



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 12451.3E
6A
8 Apr 02

COMBAT CENTER ORDER 12451.3E

From: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center
To: Distribution List

Subj: INCENTIVE AWARDS PROGRAM FOR APPROPRIATED FUND CIVILIAN EMPLOYEES

Ref: (a) 5 CFR Part 451
(b) MCO 12451.2C
(c) MCO 12430.2C
(d) Marine Corps Business Plan

Encl: (1) Special Act, Service or Achievement Award Submission Procedures
(2) Honorary Award Submission Procedures

1. Situation. To establish an incentive awards program for the Marine Air Ground Task Force Training Command (MAGTFTC) appropriated fund civilian employees in compliance with the references and to promote the business reform cultural change as directed by higher headquarters. These guidelines are designed to recognize employees for their valuable contribution to the MAGTFTC mission and continuous organizational improvement such as refining or improving the quality of services to our customers, reducing overhead costs, reducing staffing requirements, and streamlining processes base-wide.

2. Cancellation. CCO 12451.3D.

3. Mission. The policy of this command is to endorse and vigorously support an incentive awards program which recognizes the significant contribution made by the civilian workforce in meeting or exceeding the MAGTFTC mission and vision as described in the MAGTFTC Strategic Plan. The plan encourages employee involvement and establishes performance measures for routine and specific tasks to ensure that quality services are provided to our customers.

4. Execution

a. Commander's Intent

(1) General

(a) There are various types of honorary, non-cash, and cash awards, which should be used to the maximum extent possible for recognition of our deserving employees.

(b) Performance standards (PS) must be established for each civilian position, so every employee and their supervisor(s) understand the expected performance for each particular position aboard the Combat Center. The established PS will directly relate to the MAGTFTC overall mission and vision. Additional taskings, if assigned, will also be considered for recognition if the product or service exceeds the established PS. PS should be consistent with the Strategic Plan, MAGTFTC Annual Plan, and the MAGTFTC Activity Based Costing (ABC) Installation Model. PS will allow the employee to fully understand his expected performance level, the desired end result

and ways he or she can excel in accomplishing the tasks. The employee should be given the flexibility to establish new procedures, products, services, etc.. In such instances, the supervisor and employee should establish time-lines to discuss and plan for the change prior to actual implementation.

(c) These established awards provide an array of possibilities to recognize and to reward individual or team performance.

(2) Eligibility. All appropriated fund employees, supervisory or non-supervisory, are eligible to receive consideration for the below described types of awards. Nonappropriated Fund (NAF) employees are not eligible for awards under this order but are addressed in the current Marine Corps Community Service instruction covering the NAF Employee Recognition Program. No employee will be recommended or receive an incentive award solely because of position title or assigned duties. The only eligibility requirements to be met are those contained in this order and the references.

(3) Definitions

(a) Incentive Awards. An honorary, cash award or both are given to an employee or team recognizing significant contribution to government service.

(b) Contribution. A superior accomplishment or other personal effort which contributes to the efficiency, economy or other improvement of government operations, or a special act or service in the public interest in connection with, or related to, official employment.

(c) Honorary Awards. Honorary awards include a medal, certificate, plaque, or other item of similar intrinsic value that can be worn or displayed. Typical honorary awards are: letters or certificates of commendation, career service recognition awards, meritorious civilian service awards, superior and distinguished civilian service awards.

(d) Monetary/Cash Awards. Cash awards normally provide a lump sum payment of money for a special act, a specific service or an achievement connected with or related to the employee's official duties that have established performance measures.

(e) Performance Awards. Traditional performance awards are cash awards directly tied to an employee's rating of record from their most recent performance appraisal. Reference (c) changed the performance rating system to a two-tiered rating system ("acceptable"/"unacceptable"). Because most employees will now receive the same performance rating of "acceptable," traditional performance awards based on employees' annual performance appraisals will not be issued. Instead, cash awards based on individual or group accomplishments, improvements, cost reduction, customer service, etc., are to be submitted as special act, service, or achievement monetary/cash awards.

(f) Quality Step Increase (QSI). A one-step increase (i.e., GS-7 step 6 to GS-7 step 7) to an individual's base pay, recognizing general schedule (GS) employees who are recommended by their Director and approved by the Commanding General. Civilian employees receiving a QSI will have their salary compounded during their federal service career. QSIs are considered by the command as the highest award and will be limited per Marine Corps Order.

Annual QSI limitations will be addressed in the annual awards bulletin published during the second quarter of the fiscal year. Wage grade (WG) employees are not eligible for this award but can be provided a lump-sum cash award equal to a one-step increase. This award is designed to recognize an individual for continuous work beyond established performance levels and is not intended as a team award.

(g) Time Off Award. An award that may be granted, without loss of pay or charge to leave, in recognition of a civilian employee's accomplishment or other efforts that contributes to the quality, efficiency, or economy of a specific task. Total amount of time off granted to an employee during any leave year is 80 hours. This award may be used by managers/supervisors to reward employees in lieu of an on-the-spot or cash award. Time off awards will be approved at the Director level.

(4) Approval Authority for Monetary Special Act, Service or Achievement Awards and QSI

(a) The Commanding General is the approval authority for all special act, service or achievement monetary awards up to \$5,000 and all QSIs. All monetary awards in these categories and QSIs must be submitted by the employee's Director or reporting general staff officer and forwarded to the MAGTFTC Civilian Personnel Award Board (CPAB) for review. The CPAB will review each QSI and monetary award submission, less on-the-spot awards, and recommend non-approval/approval and award dollar amount to the Commanding General. Cash awards in excess of \$5000.00 must be forwarded to and approved at the Commandant of the Marine Corps or higher level.

(b) The CPAB will be chaired by the MAGTFTC Chief of Staff and consist of the Director-Business Management Directorate (BMD), Director-Human Resources Office (HRO), and MAGTFTC Comptroller. The CPAB will meet during the last week of every other calendar ~~quarter~~ ^{month} (February, April, June, August, October and December), to review submissions and forward their recommendations to the Commanding General.

(c) The CPAB will periodically review MAGTFTC civilian award policy and provide guidance for inclusion in the MAGTFTC annual civilian awards bulletin.

(d) The Commanding Officer (CO), Naval Hospital and CO, 23rd Dental Company and CO Marine Corps Communication-Electronics School have final approval authority for their employees' awards. Funds will be provided by their respective parent commands.

(5) Monetary Recognition

(a) Special Act, Service or Achievement Award

1 This is a one-time cash or honorary award given to an employee or a group of employees in recognition of a special act, service, or achievement of a non-recurring nature in the public interest connected with or related to official employment. This award is appropriate when an employee or a group of employees performs substantially beyond expectations on a specific assignment or project, for an act of heroism or for disclosure of fraud, waste, or abuse in the federal government. The act, service, or achievement may or may not involve measurable monetary benefits.

2 There is no limit to the number of special act, service, or achievement awards an employee may receive in any given period; however, the special achievement to be recognized must not have served either wholly or in part as the basis for a previous monetary award to the nominee(s).

a Recommendations for special act, service or achievement awards will normally be initiated by the immediate supervisor, but may be initiated by other persons familiar with the act, service or achievement. However, the employee's reporting Director or general staff officer must forward the award submission with a recommended award amount for all monetary awards to the CPAB for consideration. All recommendations will include a brief but complete description of the act, service or achievement and the benefits derived to the command. A completed Personnel Processing Initiative (PPI) will be included in the package forwarded from the employee's reporting Director or general staff officer to the CPAB.

b The CPAB will consider monetary awards for this category using the following criteria.

1 - Tier I Monetary Award. An initiative or set of initiatives by an appropriated fund civilian employee that results in realized cost savings for the command. Tier I awards shall range from \$500 to \$5,000. Employees will be eligible for a Tier I award once their initiative has been adopted by the directorate or general staff officer responsible to implement the action(s) and the initiative's savings have been verified by the Director, BMD. Initiatives that have near-term (current fiscal year) savings will be eligible for consideration after the first calendar quarter in which savings are realized. Initiatives that may be applied throughout the Marine Corps or the Department of Defense should be referred for consideration under the Beneficial Suggestion Program, see paragraph (8.c.) below.

2 - Tier II Monetary Award. Tier II awards are established to recognize appropriated fund civilian employees who through their own initiative enhance the skills they use in performing their duties and improve the efficiency of their organization. Tier II awards shall range from \$500 to \$2,500. Employees will be eligible for a Tier II award after they complete a course of instruction resulting in a professional certification or the granting of an associate degree, undergraduate degree or graduate degree from an accredited institution that directly enhances the skills they use in their current appropriated fund position. Employees who participate in a course of instruction that is funded by the United States Government and in which they are on Temporary Additional Duty or are in a leave of absence status are not eligible for a Tier II Award.

3 - Tier III Monetary Award. Tier III awards are established to recognize appropriated fund civilian employees' superior performance, service or specific achievement while performing assigned duties. Tier III awards will range from \$500 to \$1000.

c A copy of all award recommendations will be provided by the employee's Director or general staff officer to the BMD for ABC Model and scorekeeping review in accordance with reference (d).

d All recommendations will include a brief but complete description of the special achievement and the benefits derived from it. A completed Request for Personnel Action (RPA) will be included in the package forwarded to the approving official.

e Special act, service or achievement Awards will be forwarded to HRO for regulatory review, processing, and generation of an SF-50 (Notification of Personnel Action).

f To be eligible for consideration all special acts, service or achievement award submissions must be related to demonstrable results of the following types:

1 - Significant achievement in improving individual or group productivity by reference to performance measurements or other workload data.

2 - Accomplishing group activities that result in consistently high quality and that exceed established performance measures for normal quality control and workload standards.

3 - Outstanding supervisory achievement in significantly increasing employee productivity, reducing labor costs, and/or improving manpower utilization by reference to the MAGTFTC ABC Model.

4 - Directly responsible for any improvements which provide significant tangible benefits in daily operations based on established performance measures and is sustained for a reasonable length of time (i.e. 3 months, 6 months...)

5 - Improving service to a customer in a specific or measurable way, based on customer survey comments.

6 - Significant individual or group accomplishments, involving mission support and other activities assigned by the Executive Steering Committee.

7 - Disclosure of fraud, waste, or abuse in the federal government.

g When an award submission is made for a special achievement performed within job responsibilities, the act or service must be superior that it exceeded normal performance requirements of the employee's position and established performance measures.

(b) On-the-Spot Award

1 This is a form of special act award for a one-time achievement which provides an immediate reinforcement for exceptional performance beyond the normal bounds of an employee's job and which benefits the local workplace.

2 Supervisors and employees are faced with ever increasing work load demands due to changing priorities and a general need to get more done with less. Employees often help by taking on extra projects, proposing new ideas that have an immediate benefit to their office's ability to get the job done, or "going the extra mile" in providing services to customers. To recognize the extra work effort made by an employee, supervisors are authorized to propose an on-the-spot award.

3 Due to the nature of this award, employees should be nominated no more than two weeks after the occurrence of the achievement being recognized, whenever possible.

a On-the-spot awards can be either a cash amount or time off. The cash amount limits are \$25.00 to \$500.00 in value per award based on the supervisor's recommendation. Time off award limits are outlined in paragraph 6.g. of this order. Award recommendations will be in narrative format and submitted to the employee's Director or general staff officer for approval. Advance review or approval by HRO is not required.

b Approved on-the-spot awards will be forwarded by the approving official to HRO in a timely manner for regulatory processing, and generation of an SF-50.

c An on-the-spot award certificate should be completed, signed by the appropriate approving official, and presented to the employee to provide immediate recognition while the check is being processed. Certificates are available from HRO. Copies of these certificates do not need to be forwarded to HRO as the award will be documented in the employee's Official Personnel Folder with the SF-50.

(c) Beneficial Suggestion Cash Awards

1 In an era in which Federal Agencies face severe fiscal and personnel constraints, it is essential that available resources be utilized to the fullest possible extent. The Beneficial Suggestion Program is an important means of achieving productivity enhancement.

2 Definition. A suggestion is an idea submitted, in writing, by one or more eligible persons intended to achieve one or more of the following:

a Simplify or improve operations.

b Save time in accomplishing a task.

c Speed up production.

d Increase output and enhance productivity.

e Improve working conditions, procedures, operating methods or equipment, plant layout and organizations.

f Save material and property.

g Save manpower or money.

h Promote health.

i Increase safety.

j Improve morale through desirable and feasible personnel services that increase productivity.

3 Employee Eligibility. All military and civilian personnel paid from appropriated funds are eligible to receive suggestion awards. Military participation is covered by CCO 1650.6A and will not be referred to in this Order.

4 Processing

a A suggestion must be in writing and signed by the originator(s). Submission forms are available from BMD Beneficial Suggestion Program Administrator. A suggestion not submitted on the standard form must be identified as a suggestion and must be submitted in the same way as any other suggestion.

b After putting the suggestion in writing, the employee will submit it to the Beneficial Suggestion Program Administrator. The suggestion will be assigned a number and the acknowledgment of receipt returned to the employee.

c The Program Administrator will ensure that the suggestion and a Contribution Investigation Report package are forwarded to appropriate units for investigation and an adopt/non-adopt decision. Suggestions that have wider application than the MAGTF/TC or which cannot be adopted locally without higher level approval will be forwarded to the Marine Corps Incentive Awards Program Administrator for processing. This will not delay the granting of at least an interim award for locally adopted suggestions. Once a suggestion has been adopted (or a commitment made to adopt), the suggestion and the approval form initiated by the supervisor will be reviewed by the Incentive Awards Program Administrator. Cash award recommendation will be provided to the Commanding General by the CPAB. The recommendation will be based on the award's tangible or intangible benefits to the command. The minimum cash award is \$25.00; however, certificate awards may be given for suggestions with merit, which have limited cost savings. Award amounts will be determined by use of enclosure (1) and (2). Once an award is approved, the Beneficial Suggestion Program Administrator will ensure that a SF-50 is prepared and distributed. Employees whose suggestions are not adopted will receive a written explanation of the reasons for non-adoption along with the procedures for requesting reconsideration and submission of additional information.

d A suggestion is considered adopted and eligible for award consideration when it is actually put into effect by management or a written commitment to adopt has been made. The adoption action may be taken by the originating activity, another activity, or another government department or agency. A suggestion need not be adopted in the form in which originally submitted in order to be eligible for award consideration. If the suggestion was instrumental in motivating a management action, an award should be made based on the value of the contribution. Action on all suggestions upon which a decision to adopt can be made locally must be completed within 30 days of receipt in BMD. Exceptions to this 30-day time frame must be fully justified by the evaluating unit. Notice of failure to comply, in the form of tracers, will be issued through the chain of command. In all cases where a second tracer is necessary, it will be sent via the Chief of Staff.

e Joint suggestions (involving two or more employees) will be considered as one suggestion and the award will be shared among the employees involved. If the same idea is submitted by two different employees, this will be considered a duplicate suggestion and the first submission will be the one evaluated for an award.

f If a suggestion has been adopted without benefit of any paperwork, proper documentation must be completed and submitted by the originator within one year of the date of adoption. If more than one year has elapsed, the employee is ineligible for an award.

g A suggestion must be adopted within two years after its receipt, unless adoption is delayed beyond the two-year period because of actions such as tests, experimentation, or investigation outside the activity. In all cases, the award eligibility period will continue until the determination is made that the suggestion will or will not be adopted.

h In cases where a suggestion has a high installation cost and will yield measurable savings continuing more than one year, the cost of installation will be amortized over a period of years, which will not exceed the reasonable equipment life. Equipment life is defined as a clearly predictable period of use or 20 years whichever is the shortest.

b. Concept of Operations

(1) Planning and Budgeting. The MAGTFTC Comptroller will coordinate with all directorates and general staff officers to budget and authorize funds for monetary special act, service, and achievement awards and well as on-the-spot awards from within the Operations and Maintenance Marine Corps (O&MMC) authorization tracks for the command. Commands external to MAGTFTC must budget and fund cash awards from operating funds provided by their parent commands.

(2) Non-monetary Recognition. There are a number of honorary awards available to the manager that may be used to recognize and honor employees. These awards range from a letter or certificate of appreciation to the President's Award for Distinguished Federal Civilian Service.

(a) Letters or Certificates of Appreciation and Certificates of Commendation. To recognize work achievements, any supervisor may grant Letters or Certificates of Appreciation to an individual or a group of employees, which warrant special recognition but do not meet the criteria for a higher or special type award. Letters or Certificates of Appreciation may be forwarded through channels to employees in other organizations. Letters or certificates are prepared by the employee's work unit and forwarded, through the chain of command, to appropriate levels for signature. Commanding General Certificates of Commendation are to be processed per CCO P5000.9B.

(b) Career Service Recognition. Employees receive a Federal Career Service Certificate and lapel emblem for 10, 20, 30, 40 and 50 years of Federal Service. HRO will prepare appropriate documentation. Directors should ensure appropriate presentation of length of service awards to their civilian employees.

(c) Retirement Recognition. Each employee who retires under current Office of Personnel Management regulations will be presented a Certificate of Retirement. HRO will prepare these certificates for the Commanding General's signature and will forward them to the employee's organization for presentation.

(d) Marine Corps Meritorious Civilian Service Award. This award is given in recognition of meritorious service or a contribution, which results in high value and/or benefit to the Department of the Navy. This award consists of a certificate signed by the CG and a medal set which is optional. Nominations must be submitted within 30 days to HRO for review prior to submission to the CG for signature.

(e) Department of the Navy (DoN) Superior Civilian Service Award. This award is given in recognition of superior service or a contribution resulting in exceptional value and/or benefit to the MAGTFTC's mission. This award consists of a medal set and a certificate signed by the Commandant of the Marine Corps (CMC). HRO will review prior to submission to the CG for endorsement to the CMC.

(f) DoN Distinguished Civilian Service Award. This award is given in recognition of extraordinary service or contribution of major significance to the DON, including demonstration of great courage and personal risk. The award consists of a medal set and certificate signed by the Secretary of the Navy. Nominations for this award should be submitted through appropriate channels to HRO. HRO will review prior to submitting to the CG for an approving endorsement to forward through the chain of command to the Secretary of the Navy. This award must receive the recommendation of the Department of the Navy Incentive Awards Board (DONIAB), prior to being presented to the Secretary of the Navy for approval.

(g) Department of Defense (DoD) Distinguished Civilian Service Award. This award is given to those employees who made an exceptional contribution to National Defense, which benefited a military department other than the Navy or the Marine Corps. Recommendations for these awards will be forwarded through the appropriate channels to HRO for review. These awards require the recommendation of the Commandant of the Marine Corps and the Secretary of the Navy via DONIAB prior to submission to the Secretary of Defense for approval.

(h) Presidential Award for Distinguished Federal Civilian Service. This award consisting of a gold medal and citation, is granted by the President of the United States and must be approved by the Secretary of the Navy, DoD, and the Office of Personnel Management prior to submission to the President. This award stands at the pinnacle of the Government's system for granting awards to its employees for special efforts significantly above and beyond the requirements of their position. Nominations for this award will conform to established format. Copies of the format are available at HRO.

(i) Beacon Award. This award issued by DoD and Marine Corps for a significant process improvement or exceptional continuous contribution to the Business Reform Program and Change Culture within the Naval Service. Nominations for this award will conform to established format. Copies of the format are available from BMD.

(j) Annual Awards. Nominations for awards listed below and other similar awards are solicited annually. Announcements giving title, purpose, description of award, and criteria are publicized when soliciting nominees for these awards.

1 Arthur S. Flemming Award.

2 National Civil Service League Awards.

3 William A. Jump Memorial Award.

4 Roger W. Jones Award for Executive Leadership.

(k) Directorate Awards. When appropriate, this type (i.e., Employee of the Year, Supervisor of the Year) of award will be addressed in the annual awards bulletin. HRO does not administer Directorate awards.

(3) Action

(a) Directors, General Staff, Commanding Officers, and Officer-In-Charge

1 Coordinate with the Comptroller to identify funding for monetary awards through their respective budget and authorization track.

2 Ensure that nominations for cash and/or honorary awards are appropriate and justified; that additional inquiries or investigations are made, if appropriate; that contributions meet the eligibility criteria for incentive awards and that the amount of monetary award is per the applicable tier or program scale; that the award is forwarded in a timely manner to allow for local processing and consideration by the quarterly CPAB. Ensure all recommendations and approved submissions for monetary and time-off awards are forwarded to HRO via a PPI action.

3 Ensure that an equitable distribution of on-the-spot awards and recognition is maintained for deserving personnel.

4 Ensure that supervisors are using the awards program as an appropriate management tool for motivation of employees and that support for the awards program is considered when appraising supervisory/managerial performance.

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

6 Ensure that supervisors within their organizations submit timely and complete recommendations for awards, achievements, accomplishments, special acts or services.

7 Make arrangements for appropriate publicity of awards.

(b) HRO

1 Maintain general jurisdiction over the Appropriated Fund Civilian Awards Program.

2 Promote and develop the local program to serve the needs of the MAGTFTC.

3 Provide guidance and technical assistance to the CPAB, Directors, Supervisors, Managers, and employees.

4 Review award recommendations for legal and procedural requirements.

5 Maintain records on program implementation to facilitate personnel management evaluations and internal evaluations.

6 Conduct training on the awards program.

7 Monitor progress of the program and provide continuing feedback of problems, trends, and recommendations for remedial or corrective action.

8 Publish a summary of awards by type annually.

9 Perform other administrative duties as required to support the CPAB, program implementation and compliance.

(c) Director, Comptroller Directorate

1 Coordinate with Directors, General Staff, COs and OICs to ensure sufficient funding is available within their annual O&MMC authorizations to cover monetary awards which might be approved during the fiscal year.

2 Ensure cash awards are charged against the correct funding track.

(d) Director, BMD. Maintain information concerning Performance Measurements, ABC Models, and compliance with the Business Plan. Verify realized savings from employee initiatives contained in award submissions.

5. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via e-mail. This Order can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj>.

6. Command and Signal

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

b. Command. This Order is applicable to the Marine Corps Total Force.



F. M. STEWART
Chief of Staff

DISTRIBUTION: A-1



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CCO 12451.3E Ch 1

^{6A}
8 May 02

COMBAT CENTER ORDER 12451.3E Ch 1

From: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center
To: Distribution List

Subj: INCENTIVE AWARDS PROGRAM FOR APPROPRIATED FUND CIVILIAN EMPLOYEES

1. Situation. To direct a pen change to the Combat Center Order 12451.3E.

2. Mission

a. On page 3 paragraph 4, subparagraph a(4)(b), change the word quarter to month.

3. Certification. Reviewed and approved this date.

4. Filing Instructions. File immediately behind the signature page of the basic Order.

A handwritten signature in black ink, appearing to read "F. M. Stewart", written in a cursive style.

F. M. STEWART
Chief of Staff

DISTRIBUTION: A-1

Special Act, Service, Achievement Monetary Award and QSI
Submission Procedures

PURPOSE: To establish procedures for the processing of Special Act, Service, Achievement monetary awards and QSI submissions for Commanding General consideration and approval.

SUPERVISORS:

1. Initiate recommendation for awards, indicating type of award and amount of monetary award.
2. Recommendations must be in narrative format indicating specific reason for nomination and submitted to the employee's reporting Director or Deputy Director.

EMPLOYEE'S REPORTING DIRECTOR:

1. If recommending approval of supervisor's award submission, forward to CPAB within 30 days or receipt.
2. If recommending approval, initiate a RPA action, indicating the recommended award type and amount of monetary award. PPI actions should be processed within 10 days of forwarding to CPAB.
3. Forward related award documentation to HRO for CPAB consideration.
4. Directors should note that the award money or time-off hours might appear on the employee's Leave and Earnings Statement prior to receipt of the hardcopy SF-50 by HRO.

CPAB:

1. Convene the last week of every other calendar quarter to review submitted recommendations for Special Act, Service and Achievement monetary awards and QSI.
2. Forward to the Commanding General for approval recommended award submissions.

COMMAND SUITE:

1. Review award submissions for Commanding General consideration/approval.
2. Return award packages to HRO for final distribution.
3. Based on Directorate request, schedule presentation for approved awards by Commanding General or Chief of Staff.

ENCLOSURE (1)

CCO 12451.3E

HRO:

1. Ensure award submissions are complete and meet the requirements of this order.
2. Consolidate award submissions for timely CPAB review and consideration.
3. Notify Directorate of status and final disposition of submission.
4. Process the PPI action after verifying regulatory compliance.
5. Forward PPI action to HRSC San Diego for generation of an SF-50.

ENCLOSURE (1)

Honorary Awards Submission Procedures
Meritorious/Superior/Distinguished Civilian Service Awards

Marine Corps Meritorious Civilian Service Award: This is the highest honorary award that a local Commander can grant, and is awarded only for service of a high value or benefit.

1. Award recommendations are submitted in narrative format to the employee's Director or Deputy Director.
2. If approved at the Directorate level, the award recommendation is forwarded to the HRO for input and recommended disposition.
3. After HRO concurrence, the Directorate will prepare the certificate for signature. (Certificates at HRO)
4. The final certificate for CG's signature, the narrative award recommendation, and Directorate endorsement are staffed for the CG's signature via HRO.
5. Directorates are reminded that the award is accompanied by a boxed medal set, available at HRO for approved awards.

Department of the Navy Superior Civilian Service Award: This award is granted at the CMC level.

1. Award recommendations are submitted in narrative format to the employee's Director or Deputy Director. Directorate personnel should contact HRO for advice and guidance.
2. If approved at the Directorate level, the award recommendation, Directorate endorsement, and typed citation is forwarded to the CG for endorsement to CMC, via HRO. Specific procedural requirements will be obtained by HRO from HQMC prior to Directorate submission of the award package to the CG.

Department of the Navy Distinguished Civilian Service Award: This award is signed by the Secretary of the Navy. A Directorate contemplating this high-level award should contact HRO for guidance and procedural requirements.