



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

Canc: Sep 2012

CCBuI 12451

HRO

OCT 12 2011

COMBAT CENTER BULLETIN 12451

From: Commanding General  
To: Distribution List

Subj: Civilian Honorary Awards Program

Ref: (a) MCO 12451.2C

Encl: (1) Honorary Awards Calendar  
(2) Nomination Form

1. Situation. Incentive awards provide a powerful means to recognize accomplishments of civilians that may otherwise go unrecognized. Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center (MAGTFTC, MCAGCC) encourages supervisors and managers to use non-monetary incentive awards, in addition to other employee award and recognition programs currently available in accordance with the reference.

2. Mission. The awards program established by this Bulletin recognizes members of the MAGTFTC, MCAGCC civilian workforce both appropriated fund and nonappropriated fund. Six employees will be recognized on a monthly basis by the Commanding General. These awards may cover a single task or work assignment that is exceptionally well done or a noteworthy achievement. The award is designed to address those aspects of performance or service that are worthy of recognition.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To recognize civilian members through the Honorary Awards Program for achievement.

(2) Concept of Operations. All MAGTFTC, MCAGCC civilians are eligible to receive this honorary incentive award. However, no more than one honorary award covered by this Bulletin may be given to the same individual in any 12-month period. If additional recognition is warranted, other means should be considered. Appropriated funds may be used to purchase medals, badges, and similar devices (e.g., coins and other medallions) presented as awards recognizing the recipient's significant accomplishments while promoting the MAGTFTC, MCAGCC mission where other award programs do not cover this accomplishment. Awards will be presented at a monthly gathering at the Commanding General's quarters with the exception of the Marine Corps Mountain Warfare Training Center (MCMWTC) awards which will be hosted by the Commanding General at MCMWTC. Appropriated funds shall be used for modest refreshments only (e.g., coffee, juice, pastries.)

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Subordinate Element Missions

(1) The Protocol office will coordinate the award presentation dates and notify awardees of location and time. Protocol will coordinate a date for MCMWTC awards and will notify HRO two months prior of the scheduled award date. Protocol will arrange for modest refreshments and presentation materials. Protocol will oversee the awards ceremony.

(2) HRO will receive nominations and notify Protocol of awardees along with contact information. Records documenting the honorary incentive awards will be maintained in the HRO.

c. Coordinating Instructions

(1) Honorary award recipients will be selected using a formal selection process within each directorate and command, recognizing accomplishments that promote the MAGTFTC, MCAGCC mission. Honorary award recipients will be selected by directorates or commands using the calendar provided in enclosure (1). Supervisors will prepare a nomination using the form in enclosure (2) and forward it through the employee's supervisory chain. Assistant Chiefs of Staff, Special Staff Directors, or Commanding Officers will carefully review each nomination received and determine which nominees will be submitted to the HRO. Nominations are due no later than the tenth business day after the opening of the awards cycle as noted in enclosure (1). Nominations received after the deadline will be returned without action.

(2) One MAGTFTC, MCAGCC Marine Corps Community Service (MCCS) employee will be awarded each month in accordance with the MCCS Employee of the Month nomination process. MCCS award information is due to HRO no later than the tenth business day post announcement of the awards cycle opening.

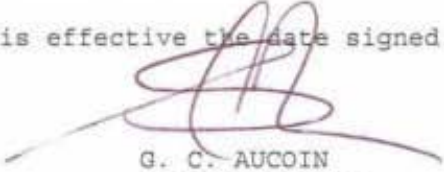
(3) Five civilian employees at the MCMWTC will be recognized during a time designated by the Commanding General. The Commanding Officer of MCMWTC is responsible for the submission of five employees to be recognized throughout MCMWTC. These nominations must be received in accordance with paragraph 3.c.(1) ten business days post notification of the award recognition date.

4. Administration and Logistics. Distribution statement A bulletins issued by the Commanding General are distributed by e-mail upon request and can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/cctoc.asp>.

5. Command and Signal

a. Command. This Bulletin is applicable to all commands and organizations aboard MAGTFTC, MCAGCC and MCMWTC.

b. Signal. This Bulletin is effective ~~the date signed~~.



G. C. AUCOIN  
Chief of Staff

Honorary Awards Calendar

10 Months- 5 awardees per month

<b>1</b>	G1	G8	G1	G8	MCCS
<b>2</b>	G3	G5	G4	G6	MCCS
<b>3</b>	PWD	ESD	G4	G6	MCCS
<b>4</b>	PWD	ESD	G7	BPO	MCCS
<b>5</b>	PWD	G7	ESD	HRO	MCCS
<b>6</b>	NREA	TTECG	ESD	IG	MCCS
<b>7</b>	NREA	MCTOG	ESD	Protocol	MCCS
<b>8</b>	PWD	G7	G6	RMD	MCCS
<b>9</b>	PWD	G7	G6	SJA	MCCS
<b>10</b>	PWD	G3	ESD	HQBN	MCCS

\*\*MCMWTC will be recognized at a time designated by the Commanding General.

**COMBAT CENTER CIVILIAN HONORARY AWARD NOMINATION AND APPROVAL**

**EMPLOYEE INFORMATION**

1. First Name	2. MI	3. Last Name	4. Series	5. Grade
6. Position Title		7. Directorate/Division/Unit		

7. An honorary award recognizes individual effort that goes beyond expected job performance. Criteria to be considered: (check and discuss all that apply).

- |  |   |
|--|---|
| <input type="checkbox"/> a. Unusual obstacles to overcome                                  | <input type="checkbox"/> f. Act was heroic in nature  |
| <input type="checkbox"/> b. Demonstrated personal initiative beyond that normally expected | <input type="checkbox"/> g. Service brought personal recognition to command                         |
| <input type="checkbox"/> c. Project broke new ground in functional area                    | <input type="checkbox"/> h. Project was beyond normal job expectations                              |
| <input type="checkbox"/> d. Project had command-wide impact                                | <input type="checkbox"/> i. Intangible benefits of moderate value and limited extent of application |
| <input type="checkbox"/> e. Performance recognized by external commands                    | <input type="checkbox"/> j. Other (specify) _____   |

Attach a justification that fully describes the performance or service during the month that forms the basis for the award. Include specific examples of performance or service that is exceptional when measured against position requirements. Explain how the performance or service exceeded those of others with comparable responsibilities.

**RECORD OF NOMINATION AND APPROVAL**

**NOMINATOR INFORMATION**

8. Name	9. Position Title, Series, Grade
10. Phone number	11. Email

**APPROVAL**

Assistant Chief of Staff/Special Staff Director/Commanding Officer

YES     NO

12. Name and Title	Signature
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Human Resources Office

YES     NO

12. Name and Title	Signature
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- |  |  |
|--|--|
| <input type="checkbox"/> a. Unusual obstacles to overcome<br><input type="checkbox"/> b. Demonstrated personal initiative beyond that normally expected<br><input type="checkbox"/> c. Project broke new ground in functional area<br><input type="checkbox"/> d. Project had command-wide impact<br><input type="checkbox"/> e. Performance recognized by external commands | <input type="checkbox"/> f. Act was heroic in nature<br><input type="checkbox"/> g. Service brought personal recognition to command<br><input type="checkbox"/> h. Project went beyond normal job expectations<br><input type="checkbox"/> i. Intangible benefits of moderate value and limited extent of application<br><input type="checkbox"/> j. Other (specify) _____ |
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**RECORD OF NOMINATION AND APPROVAL**

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**APPROVAL**

Assistant Chief of Staff/Special Staff Director/Commanding Officer

YES       NO

12. Name and Title	Signature
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Human Resources Office

YES       NO

12. Name and Title	Signature
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