



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON DC 20350-3000

MCO 12451.2D
MPC-40
07 NOV 2016

MARINE CORPS ORDER 12451.2D

From: Commandant of the Marine Corps
To: Distribution List

Subj: HONORARY AWARDS FOR CIVILIAN EMPLOYEES

Ref: (a) Department of the Navy (DON) Civilian Human Resources Manual (CHRM)
(b) DoD Instruction 1400.25, Volume 451, "DoD Civilian Personnel Management System: Awards," November 4, 2013
(c) SECNAV M-5210.1
(d) SECNAVINST 5211.5E
(e) 5 U.S.C. 552a

Encl: (1) Marine Corps Certificates and Pins

1. Situation. To provide procedural guidance for recognizing Marine Corps civilians through the Honorary Awards program, per references (a) and (e).

2. Cancellation. MCO 12451.2C W/CH 1&2.

3. Mission. This Order provides guidance to commanders, supervisors and managers on procedures for requesting and submitting honorary awards for Marine Corps civilian employees in order to recognize those exceptional contributions in an appropriate and timely manner.

4. Execution

a. Commander's Intent. This Order is intended to provide commanders, supervisors, and managers with guidance for requesting and submitting honorary awards for Non-Appropriated Fund (NAF) and Appropriated Fund (APF) civilian employees. Honorary awards should be presented in a timely manner to ensure recognition of an awardee at an appropriate ceremony. The Honorary Awards program should be used to encourage and recognize exceptional contributions, and achievements of civilian employees throughout their career who clearly enhance mission accomplishment at the local command or within the Marine Corps at

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large. This Order does not cover every award available to civilian employees. Information about other awards available to civilian employees can be obtained from references (a) and (b).

b. Concept of Operations

(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. 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 nomination is 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 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 DCSA. (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 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 which 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 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.)

Name of Command and Command's mailing address (No abbreviations)
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-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.)

Name of Command and Command's mailing address (No abbreviations)

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 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.

5. 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.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (d)) and implemented per reference (e).

6. Command and Signal

a. Command. This Order is applicable to Appropriated Fund and Non-Appropriated Fund (NAF) workforce. Marine Corps NAF employees may not receive monetary awards paid from appropriated funds. NAF employees are not precluded from payment of cash awards with NAFs under a NAF awards program developed exclusively for Marine Corps NAF employees.

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



M. A. ROCCO
By direction

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CERTIFICATES - PINS CERTIFICATES - MEDAL SETS

The below Certificates/Pins/Medal Sets are ordered from
<https://dod.emall.dla.mil/>

To obtain certificates and service pins contact your local servicing HRO.

Meritorious Civilian Service NSN 0109-LF-130-6200	NAVMC 10203
Certificate of Commendation NSN 0109-LF-064-0200	NAVMC 10631
Certificate of Appreciation NSN 0109-LF-070-1200	NAVMC 11142
Federal Length of Service NSN 0109-LF-130-5000	NAVMC 10624
Retirement Certificate NSN 0109-LF-133-5700	NAVMC 10567

PINS AND MEDAL SETS

Years of Service NSN
5 NONE
10-----8455-01-170-0918
15-----8455-01-254-7985
20-----8455-01-169-8225
25-----8455-05-254-7986
30-----8455-01-169-8226
35-----8455-01-254-7987
40-----8455-01-169-8227
45-----8455-01-245-7988
50-----8455-01-169-8228

Retirement pins	NSN 8455-01-173-1874
Meritorious Civilian Service Medal	NSN 8455-01-478-5445
Superior Civilian Service Medal	NSN 8455-01-478-5454