UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 12451.1A
MPR
19 MAY 2021

AIR STATION ORDER 12451.1A

From: Commanding Officer
To: Distribution List

Subj: CIVILIAN AWARDS PROGRAM FOR MARINE CORPS AIR STATION CHERRY POINT EMPLOYEES

Ref: (a) MCO 12451.2D
(b) DON CHRM 451.1
(C) DON GUIDE 451-02
(d) DON Memo of 24 Apr 18
(e) DON Memo of 22 Nov 19
(f) 5 CFR 430
(g) CG MCIEAST MCB CAMLEJ Policy Letter 03-17

Encl: (1) Civilian Awards Program Guide

1. Situation. To publish information and instructions for the administration of the Marine Corps Air Station (MCAS) Cherry Point Civilian Awards Program.

2. Cancellation. ASO 12451.1

3. Mission. To recognize members of the MCAS Cherry Point civilian workforce in the performance of organizational mission requirements.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The primary purpose of awards is to encourage individuals to participate in improving the efficiency, economy, and effectiveness of the organization's operations and functions.

(2) Concept of Operations

(a) The Director, Manpower Directorate will administer the Civilian Awards Program and will ensure adherence and compliance with references (a) through (g).

(b) Directorates and Special Staff sections shall adhere to all Orders, Instructions, and the Civilian Awards Program Guide at Enclosure (1) concerning awards and ensure nominations submitted meet required guidelines and are submitted in proper format.

5. Administration and Logistics

a. Awards Board

(1) The board will be made up of no less than five voting panel members from among the organizations identified in this Order.

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(2) The board will normally be convened via email and will determine which nominations are recommended to receive honorary awards.

(3) A designee from the Manpower Directorate will act as the Civilian Awards Administrator for this board.

(a) Members of the board will be designated based on availability, which will be coordinated by the Civilian Manpower Office, Manpower Directorate, but are normally Directorate Heads or their Deputies.

(b) Recommendations will be forwarded to the board electronically via email.

(4) Board results and recommendations will be forwarded by the Manpower Director to the Command Deck for final disposition.

(a) Questions concerning this Order should be directed to the Civilian Manpower Officer, Manpower Directorate.

(b) All forms contained in this Order may be obtained from the Station Adjutants website; https://www.cherrypoint.marines.mil/Staff/Station-Adjutant/.

6. Command and Signal

a. Command. This order is applicable to Appropriated Fund and Non-Appropriated Fund (NAF) civilian employees assigned to MCAS Cherry Point. NAF employees may not receive monetary awards paid from appropriated funds.

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

M. R. HUBER

DISTRIBUTION: A

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Civilian Awards Program Guide

Enclosure (1)

Chapter 1

Policy Guidance

1. General

a. The Civilian Awards Program (CAP) is designed to recognize individuals or groups for their suggestions, inventions, and performance efforts that exceed normal position requirements and result in improved productivity and/or services to all levels of this Command. Performance recognition and incentives range from monetary to non-monetary awards. Monetary cash awards are dependent on the availability of funding.

b. The CAP shall be administered in an impartial manner consistent with Equal Employment Opportunity and Affirmative Employment Program policies and shall be free from bias and discrimination regardless of race, color, religion, age, sexual orientation, gender, national origin, or disability. In order to maintain value and integrity awards must be granted based solely on merit where fully deserved, commensurate with the value of the employee's contribution or accomplishment, to those who meet the criteria and with full explanation of the accomplishment for which being recognized.

c. To be meaningful to recipients, Annual Performance Awards must be awarded judiciously to those who have consistently demonstrated truly exceptional performance throughout the entire annual performance period. Wholesale recognition of employees on some other basis than performance is counterproductive and undermines the objective of the CAP. Due diligence will be exercised to avoid the perception that it is part of regular compensation.

d. The same act or achievement for which a performance award recognition has been awarded cannot also be used as the basis for the justification in support of another performance award or as justification for the annual performance award.

2. Confidentiality of Nominations.

Employees should never be informed that they are being considered or have been nominated for an award. Reason for confidentiality is because such action may create serious morale problems if the award nomination is not approved.

3. Supervisors

a. Recognize individuals and/or groups for their suggestions, inventions, and efforts that exceed normal position requirements and result in improved productivity and/or services in support of this Command. Supervisors are precluded from approving awards or submitting an award nomination for employees who are family members.

b. On some occasions, a supervisor outside the employee's chain of command may wish to nominate the employee for an award. On those occasions, the nomination must be coordinated with the employee's immediate supervisor before it is submitted. Examples of such occasions include when an employee has been assigned to a long-term detail outside of his or her organization or when an employee has completed a special project or has given extraordinary service benefiting an organization.

4. Justification. All awards will include written justification to describe the reason for recommending and/or granting an award utilizing Appendix A. This must be attached to the Request Personnel Action (RPA) when forwarded to the Manpower Directorate.

Chapter 2

Responsibilities

1. Commanding Officer (CO). The CO is the final authority over Civilian Awards Board recommendations.

2. Manpower

a. Manpower Director

(1) The Director is responsible for the overall application of the Civilian Awards Program (CAP) across MCAS Cherry Point, serves as the Administrator of the CAP and is responsible for providing advice, developing policy recommendations, ensuring an equitable program by monitoring award trends and distribution, and assessing results to determine if program adjustments are required to improve program effectiveness.

(2) The Director serves as chairperson of the Civilian Awards Board (CAB) that reviews nominations for Honorary Awards, Beneficial Suggestion. Awards, and other awards requiring approval above the Directorate level.

(3) The Manpower Director will coordinate with the Comptroller to establish each Directorate's cash award ceiling for each fiscal year consistent with higher headquarters policy guidance contingent on availability of funding. Each ceiling will be set at a level that is not more than the percentage established by higher headquarters of the aggregate salaries of the Directorate's onboard strength as of 1 October. Depending on availability of funding, cash award ceilings will be provided to each Directorate during the first quarter of each fiscal year.

b. Civilian Awards Administrator (CAA). The CAA will manage the Civilian Awards Program and ensure regulatory correctness and compliance with all references. The CAA will provide guidance to managers, supervisors, and covered employees on procedures and requirements and will provide administrative assistance to the CAB. The CAA will maintain Beneficial Suggestion records and files, ensure the availability of certificates, plaques and appropriate informal recognition items, ensure proper approval, authorization, endorsement and time frames are met, and coordinate and attend the CAB meetings.

3. Directors and Special Staff Officers. Motivate, recognize, and reward eligible employees' accomplishments and contributions throughout the year through the CAP program. Directors and Special Staff Officers are authorized to approve time off awards totaling no more than 80 hours per employee per year, and awards related to their employees' annual performance ratings. Directors are responsible for ensuring that recommended awards do not exceed the budgetary limit allocated to their Directorates. In alliance with sensible management control practices, the XO is the Approving Official when the Directorate Principal is the Recommending Official for the annual performance period.

Chapter 3

Civilian Awards Board (CAB)

1. Guidance. The role of the CAB is not perfunctory. Award nominations are submitted by individuals with varying background, experience, and leadership styles. In order to ensure consistency, fairness, and equity CAB members must rely on their experience and exercise informed judgment, discernment, and independence when evaluating award nominations to ensure that award nominations are fully supported, based on merit, level of achievement and/or value of the employee's or group's overall contribution or accomplishments in support of the mission of MCAS Cherry Point are consistent and commensurate with the level of the award nominated.

2. Nominations. The CAB will be conducted electronically to review all award nominations requiring approval above the Directorate level. CAB recommendations will be forwarded to the CO for approval/disapproval via the Chair.

3. Internal Awards. Directorates and Special Staff Officers are authorized to approve applicable internal organizational level awards. However, when the Director or Special Staff Officer is also the Recommending Official for an internal award, the award nomination will be forwarded to the XO for action via the CAA.

4. Membership. The Board will be made up of the Directors or their Deputies, in their absence.

5. Governance

a. The CAB will be conducted electronically to facilitate the timely processing of award nominations.

b. CAB recommendations will reflect majority consensus.

c. Members will record their vote using the Civilian Award Electronic Voting Form, Appendix B. In the event of non-concurrence with the award nomination, the member will check the "Other" box and include supporting written rationale in the "Comments" section of the Form.

Chapter 4

Honorary Awards

1. General. Honorary Awards included in this chapter are intended to recognize exceptional performance of duties. Refer to Appendix C for format and submission requirements for these awards.

2. Distinguished Civilian Service Award (DCSA). As per reference (a), the DCSA is the highest honorary award the Secretary of the Navy may confer on a civilian. Refer to Appendix C for submission of this award. This award is only granted to those civilians who have given distinguished and/or extraordinary service to the Department of the Navy (DON). Nomination information packages for the DCSA are forwarded to Commandant of the Marine Corps Manpower and Reserve Affairs (MPC-40) via Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) for review by the Marine Corps CAB and Program Manager before approval by CMC. They are then forwarded to the Secretary of the Navy for final approval. Nominations for these awards are sent to the CAB for approval and action via the CAA.

3. Superior Civilian Service Award (SCSA). The SCSA is the highest level award which the Commandant of the Marine Corps may bestow on a civilian employee to recognize notable or prestigious contributions that are exceptional in value but which affected an area much narrower in scope than that of the DCSA. The award is conferred for significant contributions having far reaching Marine Corps-wide impact and for contributions which serve as a model for other commands. The format and procedures for this award are the same as the DCSA.

4. Meritorious Civilian Service Award (MCSA). The MCSA is the third highest honorary award under the DON Civilian Awards Program which the CO, MCAS Cherry Point may bestow on a civilian employee to recognize high value employee accomplishments that are lesser in scope than the SCSA. The award is conferred for contributions that apply to a smaller area of operation or a project of lesser importance than one that warrants consideration for the SCSA. Recommendations for this award are forwarded to the CAA for submission to the CAB. The results of the CAB are submitted to the CO for approval. Note if requesting as a retirement award, it must submitted to the CAB 60 days prior the date. The CO is the approving authority for this award.

5. DON Civilian Service Commendation Medal (CSCM). The CSCM is the fourth highest honorary award under the DON Civilian Awards Program which the CO, MCAS Cherry Point may bestow on a civilian employee to recognize high value employee accomplishments that are lesser in scope than the MCSA. Civilians that distinguish themselves by performing well above that which is usually expected of an individual commensurate with grade, specialty, and above the degree of excellence which can be appropriately reflected in the individual's performance evaluations. Recommendations for this award are forwarded to the CAA for submission to the CAB. The results of the CAB are submitted to the CO for approval. Note if requesting as a retirement award, it must submitted to the CAB 60 days prior the date. The CO is the approving authority for this award.

6. DON Civilian Service Achievement Medal (CSAM). The CSCM is the fifth highest honorary award under the DON Civilian Awards Program which the CO, MCAS Cherry Point may bestow on a civilian employee to recognize high value employee

accomplishments that are lesser in scope than the CSCM. Purpose of the CSAM is to recognize an individuals for sustained performance or specific achievements of a superlative nature equivalent level of the Navy Marine Corps Achievement Medal. Recommendations for this award are forwarded to the CAA for submission to the CAB. The results of the CAB are submitted to the CO for approval. Note if requesting as a retirement award, it must submitted to the CAB 30 days prior the date. The CO is the approving authority for this award.

7. Per reference (c), combination of Cash and Time-Off awards are not authorized for Honorary Awards.

Chapter 5

Annual Performance Awards

1. General

a. Annual Performance Awards under the DoD Performance Management and Appraisal Program (DPMAP) shall be awarded judiciously only to those who have consistently demonstrated truly exceptional performance throughout the entire annual performance period.

b. Annual Performance awards may include monetary cash awards (contingent on funding availability), Time-Off awards (not to exceed 40 hours), combination of monetary and Time-Off. Time-Off awards will be forfeited and cannot be restored or converted to cash if not used within one year from the date awarded.

2. Letter of Instruction (LOI). A separate Air Station Letter of Instruction (LOI) will be published prior to the conclusion of the annual performance period containing most current information, higher headquarters guidance, instructions, and business rules for the conduct of the Performance Awards Review Board (PARB) under the DPMAP.

3. Quality Step Increase (QSI). QSI's are governed by higher headquarters guidance, reference (f), and awarded only in conjunction with an Annual Performance Appraisal based on sustained high quality performance throughout the appraisal period that is significantly above expectation. Per reference (f), all QSIs will be forwarded to the MCIEAST-MCB CAMLEJ Assistant Chief of Staff G-1 for review by the Position Management Review Board and approval by the Commanding General.

a. Per reference (e):

(1) A QSI increases recurring labor cost to the Command by increasing an employee's rate of basic pay (i.e., compounded salary cost over the remaining employment period), unlike lump-sum cash awards. QSIs increase life insurance, retirement, and Thrift Savings Plan expenses as well.

(2) Given the nature and impact of civilian labor costs on Manage-to-Payroll (MTP), QSIs must be kept to an absolute minimum. To be eligible for a QSI, employees must currently be paid below a step 10 of their grade level and have demonstrated sustained performance of high quality significantly above that expected throughout the annual period.

b. Term, temporary, pathways (summer hire/interns), and employees in probationary status are not eligible for a QSI.

c. Cash or Time-Off awards are not authorized in combination with QSIs.

d. The immediate supervisor of the employee recommended for a QSI will initiate a recommendation in conjunction with completion of the annual performance appraisal. The award nomination will identify the performance standard for each element and specify how the employee has exceeded those standards. Directors will forward the QSI recommendation to the CAB via the CAA for XO decision whether to forward the recommendation to MCIEAST G-1.

4. Certificates of Appreciation or Commendation. Directorate/Special Staff level Certificates of Appreciation or Commendation may also be used to recognize civilian employees for their performance throughout the rating of record. Directors and Special Staff Officers are encouraged to include these certificates among the available group of annual performance recognition.

Chapter 6

Time-Off Awards

1. Time-off Award. May be granted without loss of pay or charged leave in recognition of superior accomplishments or other personal efforts that contributed to the quality, efficiency, or economy of government operations. Refer to Appendix C for the proper submission requirements and review the Time-off award scale outlined in Appendix E.

a. Time-off Awards can be used alone or combined with other awards to recognize the same employee contributions as follows:

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

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

(3) Using initiative and creativity in making improvements to a product, activity, program, or service.

(4) Ensuring 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.

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

b. The total amount of time-off that may be granted to a civilian employee during one leave 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 work hours in the employee's biweekly scheduled tour of duty. The maximum amount of time that 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 will be one-half the maximum amount of time that could be granted during the year. Pathways (summer hire/interns) are not eligible to receive Time-Off Awards.

c. Time-off granted as an award must be scheduled and used within one year from the effective date the award is approved as identified on the Notification of Personnel Action (NPA). Any award hours not used within one year will be forfeited and cannot be restored. A Time-off Award does not convert to cash under any circumstances. Time-off Awards shall not be granted to create the effect of a holiday or treated as an administrative excuse for leave. See appendix E for a Time-off Award Scale. Directors may delegate authority to their Supervisors to grant a Time-off Award for a period not to exceed one workday. All Time-off awards must be submitted via Appendix B and submitted to Manpower for processing. For periods of more than one workday, the decision must be reviewed and approved by Directors and Special Staff Officers.

d. An employee cannot use a Time-off award until a Notification of Personnel Action Standard Form 50 (SF50) is received.

Chapter 7

Beneficial Suggestion

1. Beneficial Suggestion Award. This award is submitted for a constructive idea submitted in writing by an individual or a group proposing a course of action which would benefit a facility/function through cost avoidance or cost savings. Awards for Beneficial Suggestions are not charged against the funds allocated to each Directorate for awards. Management at all levels should encourage employee participation and motivate employees and groups of employees to improve the operation of the agency through suggestions.

a. A Beneficial Suggestion Award may be inappropriate if it is determined that the contribution is within or a part of the employee's job responsibilities. Suggestions should be submitted to the CAA utilizing the DON Suggestion Form (OPNAV 5305/1 (rev. 5/80)). The suggestion must:

(1) Concisely state the problem, difficulty, or circumstance that promoted the suggestion.

(2) Identify the suggested change.

(3) State where and how it can be used, what it will accomplish, and how it will benefit the agency in terms of tangible savings, if any.

b. The CAA will forward the suggestion with all documentation to the appropriate Director. The Director will designate an evaluator to review, investigate, and analyze the suggestion to determine potential benefit to the command and to make a recommendation regarding adoption/non-adoption of the suggestion. The evaluator will utilize the Contribution Investigative Report (DD Form 2800) for the recommendation or evaluation, which will be included in the suggestion file.

c. The evaluator will provide a detailed computation and explanation of the benefits of the suggestion when an award is based on tangible benefits, a complete description of intangible benefits, if any, and specific information to clarify the reasons for the action, favorable or unfavorable, which were taken by the reviewing authorities. If recommended for adoption, the evaluator will include how the suggestion qualifies for an award, and if not recommended, the evaluator will disclose reasons for non-adoption. The documentation must be sufficiently complete to withstand the audit of the CAB. Evaluations should be completed within 30 days and returned to the CAA with recommended action. Should additional evaluation time be needed, extensions should be requested in writing, including the reason(s) for the extension. Upon completion, the CAA will submit the suggestion to the CAB for recommendation. If suggestions are recommended for adoption, Appendices A and B will be utilized to determine the appropriate award. Per the references, a beneficial suggestion will be considered as adopted and eligible for award consideration when it is actually put into effect (i.e., actual operation or a written commitment to place it in operation).

d. All suggestions not recommended for adoption by the CAB will be returned to the CAA. A Letter of Appreciation will be forwarded from the Chairman of the CAB to the individual or group of personnel that submitted the

suggestion. They will be advised that they have 30 calendar days to appeal the non-adoption of the suggestion in writing to the CAB. Appeals will be reviewed by the CAB, and the CAA will forward final results. The evaluator for the suggestion and the parties' involved may be asked to provide additional information to the CAB to resolve pending issues related to the suggestion. The CAA will maintain all records and files for the Beneficial Suggestion Program.

Chapter 8

Other Awards

1. Letter/Certificate of Appreciation. Letters/Certificates of Appreciation may be awarded to employees for their personal efforts that exceed normal position requirements. Any customer, supervisor, employee or military member who wishes to thank and recognize an employee may give this award. These letters/certificates should be sent to the employee through the first line supervisor. This type of recognition can be given directly and does not require processing through the CAA. This award is not maintained in the Electronic Official Personnel File (eOPF).

2. Certificate of Commendation. Certificates of Commendation are awarded at the command staff level at the discretion of Directors and Special Staff Officers to recognize employee achievements or contributions that are considered to exceed job requirements. They can also be used in conjunction with QSIs, Special Act/Service, or Achievement awards that are granted by the CO.

3. CO's Letter of Appreciation/Certificate of Commendation. CO's Letter/Certificates of Commendation are given to civilian personnel whose contributions significantly exceed requirements. This award may be given at any time during the year and may be recommended by the first line supervisor. Recommendations for this award will be forwarded to the CAB via the CAA.

4. Marine Corps Installations Command (MCICOM) Civilian of the Year (COY) Program. Annually, MCICOM holds a COY board in January to recognize significant contributions from the civilian workforce. Marine Corps Installations East will provide guidance on the process in mid-September with a due date for nominees usually the first week of December. Air Station personnel will be nominated and boarded for selection as the Station's COY in their categories prior to being nominated to MCIEAST. In order to provide public recognition for employees forwarded to, but not selected as the MCICOM COY, the Station Commanding Officer will recognize those employees previously selected as the Air Station COY in the follow manner:

a. Senior nominees in the categories of Senior NAF (NF-5), Senior GS (GS-12 and above), and Senior WS/WL (All WS/WL) will receive the DON CSCM.

b. Junior nominees in the categories of Junior NAF (NF-4 and below), Junior GS (GS-11 and below), and Junior WG (All WG's) will receive the DON CSAM.

Chapter 9

Service Awards

1. Federal Length of Service (LOS) Award. Federal LOS Awards are granted in recognition of years of Federal service. The emphasis is on Federal service rather than service to a particular agency or department. When eligibility for LOS recognition is computed, employees will receive credit for total Federal service, including civilian (appropriated and non-appropriated) and all honorable military service. Employees are awarded a Federal LOS certificate and pin beginning with 10 years of Federal service and thereafter in 5 year increments. The certificate for 40, 45, 50, 55 and 60 years of service will be signed by the Secretary of the Navy. The Human Resources Office-East (HRO) will ensure award certificates for 10 through 35 years are prepared and forwarded via the chain of command for signature by the CO and presentation by the Directorate concerned. The LOS Awards for 40, 45, 50, 55 and 60 years of service are obtained from HQMC and distributed to the Directorates for presentation.

2. Sick Leave Awards. Sick Leave Awards recognize employees who have obtained sick leave balances in the amounts of 500, 1,000, 1,500, 2,000, 2,500, or 3,000 hours. Awards will be granted once in each category and will be based upon the employee's leave balance at the end of each month. The CAA forwards the certificate via the chain of command, for signature by the CO and presentation by the director concerned. The combination of Cash and Time-Off is not authorized with these awards.

3. Retirement Certificate. Retirement Certificates are given to those employees retiring from Federal service. Certificates are prepared by HRO, forwarded to the CO for signature, and then forwarded to the Director concerned for presentation to the employee.

APPENDIX A

Civilian Award Recommendation Form

Civilian Award Recommendation Form

EMPLOYEE NAME		PAY PLAN, SERIES, GRADE
ACTIVITY NAME		UIC
Honorary Award	Type: ☐ DON Civilian Service Achievement Medal (CSAM) ☐ DON Civilian Service Commendation Medal (CSCM) ☐ Meritorious Civilian Service Award (MCSA) ☐ Superior Civilian Service Award (SCSA) ☐ Other: (Submit required nomination package to approving authority.)	
Quality Step Increase	From Grade/Step: To Grade/Step:	
Performance Award	Performance Rating Period Start: End:	Amount: $
Special Act Award	Period of Special Achievem Start: End:	Amount: $
A. TANGIBLE BENEFITS.	Approximate tangible value of be r savin	
B. INTANGIBLE BENEFITS (See full table on reverse.)		
(1) Value	☐ Moderate ☐ s ntial ☐ High ☐ Exceptional	
(2) Extent of Application	☐ Limited ☐ Extended ☐ Broad ☐ General	
On-the-Spot Award (Special Act or Service, $25 - $7		Amount: $
Time Off Award		Number of hours:

Value to Organization: e table o erse.) Time off awards must be used within 1 year after the date of the award.

☐ Moderate	1 urs	☐ Substantial	11 to 20 hours
☐ High	2 rs	☐ Exceptional	31 to 40 hours

JUSTIFICATION STATE EN tach s ent if additional space is needed):

FUNDING SOURCE (Required only if recommending official's UIC is different from employee(s), provide appropriate code)

Name & Title of Recommending Official	Name & Title of Approving Official
Signature	Signature
Date	Date

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SAMPLE

APPENDIX B

Civilian Award Electronic Voting Form

Civilian Award Electronic Voting Form

NAME OF NOMINEE	DATE

Honorary Award

Recommendation of voting member: (Check a box)

- ☐ Concur with nomination submission

Other:

- ☐ DON Civilian Service Achievement Medal (CSAM)
- ☐ DON Civilian Service Commendation Medal (CSCM)
- ☐ Meritorious Civilian Service Award (MCSA)
- ☐ Superior Civilian S[illegible]ward (SCSA)
- ☐ Other:

COMMENTS:

SAMPLE

Name (Print)	Directorate
Signature	**Date**

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APPENDIX C

Instructions For Submitting Awards

1. Time-off Award

a. Submission of a Time-off award must submitted to your Directorates Administrative Assistant/Secretary using the Civilian Awards Recommendation Form Appendix A.

b. Refer to Appendix E for awarding the appropriate Time-off Award.

c. Write a small summary of action in the "Justification Statement" block on Appendix A.

d. Your Directorates Administrative Assistant/Secretary should create an Request For Personnel Action (RPA) or submit it to Civilian Manpower for this action.

2. Nomination for the Distinguished Civilian Service Award (DCSA) and Superior Civilian Service Award (SCSA)

a. Submission of DCSA/SCSA award nominations must include the following:

(1) Fill out the Civilian Award Recommendation Form as outlined in Appendix A.

(2) Submit a specific and detailed report of the employee's accomplishments and the contributions that form the basis for the award. Include specific data expressing how the employee's accomplishments exceed the employee's job requirements and that of employees with similar job requirements.

(3) Express whether the results of the accomplishments are tangible or intangible. If there were significant cost savings associated, the amount must be stated. If the results are intangible, be specific and outline the conditions before and after the employee's contributions were implemented.

(4) If the employee has received any award or recognition as the result of their contributions, describe it in the submission.

(5) Prepare a proposed citation.

(6) The nomination must be signed by the Commanding Officer.

(7) Nomination must be submitted via the Chain of Command to Manpower and Reserve Affairs (MPC-40) for approval.

b. The nomination request must include a resume limited to one page with the following information:

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

(2) Description of employee's current job responsibilities.

(3) Summary of employment history, both Federal and non-Federal.

(4) List the educational accomplishments during their tenure with the Marine Corps.

(5) List any employee published papers, articles, books, inventions, or participation in any civic or professional organizations.

(6) Submit any awards received, including the date and dollar amount.

c. Submit a narrative justification not to exceed two pages and include the following:

(1) Achievement on which this nomination is based.

(2) Task affected compared to typical job expectancy (i.e., importance of mission, scope, function, or service).

(3) Describe any initiatives, innovations, or distinct ingenuity that helped to exceed normal job requirements.

(4) Define the impact and benefits to the organization and/or Government.

d. The proposed citation must include:

(1) Nominee's name (how it should appear on the certificate).

(2) Articulate the reason for granting the award without embellished language.

3. Nomination for the Meritorious Civilian Service Award (MCSA). Submission of SDSA award nominations must include the following:

a. Fill out the Civilian Award Recommendation Form as outlined in Appendix A.

b. The format and procedures for submission of the recommendations of MCSA are the same as for the SCSA.

4. Nomination for the DON Civilian Service Commendation Medal (CSCM). Submission of the CSCA award nominations must include the following:

a. Fill out the Civilian Award Recommendation Form as outlined in Appendix A.

b. One page Summary of Action outlining the meritorious actions of the employee.

c. The Citation should be approximation eleven lines long and should start with "FOR MERITORIOUS SERVICE WHILE SERVING AS (Job title), (Directorate name) DIRECTORATE, MARINE CORPS AIR STATION, CHERRY POINT FROM (Date and year) TO (Date and year).

d. The closing statement should read "MR/MS. (Last name)'S PROFESSIONALISM AND EXCEPTIONAL PERFORMANCE OF DUTY REFLECTED GREAT CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF MARINE CORPS AIR STATION, CHERRY POINT."

e. If this a retirement award, ensure the following statement is place in front of the closing statement "THESE EXCEPTIONAL ACHIEVEMENTS TYPIFY HIS/HER ACCOMPLISHMENTS SPANNING A CAREER OF OVER (Years of service) YEARS OF HONORABLE SERVICE."

5. Nomination for the DON Civilian Service Achievement Medal (CSAM). Submission of the CSAA award nominations must include the following:

a. Fill out the Civilian Award Recommendation Form as outlined in Appendix A.

b. The format and procedures for submission of the recommendations of CSAA are the same as for the CSCA.
One page Summary of Action outlining the meritorious actions of the employee.

c. The Citation should be approximation eleven lines long and should start with "FOR PROFESSIONAL ACHIEVEMENT IN THE PERFORMANCE OF HIS/HER DUTIES AS (Job title), (Directorate name) DIRECTORATE, MARINE CORPS AIR STATION, CHERRY POINT FROM (Date and year) TO (Date and year).

d. The closing statement should read "MR/MS. (Last name)'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AIR STATION, CHERRY POINT."

e. If this a retirement award, ensure the following statement is place in front of the closing statement "THESE EXCEPTIONAL ACHIEVEMENTS TYPIFY HIS/HER ACCOMPLISHMENTS SPANNING A CAREER OF OVER (Years of service) YEARS OF HONORABLE SERVICE."

APPENDIX D

Scale of Award Amounts Based on Intangible Benefits

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	LIMITED Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.	**EXTENDED** Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	**BROAD** Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.	**GENERAL** Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the nation and beyond.
MODERATE Change or modification of an operating principle or procedure with limited use or impact.	$25 - $500	$501 - $750	$751 - $1,000	$1,001 - $1500
SUBSTANTIAL Substantial change or modification of procedures. Important improvements to the value of a product, activity, program, or service to the public.	$501 - $750	$751 - $1,000	$1,001 - 1,500	$1,501 - $3,150
HIGH Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	$751 - $1,000	$1,001 - $1,500	$1,501 - $3,150	$3,151 - $6,300
EXCEPTIONAL Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	$1,001 - $1,500	$1,501 - $3,150	$3,151 - $6,300	$6,301- $10,000

Estimated First-Year Benefits Amount of Award to Employee

Up to $10,000 in benefits: 10% of benefits.

Between $10,000 and $100,000: $1,000 plus 3% to 10% of benefits over $10,000.

More than $100,000 in benefits: $3,700 to $10,000 for the first $100,000 in benefits, plus 0.5% to 1.0% of benefits above $100,000 up to $25,000, with the approval of the Office of Personnel Management via the Office of the Secretary of Defense.

Presidential approval is required for all awards of more than $25,000. Maximum approval by the Command is $5,000 per Award.

APPENDIX E

Time-Off Award Scale

Value to Organization	Number of Hours
Moderate: (1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition. (2) Beneficial change or modification of operating principles or procedures.	8 to 16
Substantial: (1) An important contribution to the value of a product, activity, program, or service to the public. (2) Significant change or modification of operating principles or procedures.	16 to 24
High: (1) A highly significant contribution to the value of a product, activity, program, or service to the public. (2) Complete revision of operating principles or procedures, with considerable impact.	24 to 32
Exceptional: (1) A superior contribution to the quality of a critical product, activity, program, or service to the public. (2) Initiation of a new principle or major procedure, with significant impact.	32 to 40