4) provides additional guidelines on processing time-off awards.

b. Tasks.

(1) Division Directors and Special Staff Officers will:

(a) Ensure supervisors, managers, and team leaders are aware of the importance of the reward system as a means of distinguishing excellent contributions.

(b) Encourage supervisors, managers, and team leaders to nominate employees for awards that have shown an excellent standard of work or superior performance.

(c) Ensure that awards are granted consistent with Equal Employment Opportunity and Affirmative Employment Program policies and shall be free from discrimination regardless of race, color, religion, age, sex, national origin, or disability.

(d) Be responsible for funding all cash awards within their respective organizations. Monitor the execution of monetary awards program funds.

(e) Follow the guidelines contained in the enclosures.

(f) Maintain official records of all awards documenting monetary and non-monetary awards processed within their respective organization, and ensure that there is adequate documentation to support benefits analyses for recommended awards.

(2) The Director, Manpower Division will act as the Marine Corps Logistics Base (MCLB) Albany Civilian Awards Program Administrator. Duties include:

(a) Monitoring civilian awards program and maintaining base directives a current and accurate fashion.

**23 OCT 20**

(b) Reviewing regularly compliance for all awards (monetary and non-monetary) requiring approval by the Commanding Officer and higher authority.

(c) Advising supervisors, managers, and team leaders on matters arising regarding the civilian awards program.

6. Administration and Logistics.

(a) Administration. None.

(b) Logistics. None.

7. Command and Signal.

(a) Signal. This Order is effective the date signed.

(b) Command. This Order is applicable for appropriated funded civilian personnel within MCLB Albany.



M. J. FITZGERALD

DISTRIBUTION: A

**23 OCT 20****OPERATION OF CIVILIAN AWARDS PROGRAM**

1. Eligibility. All civilian employees or groups of employees paid through appropriated funds are eligible for award nomination. This includes full-time and part-time employees.

2. Authority to Approve Monetary Awards.

a. Division Directors are authorized to submit employees for cash awards up to and including \$1,000. These awards can be approved by the Executive Director. Cash award recommendations must be documented in writing utilizing the guidance in references (a) and (b) and include the calculation of savings. Ensure there is proper documentation and justification. Enclosure (2) contains an example of a monetary award certificate for use in presenting the award.

b. Recommendations involving cash awards between \$1,001 and \$2,500 will be forwarded to the Executive Director for further processing and approval; and, awards between \$2,501 and \$5,000 will be forwarded to the Commanding Officer for further processing and approval. Recommendations involving cash awards in excess of \$5,000 will be forwarded to the Commanding General, Marine Corps Installations East (MCIEAST) for further processing and/or approval by Headquarters Marine Corps (HQMC).

c. All monetary award recommendations based on annual performance ratings will be processed by the Command Performance Appraisal Review Board (PARB). The PARB will determine awards based on the employee's overall accomplishments and contributions and, will be required to ensure fairness, appropriateness and adhere to merit system principles when recommending cash or salary based on performance awards (e.g., quality step increases). References (a), (b), (d), and (e) apply.

3. Authority to Approve Non-Monetary Awards. Division Directors and Special Staff Officers are hereby delegated the following authority:

a. Approve non-monetary awards recognizing civilian employee achievements or contributions beyond normal job requirements. These awards include certificates of appreciation and similar individual or group awards. Note that certificates of commendation and higher require the approval of the Command Officer. Examples of certificates provided in enclosure (2).

b. Approve non-monetary awards to include applicable pin recognition for the below groups of employees. The local Human Resources Office (HRO) has certificates available for use.

(1) Completion of 10 or 20 years of Marine Corps service or 10, 20, or 30 years of total federal service. The Commanding Officer will recognize employees who have completed more than 30 years of Marine Corps or federal service.

(2) Employees retiring with 30 or less of Marine Corps or federal service. Employees retiring with more than 30 years of service will be

Enclosure(1)

recognized by the Commanding Officer. The local HRO prepares and provides retirement certificates for presentation.

(3) Employees who have accrued 500, 1000, 1500, 2000, 2500, or 3000 hours of sick leave.

c. Approve time-off awards for civilian employees within their respective activities in excess of one workday up to 40 hours utilizing the guidance contained in references (g). Examples of time off certificates are provided in enclosure (2).

4. Funding. All monetary awards contingent upon availability of funds.

5. Procedures.

a. Upon approval of a non-performance award, the Division Director will forward an email request, along with the Time-Off Award Nomination Form (NAVMC HQ 960) to the Manpower Division to initiate the applicable Request for Personnel Action (RPA). Along with this Request, a digitally signed copy of the approved award and justification must be forwarded to the Manpower Division. If justification is the same for each individual, multiple names can be submitted on the nomination form or a spreadsheet can be generated to list multiple names.

b. Time-Off Award Nomination Form must be sent electronically to the Executive Director for approval and a copy emailed to the Assistant to the Commanding Officer. After the Executive Director has approved, the form will be sent to the Manpower Division. The Manpower Analyst will process the RPA and submit to Labor and Relations for processing. The Assistant to the Commanding Officer will produce a certificate for the awards ceremony.



*Certificate of Commendation*

COMMANDING OFFICER MARINE CORPS LOGISTICS BASE ALBANY

*takes pleasure in commending*

**WALTER D. SMITH**

*for*

FROM JULY 22-26, 2019, YOUR ASSISTANCE AND SUPPORT LED TO A SUCCESSFUL WEEK OF MARINE CORPS TRAINING FOR SIX COMBINED ATLANTA HIGH SCHOOLS (SW DEKALB, COLUMBIA, CEDAR GROVE, STEPHENSON, STONE MOUNTAIN AND MLK JR. HIGH) NAVY JUNIOR RESERVED OFFICERS TRAINING CORPS CADETS. YOUR ACTIONS DEMONSTRATED PROFOUND PROFESSIONALISM AND INITIATIVE THROUGHOUT THE PLANNING AND EXECUTION OF THIS TRAINING. THE ORGANIZATIONAL AND SCHEDULING SUPPORT YOU PROVIDED AND ATTENTION TO DETAIL, IN ADDITION TO SECURING ADDITIONAL MARINES FOR SUPPORT, PROVIDED THE ATLANTA-BASED NAVY JROTC CADETS WITH THE HIGHEST STANDARDS OF TRAINING PROVIDED UNDER THE TRAINING AND EDUCATION COMMANDS' REQUIREMENTS. YOU WENT ABOVE AND BEYOND THE CALL OF DUTY TO PROVIDE ADDITIONAL INSTRUCTION ON THE NAVY SWIM QUALIFICATIONS AS A CERTIFIED INSTRUCTOR; DRILL AND CEREMONY; INITIAL STRENGTH TEST; OBSTACLE COURSE; MARINE CORPS MARTIAL ARTS PROGRAM; PROVIDED A STATIC WEAPONS DISPLAY; OPPORTUNITY FOR MODIFIED VERSIONS OF HITT AND AMP-IT TRAINING AND SO MUCH MORE. YOUR DEMONSTRATED SUPERIOR PERFORMANCE IS A TESTIMONY OF YOUR LOYALTY AND DEDICATION TO THE HIGHEST STANDARDS OF MARINE CORPS LOGISTICS BASE ALBANY AND ARE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS. MANY THANKS FOR A JOB WELL DONE--WE ARE GRATEFUL TO HAVE YOU ON OUR TEAM AND I WISH YOU CONTINUED SUCCESS.

*Date*

NAVMC 10631 (REV. 8-89) SIGN109-LF-064-0200

**MICHAEL FITZGERALD**

Colonel, USMC

Commanding Officer

Marine Corps Logistics Base, Albany, Georgia

# Certificate of Appreciation



**Presented to**

**FRANKLIN JONES**

*For*

Franklin serves as the payroll liaison for civilian employees assigned to Marine Corps Logistics Command. During June 2014 - August 2014, Mr. Jones handled several complex pay issues for MCLC employees while providing outstanding customer service. An example of his work is evidenced by the ICE comment received on 5 August 2014 below:

"Mr. Franklin Jones of civilian payroll consistently goes that extra mile to take care of us here in WSMC. He always provides timely support. His attitude and willingness to support is exemplary in this day and time of dwindling resources and personnel to perform the tasks of an ever growing workload. Mr. Jones does this each and every day in a very professional and courteous manner. I commend him for his "can-do" and positive attitude and willingness to support." JOB WELL DONE.


\_\_\_\_\_  
DATE

\_\_\_\_\_  
MICHAEL FITZGERALD  
Colonel, USMC  
Commanding Officer  
Marine Corps Logistics Base, Albany, Georgia



CERTIFICATE EXAMPLES

# Time Off Award



Presented to:

**SALLY R. SMITH**

*For Superior Performance of Duty and a  
Job Well Done!*

AS A MEMBERS OF THE SPECIAL REACTION TEAM YOU HAVE SHOWN AN EXTRAORDINARY DEDICATION TO MISSION AND COMMITMENT TO EXCELLENCE. YOU HAVE UNWAVERINGLY PERFORMED YOUR DUTIES IN A SUPERIOR MANNER RESULTING IN A PERFECT SCORE AND NOTEWORTHY RATING ON TWO SEPARATE HEADQUARTERS MARINE CORPS, INSPECTOR GENERAL'S INSPECTIONS IN THE LAST 12 MONTHS. IN ADDITION YOU HAVE USED YOUR PROFESSIONAL KNOWLEDGE AND EXCEPTIONAL LEADERSHIP ABILITIES TRAINING SAF MARINES AND POLICE OFFICERS ON MULTIPLE OCCASIONS THROUGHOUT THE YEAR. THE SPECIAL REACTION TEAM'S ASSISTANCE TO THE TRAINING DEPARTMENT ALSO CONTRIBUTED TO A PERFECT SCORE AND NOTEWORTHY RATING ON THE HEADQUARTERS MARINE CORPS, INSPECTOR GENERAL'S INSPECTION IN THAT AREA. SRT MEMBERS HAVE CONTINUOUSLY PROVEN TO BE OUTSTANDING ROLE MODELS AND MOTIVATORS THROUGHOUT THE MCLB ALBANY COMMUNITY. THANK YOU FOR YOUR DEDICATION AND CONSISTENT HARD WORK!

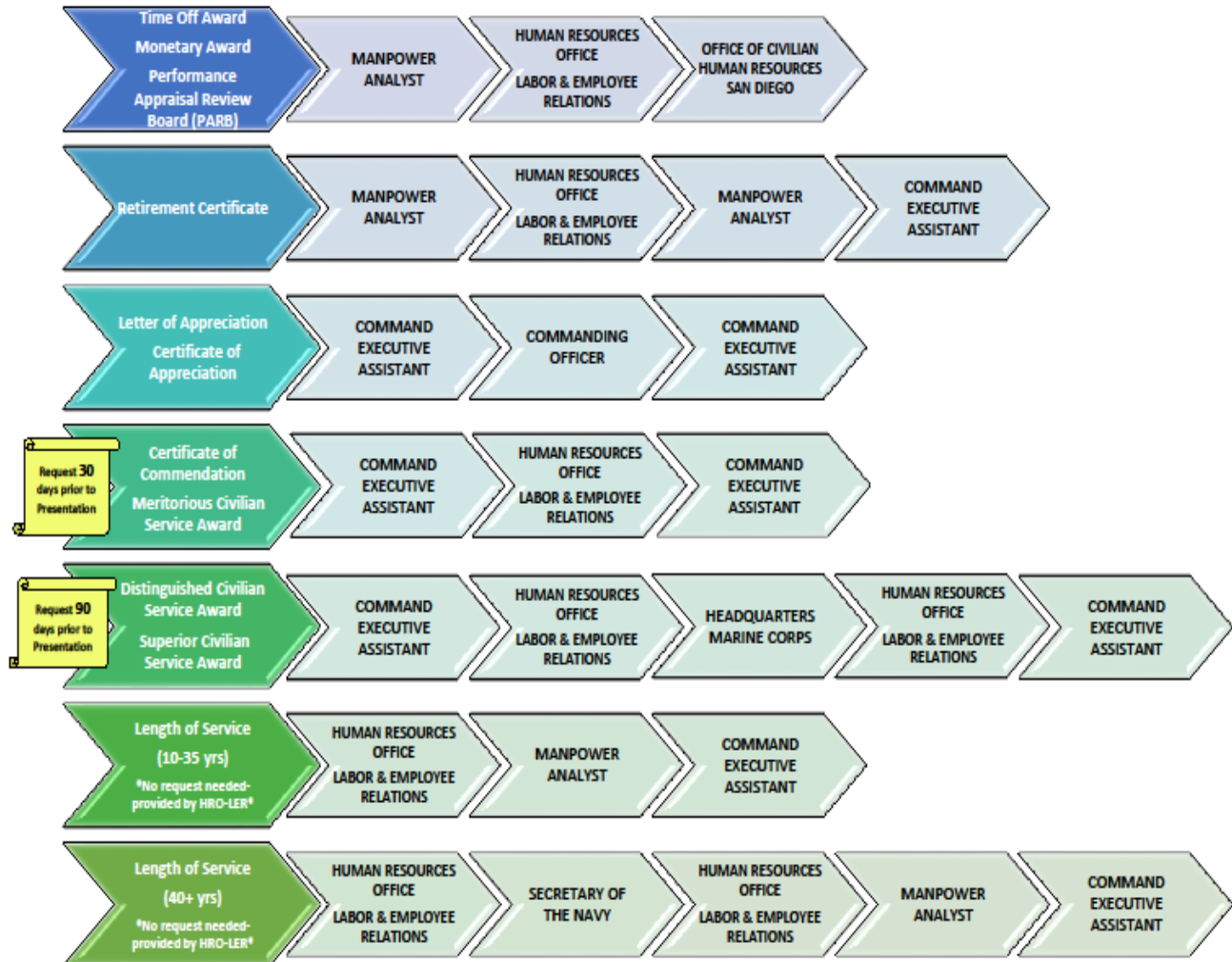
DATE

## 8 Hours

**MICHAEL FITZGERALD**  
Colonel, USMC  
Commanding Officer  
Marine Corps Logistics Base Albany, GA

## MCLB ALBANY AWARDS PROCESS

**FIRST STEP:** Supervisors take action to recognize employees.



23 OCT 20

**TIME-OFF AWARDS****1. Authority to Approve**

a. Supervisors may grant time-off awards of one workday or less without further review and approval. This authority is limited to one award per year for each employee supervised.

b. Each nomination for time-off award in excess of one workday must be reviewed and approved by the Division Director and final approval signed by the Executive Director. Requires completion and submission of Time-Off Award Nomination form (Enclosure 5).

2. Eligibility Criteria. A time-off award may be granted to an employee in recognition of superior accomplishment or other personal effort which has contributed to the quality, efficiency, or economy of Government operations. This award may not be used for group dismissals, for the purpose of granting all or part of a day as a holiday, or to extend a legally designated holiday. The following are examples of achievements which may be considered for a time-off award.

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

b. Displaying special initiative and skill in completing an assignment or project before the deadline.

c. Using initiative and creativity in making improvements in a product, activity, program, or service.

d. Ensuring that the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

e. Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.

**3. Limitations on Time-Off Award**

a. The total amount of time off which may be granted to an employee during one calendar year is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time that may be granted during any calendar year is the average number of hours of work in the employee's biweekly schedules tour of duty.

b. Time-off awards will be approved in accordance with the criteria outlined in the Time-Off Awards Scale as noted below (reference (g) applies). The maximum amount of time off which may be granted for any single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution is one-half the maximum amount of time that could be granted during the year.

c. The use of time-off award is subject to scheduling and supervisory approval. Time off granted as an award must be scheduled and used within one

Enclosure(4)

**23 OCT 20**

year after the effective date of the award. Any unused amount remaining after that time must be forfeited without further compensation to the employee. Time-off awards should be scheduled and used so not to adversely affect an employee who is in an annual leave "use or lose" situation. Should an employee become physically incapacitated during a period of time off granted as an award, sick leave may be granted for the period of incapacitation.

d. A time-off award does not convert to cash under any circumstances.

e. A time-off award cannot be transferred when an employee transfers to another DoD component or outside DoD. To avoid the loss of the time off, the employee should be allowed to use the incentive prior to the transfer. The time-off award may be transferred within the Department of the Navy.

#### 4. Documentation and Recordkeeping

a. All time-off awards must be supported by appropriate written justification which shall include a description of the reason for granting the award. To document nominations and approvals, use of the Time-Off Award form, NAVMC HQ 850 (07-09)(EF), is authorized. This form is available in the electronic forms system. Retain completed forms within the requesting organization.

b. Upon notification of approval, a Request for Personnel Action (RPA) will be prepared by the Manpower Division. The servicing Human Resources Office shall process the RPA for each award granted.

c. Usage of the time-off award shall be reported through time and attendance reporting procedures and separately identified from other types of leave. Employees will record the usage of LY Time-Off Award through Standard Labor Data Collection and Distribution Application (SLDCADA). Employees will be notified of earning, usages, forfeitures, and available balances via the leave and earnings statement.

Enclosure(4)

23 OCT 20

## TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

Value to OrganizationNumber of Hours**Moderate:**

A contribution to a product, activity, program or service to the public, which is of sufficient value to merit formal recognition.

1 to 10

Beneficial change or modification of operating principles or procedures.

**Substantial:**

An important contribution to the value of a product, activity, program or service to the public.

11 to 20

Significant change or modification of operating principles or procedures.

**High:**

A highly significant contribution to the value of a product, activity program, or service to the public.

21 to 30

Complete revision of operating principles or Procedures, with considerable impact.

**Exceptional:**

A superior contribution to the quality of a Critical product, activity program, or Service to the public.

31 to 40

Initiation of a new principle or major procedure, with significant impact.

Enclosure(5)

NAVMC HQ 960 (07-09) (EF)  
FOUO - Privacy Sensitive when filled in

<b>1. Name of Employee Recommended for Award</b>					
Last Name _____				First _____ MI _____	
<b>2. Title / Series / Grade</b>					
Title _____		Series _____			Grade _____
<b>3. Organization / Code</b>				<b>4. Time Off Award Hours Recommended</b>	
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>					
<b>5. Justification for the Award.</b> Provide information on the basis for the award.					
<b>6. Record of Nomination and Approvals</b>					
Recommending Official(s)					
_____		_____		_____	
Title		Signature		Date	
_____		_____		_____	
Title		Signature		Date	
Approving Official					
<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved		Time off hours approved, if other than what was recommended : _____	
_____		_____		_____	
Title		Signature		Date	
<b>For HROM Use Only</b>					

Adobe Designer 8.0

**23 OCT 20****NAVMC HQ 960 (07-09) (EF)**

Names of Employees Recommended for Award	Recommended Time Off Hours

FOR OFFICIAL USE ONLY.

Enclosure(6)

23 OCT 20

**HONORARY AWARDS FOR CIVILIAN EMPLOYEES**

1. Award Submission Process. Honorary awards nomination packages, and Retirement/Career Service awards request must be sent to the Civilian Awards Program Manager through the command's servicing HR Office to MPC-40 at civilianawards@usmc.mil. Nomination packages and awards request should be submitted three months in advance of the proposed presentation date to allow sufficient time for processing. Award nominations and awards request will be submitted in accordance with the criteria outlined in this Order or in accordance with the criteria as reflected in the announcements for external civilian awards. Certificates and service pins should be acquired through HRO. All honorary award nomination packages will include the following:

(a) Nominee's resume of one page or less limited to the following information:

1. Employee's name, title and grade.
2. Description of employee's current job responsibilities.
3. Summary of employee's entire employment history.
4. Summary of employee's educational accomplishments during his/her employment with the Marine Corps.
5. Summary of any published papers, articles, books, or participation in professional and civic organizations.
6. Annotation of any relevant awards received including dates and dollar amounts.

(b) Narrative justification for the award not to exceed two pages should include:

1. Areas of achievement upon which nominations are based.
2. Scope and importance of mission, functions, service or task achieved.
3. Description of ingenuity, innovation or dedication that demonstrably exceed job requirements.
4. Results achieved, including benefits to the government and impact to the organization.

(c) Proposed award citation to appear on certificate, which must reflect:

1. Nominee's name as to appear on the certificate.
2. Concise language to accurately state reason for granting the award (not to exceed 12 lines with 75 characters per line, or exceed 200 words total for the DCSA).

2. Departmental Awards and criteria

(a) Navy Distinguished Civilian Service Award (DCSA). This is the highest honorary award the Secretary of the Navy (SECNAV) can confer on a DON civilian employee. The DCSA is awarded only to those employees who have given distinguished and/or extraordinary service to the DON. The achievements or service must be truly exceptional when measured against the employee's position requirements and should far exceed the contributions and

Enclosure(7)



**23 OCT 20**

service of others with comparable responsibilities. This award is reserved for contributions that are so unusual and/or significant that recognition at the SECNAV level is merited. Additional indicators include:

1. A pattern of long-term and sustained high performance as evidenced by the nominee having previously received high honorary awards and there should be a consistent record of annual performance-based awards.
2. Career achievements that are recognized throughout the DON.
3. Indications of innovative leadership of highly successful programs or projects that have impacted beyond the nominee's command or activity.
4. Scientific or technical advances or suggestions of significant value.
5. Major cost savings, reductions and cost avoidance.
6. Accomplishments or achievements that have had, at a minimum, DON-wide impact.
7. Recommendations 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, a separate nomination package and supporting documents must be submitted for each employee.
8. Recommendations for this award will be reviewed and must receive the concurrence of the Marine Corps Honorary Awards Board (MCHAB) and the Deputy Commandant, Manpower and Reserve Affairs, before being forwarded for approval by Commandant of the Marine Corps (CMC) and SECNAV. The recommendation must contain:
  - a. A complete description of the employee's contribution and a thorough comparison of how these accomplishments exceeded the employee's job requirements.
  - b. An account of the specific benefits, tangible and intangible, resulting from the contribution. If the employee's contribution has resulted in saving money, the amount saved should be stated. If intangible benefits have resulted, the specific improvements should be described in detail, e.g., a narrative of conditions before and after the employee's contribution was implemented.
  - c. A description of any award or recognition, which the employee has received as a result of the contribution.
  - d. A proposed citation.
  - e. Recommendations must be endorsed by the Base, or Installation Commander (O-6 level/equivalent or above). This authority may not be delegated.

(b) Navy Superior Civilian Service Award (SCSA). The SCSA is the highest-level award the Commandant of the Marine Corps may confer on a civilian employee. This award recognizes employee contributions that are exceptionally high in value but are smaller in scope and/or impact than the DCSCA. (e.g., Marine Corps wide or command wide). The SCSA award citation must not exceed seven lines and may not contain more than 100 total characters per line. The format and procedures for submission of

Enclosure(7)

**23 OCT 20**

recommendations for the SCSA are the same as for the DCSA.

(c) Navy Meritorious Civilian Service Award (MCSA). The MCSA is approved by the commander or head of a Headquarters, Marine Corps staff agency for meritorious service or contributions resulting in high value or benefits to the Marine Corps. This is the third highest honorary award under the Department of Navy Incentive Awards program. It is conferred for a contribution that applies to a smaller area of operation or a project of lesser scope or impact than one that would warrant consideration for the DCSA or SCSA.

(d) Global War on Terrorism (GWOT) Medal. The GWOT should be awarded to civilian employees of the Department of Defense, who on or after September 11, 2001, to a date to be determined, participate abroad in an operation that directly supports a U.S. Military GWOT operation in a designated geographic location approved for award of the GWOT Expeditionary Medal or similar operation for which a separate military campaign award is granted. The following criteria must be met by the nominee:

1. DoD civilian employees must be engaged in direct support for 30 consecutive days in a combat zone in an area of eligibility in a military operation (or the full period when the operation is of less than 30 days duration), for 60 non-consecutive days in a combat zone provided this support involves the employee entering the area(s) of eligibility while providing direct support in the designated operation. Personnel located in the United States are not eligible.

2. The medal may be awarded only once to a civilian employee for service to a GWOT operation. An employee may not be awarded both the GWOT medal and the Armed Forces Civilian Service Medal (AFCSM) for the same operation. The medal may not be awarded to contractor personnel.

3. The GWOT may be awarded posthumously and may be presented to the deceased employee's family representative.

4. All requests must be submitted 3 months in advance of the planned presentation date. Once approved, the Civilian Awards Program Manager MPC-40 will forward the signed certificate and GWOT medal set to the employee's command.

(e) Armed Forces Civilian Service Medal (AFCSM). The AFCSM is approved by the Deputy Secretary of Defense to recognize the contributions and accomplishments of DoD civilian employees directly supporting our military forces on or after June 1, 1992, whose members are engaged in military operations of a prolonged peacekeeping or humanitarian nature. This award is aligned as closely as practicable to the Armed Forces Service Medal (AFSM). Qualifying operations are significant U.S. military activities where the AFSM has been authorized for military personnel. An employee may not be awarded both the AFCSM and GWOT medal for the same operation. The medal may not be awarded to contractors. All nomination will be submitted to the Marine Corps Honorary Awards Review Board.

(f) Career Service Awards. Commanders, supervisors and managers are encouraged to recognize the sustained service of our civilian employees. Credit is given for total Federal service, including civilian and all honorable military service. Honorary awards should be presented in a timely manner to ensure recognition of an awardee at an appropriate ceremony.

1. The awards recognizing 10, 15, 20, 25, 30 and 35 years of Federal service are granted by Commanders. Blank certificates and pins for

Enclosure(7)

**23 OCT 20**

Federal length of service are available through normal supply channels. These awards are processed through the local HRO.

2. Awards for 40, 45, 50, 55 and 60 years of service are granted by the SECNAV upon the recommendation of the command. The awards consist of a certificate signed by the SECNAV. Requests for these awards should be submitted electronically to the Civilian Awards Program Manager, MPC-40 at civilianawards@usmc.mil at least three months in advance of the proposed presentation date to allow sufficient time for processing.

The following information must be provided when submitting request for career service awards:

Employee's LAST Name, FIRST Name and MI (As shown on the SF-50)

Employee's Current Job Title (No abbreviations)

Type of Award (SECNAV career service)

Total Number of Federal Service (including military service and non-appropriated fund) Years

Retirement Date or FLOS Anniversary Date Presentation/Ceremony Date

Mailing address of servicing Human Resources Office

Command Head Title

(Commanding General, Commanding Officer, Commander, etc.)

Command Award Program POC/phone number

(g) Retirement Awards. Commanders, supervisors and managers are encouraged to recognize civilian employees who are retiring from Marine Corps civilian employment in a timely manner to ensure recognition at an appropriate ceremony. Federal retirement pins are available for presentation with the retirement certificate through normal supply channels.

1. Employees with more than 30 years of Federal service will receive a CMC signed retirement letter. Requests for these letters should be submitted three months in advance of the planned ceremony date.

2. Employees who retire after 40 years of service are eligible for a retirement certificate signed by the SECNAV, along with a personalized letter from the CMC. Requests for these letters should be submitted 3 months in advance of the planned ceremony date.

3. It is recommended that Commanders consider presenting the spouse of the retiring civilian employee with some form of recognition for her/his support of their civilian spouse through their Federal career.

The following information must be provided when submitting request for retirement awards:

Employee's LAST Name, FIRST Name and MI (As shown on the SF-50)

Employee's Current Job Title (No abbreviations)

Type of Award (SECNAV retirement, CMC Letter)

Total Number of Federal Service (including military service and non-

Enclosure(7)

appropriated fund) Years

Retirement Date or FLOS Anniversary Date Presentation/Ceremony Date

Mailing address of servicing Human Resources Office

Command Head Title

(Commanding General, Commanding Officer, Commander, etc.)

Command Award Program POC/phone number

(h) External Honorary Awards. Marine Corps civilian employees and private citizens are eligible for the following annual awards listed below, noting that due dates and submission requirements vary each year.

1. Arthur S. Fleming Award. This award recognizes current federal government employees, who have at least 3 but no more than 15 years of government experience who have made outstanding contributions to public service on either a sustained basis or through a single exceptional accomplishment achieved.

2. David O. Cooke Excellence in Public Administration Award. This award recognizes non-managerial career employees, with three to ten years of Federal career service.

3. DoD Distinguished Civilian Service Award (Competitive). This award recognizes DoD civilian who demonstrate extremely significant contributions to the operation of the Department.

4. Eugene G. Fubini Award. This award recognizes an individual from the private sector who has made highly significant contributions, in a volunteer status, to the DoD in an advisory capacity.

5. Roger W. Jones Award for Executive Leadership. This award recognizes Federal senior career executives who have demonstrated exceptional capabilities in superior leadership and a strong commitment to bringing about effective continuity of government by helping to develop the careers of people who will serve as managers and executives in the future federal service.

6. Service to American Medals (SAMMIES). This award pays tribute to America's dedicated federal workforce, highlighting those who have made significant contributions to our country and are open to both individual and team nominations.

7. Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award. This award is designated to recognize and reward non DoD individuals demonstrating exceptional patriotism and humanitarian concern for members of the United States Armed Forces or their families.

3. Marine Corps Honorary Awards Board (MCHAB). The MCHAB was established by the CMC to review high-level award nominations to be conferred by the CMC or forwarded to the SECNAV for decision. The Board is directed by the Director, Manpower Plans and Policy Division (MP), Manpower and Reserve Affairs Department, Headquarters U.S. Marine Corps. It is comprised of five members, a chair and four other members of headquarters staff agencies. Board members are senior level civilians appointed by the head of their staff agency committed to maintaining the integrity of the awards program. The term of appointment will not exceed three years. When a panel member's term of appointment expires a replacement board member will be selected from another

Enclosure(7)

**23 OCT 20**

headquarters staff agency other than the exiting members' agency so as to ensure equitable representation for all employees. The Marine Corps Honorary Awards for Civilian Employees Program Manager, MPC-40 will serve as the Administrator and Technical Advisor to the Board.

(a) The MCHAB members are to:

1. Provide transparency and impartiality to the review process of awards requiring CMC approval or endorsement to higher headquarters.
2. Review and make recommendations on awards sponsored by other agencies or private organizations for which both civilian and military personnel are eligible.
3. Elect an alternate chairperson.

(b) Subordinate Element Missions:

1. Sponsors of command level Marine Corps civilian awards program and field commanders shall comply with this Order when requesting and submitting award nominations for civilian.
2. Ensure that appropriate recognition is given to civilian employees for significant contributions to the Marine Corps mission.
3. Administration and Logistics
  - a. The point of contact for the Honorary Awards for Civilian Employees is the Associate Director, Labor and Employee Relations, Manpower and Reserve Affairs, commercial (703) 432-9428 or DSN 278-9428.
  - b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per references (c) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

Enclosure(7)

23 OCT 20

**NAVY CIVILIAN SERVICE COMMENDATION AND ACHIEVEMENT MEDALS**

1. Background. On 24 April 2018, the Secretary of the Navy approved the addition of two Department of the Navy (DON) Civilian Honorary Medals in reference (i). The DON Civilian Service Commendation Medal (CSCM) and Civilian Service Achievement Medal (CSAM) expanded the honorary medals available to DON civilian workforce and instituted medals equivalent to the DON active duty awards: Navy Commendation Medal and Navy Achievement Medal.

2. Purpose. This memorandum establishes guidance required to implement these awards and procure the necessary presentation materials associated with these awards. It addresses criteria, approval authority, nomination package requirements and templates, and materials procurement. Per reference (j), commands, activities, and individuals with responsibilities for granting awards must take necessary actions to implement the new honorary medals throughout MCLB Albany.

3. Awards

a. Civilian Service Commendation Medal (CSCM)

(1) Description. The fourth highest honorary award in DON. Recipients of the CSCM are recognized for performance at the equivalent level of the Navy and Marine Corps Commendation Medal awarded to military personnel for similar achievement.

(2) Criteria

(a) The medal is awarded to DON civilians who distinguish themselves by performing well above that which is usually expected for an individual commensurate with his or her grade, or specialty, and above the degree of excellence which can be appropriately reflected in the individual's performance evaluations or personnel records. The CSCM may be awarded after significant achievement (such as an invention or improvement in design, procedure, or organization) or after an extended period of time (such as deployment or overseas tour).

(b) Additionally, to evaluate CSCM nominations more objectively, commanders are encouraged to consider the criteria used to evaluate DON Meritorious, Superior, and Distinguished Service awards as described in reference (b). These include:

(1) Career achievements that are recognized throughout the nominee's command.

(2) Indications of innovative leadership of highly successful programs or projects that have impacted beyond the nominee's command.

(3) Accomplishments and achievements that have had, as a minimum, command-wide impact.

(4) Scientific or technical advances or suggestions of significant value.

(5) Accomplishments that show unusual management abilities, innovative thinking, and outstanding leadership that benefits DON.

(6) Responsibility for major cost savings, reductions, and avoidance.

Enclosure(8)

**23 OCT 20**

(7) Exceptional cooperative efforts with other Navy offices, federal agencies, or private sector.

(3) Approval Authority. Commanders in the rank of O-5 and above and civilians in equivalent positions and above may approve this medal.

4. Execution. Award nominations must be routed to the appropriate awarding authority through the chain of command.

a. Nomination Package Requirements. A nomination package consists of the same documents that are required for the existing DON Civilian Honorary Awards, to include:

- (1) Nomination form, comprised of:
  - (a) One-page biography
  - (b) Two-page justification
  - (c) One-page citation (double-spaced)
- (2) Nomination letter (and endorsements as appropriate)
- (3) Congratulatory letter from awarding authority
- (4) Award certificate

b. Templates. For fillable templates of CSCM nomination form, the CSAM nomination form, nominating letter, and honorary award congratulatory letter per enclosures (8) through (11).

c. Presentation. These awards will be presented in an appropriate formal setting, as described by the awarding authority. The final presentation package consists of:

- (1) Award certificate, signed and date-stamped
- (2) Congratulatory letter, signed
- (3) Award medal
- (4) Award binder, containing the certificate and congratulatory letter

d. Materials Procurement. Awarding authorities will procure all necessary materials to support implementation of these awards.

(1) Award Medals. The designs of the medals for these awards are described in reference (i). The medals can be ordered through the Defense Logistics Agency FedMall.

(2) Certificates. To support cost savings in DON and align with Department of Defense components, CSCM and CSAM certificates are being distributed in fillable portable document format templates for implementation per enclosures (12) and (13). The editable templates enable commands to print at their convenience and at a reduced cost to traditional gold embossed certificates. Commands and activities should print CSCM and CSAM certificates with colored ink and high quality paper stock to ensure the most professional representation of the award. The templates only allow for names to be printed on the certificates. Include a citation on the certificate.

(3) Award Binder. To maintain alignment with military equivalent of these awards, the 8.5"x11" blue padded award binder, with the gold Navy Seal

Enclosure(8)

**23 OCT 20**

embossed on the front cover, should be used to present the certificate. See enclosure (14) for vendor and stock number information.

Enclosure(8)



NAVY CIVILIAN SERVICE COMMENDATION MEDAL NOMINATION FORM  
FIRST M. LAST

I. BRIEF RESUME

A. Nominee Name: First M. Last

Position Title:

Series and Grade:

Employing Activity:

B. Current Job Responsibilities: Concise (2-3 sentences)

C. Career History:

MON-YY - MON-YY: Position Title

MON-YY - MON-YY: Position Title

D. Education:

B.S. in Mechanical Engineering, University

E. Published papers/articles/books; inventions; participation in professional & civic organizations:

Enter text

F. Awards and Honors:

May 1997 - Meritorious Civilian Service Award

II. JUSTIFICATION (limit of 2 pages, single-spaced)

III. CITATION (limit of ½ page)

For professional achievement in the superior performance of his/her duties while serving as BILLET at COMMAND from MONTH, YEAR to MONTH, YEAR.

*The second part of the citation identifies the recipient by name, describes specific duty assignments, his/her accomplishments and the outstanding personal attributes displayed. The description of the individual's achievements must show clearly that they were sufficient to justify the award recommended. Value of results of achievements may also be included.*

By his/her attribute (1), attribute (2), and attribute (3), (Mr./Ms. Last Name) reflected credit upon him/herself and upheld the highest traditions of the United States Naval Service.

Enclosure(9)

23 OCT 20

**NAVY CIVILIAN SERVICE ACHIEVEMENT MEDAL FOR NOMINATION FORM**  
**FIRST M. LAST**

**I. BRIEF RESUME**

A. Nominee Name: First M. Last

Position Title:Series and Grade:Employing Activity:B. Current Job Responsibilities: Concise (2-3 sentences)C. Career History:

MON-YY - MON-YY: Position Title

MON-YY - MON-YY: Position Title

D. Education:

B.S. in Mechanical Engineering, University

E. Published papers/articles/books; inventions; participation in professional & civic organizations:

Enter text

F. Awards and Honors:

May 1997 - Meritorious Civilian Service Award

II. JUSTIFICATION (limit of 2 pages, single-spaced)

III. CITATION (limit of ½ page)

For professional achievement in the superior performance of his/her duties while serving as BILLET at COMMAND from MONTH, YEAR to MONTH, YEAR.

*The second part of the citation identifies the recipient by name, describes specific duty assignments, his/her accomplishments and the outstanding personal attributes displayed. The description of the individual's achievements must show clearly that they were sufficient to justify the award recommended. Value of results of achievements may also be included.*

By his/her attribute (1), attribute (2), and attribute (3), (Mr./Ms. Last Name) reflected credit upon him/herself and upheld the highest traditions of the United States Naval Service.

Enclosure(10)

**23 OCT 20**



**HONORARY AWARD CONGRATULATORY LETTER TEMPLATE**  
**UNITED STATES MARINE CORPS**

MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD  
ALBANY, GA 31704-0303

IN REPLY REFER TO  
MD3000  
13 Feb 20

From: Commander, (Activity)  
To: Mr./Ms. First M. Last

Subj: DEPARTMENT OF THE NAVY CIVILIAN SERVICE COMMENDATION/ACHIEVEMENT MEDAL

Encl: (1) Certificate and Medal

1. It is with great pleasure that I present you with the Department of the Navy (DON) Civilian Service Commendation/Achievement Medal in recognition of your significant contributions to the United States Navy while serving as [billet], [Command] from [Month Year] to [Month Year].

2. [Brief summary of accomplishments highlighting measurable impacts, with numbers].

3. Enclosure (1) provides the DON Civilian Service Commendation/Achievement Medal and Certificate for you to display proudly. Your work has been of substantial benefit to the United States Navy and to the nation. Please accept my personal thanks and congratulations on a job well done!

F. M. LAST

Enclosure(11)

23 OCT 20



HONORARY AWARD NOMINATING LETTER TEMPLATE

UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASE

814 RADFORD BOULEVARD

ALBANY, GA 31704-0303

IN REPLY REFER TO

MD3000

13 Feb 20

From: Nominator

To: Awarding Authority

Subj: DEPARTMENT OF THE NAVY CIVILIAN SERVICE COMMENDATION/ACHIEVEMENT MEDAL

Encl: (1) Navy Civilian Service Commendation/Achievement Medal  
Nomination for First M. Last

1. I am pleased to nominate Mr./Ms. First M. Last for the Navy (DON) Civilian Service Commendation/Achievement Medal in recognition of his/her significant contributions while serving as [billet], [Command] from [Month Year] to [Month Year].

2. Enclosure (1) is provided in support of this nomination. [Brief supporting statements, as desired].

3. My point of contact for this matter is Mr./Ms. First M. Last at (###) ###-#### or first.last@usmc.mil.

F. M. LAST

Enclosure(12)

DON CIVILIAN SERVICE COMMENDATION MEDAL CERTIFICATE TEMPLATE



DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT THE SECRETARY OF THE NAVY HAS AWARDED THE  
CIVILIAN SERVICE COMMENDATION MEDAL

TO

**MS. JANE DOE**

MERITORIOUS SERVICE WHILE SERVING AS DEPUTY FOR SMALL BUSINESS, SPECIAL STAFF, MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE, CAMP LEJEUNE FROM APRIL 2008 TO APRIL 2020. DURING THIS PERIOD, MS. DOE PROVIDED OUTSTANDING SUPPORT TO THE COMMAND, SUBORDINATE COMMANDS, AND EXTERNAL AGENCIES. SHE REVIEWED AND ACCOUNTED FOR OVER 83 PERCENT OF ELIGIBLE CONTRACTS TO SMALL BUSINESSES PROVIDING CRITICAL SUPPORT THROUGHOUT THE INSTALLATION AND REGION. ADDITIONALLY, SHE PARTICIPATED IN OR LED OVER 100 SMALL BUSINESS OUTREACH EVENTS OVER HIS CIVIL SERVICE CAREER PROVIDING TIMELY AND VITAL INFORMATION ON HOW TO DO BUSINESS WITH MARINE CORPS INSTALLATIONS EAST. DEMONSTRATING HIGH PROFESSIONALISM, SHE ESTABLISHED THE SMALL BUSINESS TRAINING STANDARDS FOR ALL REGIONAL CONTRACTING ACTIVE DUTY MEMBERS GREATLY CONTRIBUTING TO THE SUCCESS OF THE PROGRAM. HER RESOURCEFULNESS AND ATTENTION TO DETAIL DURING HIS 32 YEARS OF COMBINED FEDERAL SERVICE WERE THE MODEL OF PROFESSIONALISM AND INTEGRITY. MRS. DOE'S EXCEPTIONAL CONTRIBUTIONS, INITIATIVE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

**16 JANUARY 2020**  
DATE



**D. J. SOMEBODY**  
COLONEL, U.S. MARINE CORPS  
COMMANDING OFFICER  
YOUR COMMAND

DON CIVILIAN SERVICE ACHIEVEMENT MEDAL CERTIFICATE TEMPLATE



## DEPARTMENT OF THE NAVY

### THIS IS TO CERTIFY THAT THE SECRETARY OF THE NAVY HAS AWARDED THE CIVILIAN SERVICE ACHIEVEMENT MEDAL

TO

**MS. JANE DOE**

PROFESSIONAL ACHIEVEMENT WHILE SERVING AS DEPUTY FOR SMALL BUSINESS, SPECIAL STAFF, MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE, CAMP LEJEUNE FROM APRIL 2008 TO APRIL 2020. DURING THIS PERIOD, MS. DOE PROVIDED OUTSTANDING SUPPORT TO THE COMMAND, SUBORDINATE COMMANDS, AND EXTERNAL AGENCIES. SHE REVIEWED AND ACCOUNTED FOR OVER 83 PERCENT OF ELIGIBLE CONTRACTS TO SMALL BUSINESSES PROVIDING CRITICAL SUPPORT THROUGHOUT THE INSTALLATION AND REGION. ADDITIONALLY, SHE PARTICIPATED IN OR LED OVER 100 SMALL BUSINESS OUTREACH EVENTS OVER HIS CIVIL SERVICE CAREER PROVIDING TIMELY AND VITAL INFORMATION ON HOW TO DO BUSINESS WITH MARINE CORPS INSTALLATIONS EAST. DEMONSTRATING HIGH PROFESSIONALISM, SHE ESTABLISHED THE SMALL BUSINESS TRAINING STANDARDS FOR ALL REGIONAL CONTRACTING ACTIVE DUTY MEMBERS GREATLY CONTRIBUTING TO THE SUCCESS OF THE PROGRAM. HER RESOURCEFULNESS AND ATTENTION TO DETAIL DURING HIS 32 YEARS OF COMBINED FEDERAL SERVICE WERE THE MODEL OF PROFESSIONALISM AND INTEGRITY. MS. DOE'S EXCEPTIONAL CONTRIBUTIONS, INITIATIVE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

20 JANUARY 2020

DATE



**D. J. JAMS**  
**LIEUTENANT COLONEL, U.S. MARINE CORPS**  
**COMMANDING OFFICER**  
**YOUR COMMAND**

**23 OCT 20**

**NAVY HONORARY AWARD MATERIALS PROCUREMENT INFORMATION  
FOR NAVY CIVILIAN SERVICE COMMENDATION AND ACHIEVEMENT MEDALS**

Table 1

<b>Item</b>	<b>Vendor</b>	<b>Stock Number</b>
Navy Civilian Service Commendation Medal	DLA FEDMall	8455-01-679-5448
Navy Civilian Service Achievement Medal	DLA FEDMall	8455-01-679-5446
8.5"x 11" Padded Award Binder w/Seal	GSA	7510-00-482-2994

Table 2

<b>Vendor</b>	<b>Phone</b>	<b>Website</b>	<b>E-mail</b>
DLA FedMall	1-877-DLA-CALL	<a href="https://www.fedmall.mil">https://www.fedmall.mil</a>	<a href="mailto:dlacontactcenter@dla.mil">dlacontactcenter@dla.mil</a>
GSA	1-877-472-3777	<a href="http://www.globalsupply.gsa.gov">www.globalsupply.gsa.gov</a>	<a href="mailto:GSA.Advantage@gsa.gov">GSA.Advantage@gsa.gov</a>