



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCBul 12451
HRO

NOV 14 2014

COMBAT CENTER BULLETIN 12451

From: Commanding General
To: Distribution List

Subj: Civilian Honorary Awards Program

Ref: (a) MCO 12451.2C w/Ch 1-2

Encl: (1) Honorary Awards Calendar
(2) Combat Center Civilian Honorary Award Nomination

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. Five employees will be recognized on a quarterly basis by the Commanding General (CG). 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 quarterly gathering at the CG's quarters with the exception of the Marine Corps Mountain Warfare Training Center (MCMWTC) awards which will be hosted by the CG at MCMWTC. Appropriated funds shall be used for modest refreshments only (e.g., coffee, juice, pastries.)

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b. Subordinate Element Missions

(1) Protocol

(a) Coordinate the award presentation dates and notify awardees of location and time.

(b) Coordinate a date for MCMWTC awards and will notify the Human Resources office (HRO) two months prior of the scheduled award date.

(c) Arrange for refreshments and presentation materials, and oversee the awards ceremony.

(2) HRO

(a) Receive nominations and notify Protocol of awardees along with contact information.

(b) 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 Officers, 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 first day of each quarter (January, April, July, and October). Nominations received after the deadline will be returned without action.

(2) Five civilian employees at the MCMWTC will be recognized during a time designated by the CG. 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 3c(1) upon notification of the award recognition date.

(3) Forms. Enclosure (2) can be obtained from the Naval Forms Online web site at <https://navalforms.documentservices.dla.mil/web/public/home>. Use the Forms tab to access the search page; the number or title can be entered in the key word search. All former editions are obsolete and will not be accepted.

4. Administration and Logistics

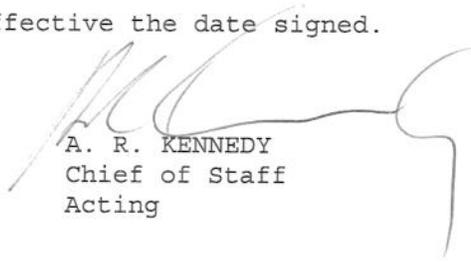
a. Distribution statement A bulletins issued by the CG are distributed by e-mail upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Bulletins.aspx>.

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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.



A. R. KENNEDY
Chief of Staff
Acting

Distribution: A

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Honorary Awards Calendar

Quarters	1	G1	G3	G4	G5	MCCS
	2	G6	G7	G8	BPO	HRO
	3	MCLOG	MCTOG	TTECG	G4	MCCS
	4	SPEC.STAFF* G6 <small>*(IG, PROTOCOL, RMD, SJA, HQBN)</small>		MCCS	G4	G7

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

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COMBAT CENTER CIVILIAN HONORARY AWARD NOMINATION PERSONAL DATA SHEET		
1. First Name	2. MI	3. Last Name
4. Current Position/Billet		
5. Position Series/Grade		
6. Phone Number		
7. E-mail		
8. Directorate/Division/Unit		
9. Nominated by		
		10. Insert Photo of Employee (click on field and select file)
11. An honorary award recognizes individual effort that goes beyond expected job performance. Criteria to be considered: (check the applicable boxes and discuss all that apply in block 12).		
<input type="checkbox"/> a. Unusual obstacles to overcome	<input type="checkbox"/> b. Demonstrated personal initiative beyond that normally expected	<input type="checkbox"/> c. Project broke new ground in functional area
<input type="checkbox"/> d. Project had command-wide impact	<input type="checkbox"/> e. Performance recognized by external commands	<input type="checkbox"/> f. Act was heroic in nature
<input type="checkbox"/> g. Service brought personal recognition to command	<input type="checkbox"/> h. Project was beyond normal job expectations	<input type="checkbox"/> i. Intangible benefits of moderate value and limited extent of application
<input type="checkbox"/> j. Other (specify)		
12. Enter a justification that fully describes the performance or service during the month that forms the basis for the award. Include a specific example 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.		
13. Professional background before arriving at MAGTF/C, MCAF/C:		
14. Duty Assignments at MAGTF/C, MCAF/C		
Billet	Unit	Dates
15. Education/Specific Job Training		Year
16. Personal Awards		
17. Marital Status	18. Spouse's Name	
19. Children		
20. Off-Duty Activities		

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RECORD OF NOMINATION AND APPROVAL	
NOMINATOR INFORMATION	
21. Name	22. Position Title, Series, Grade
23. Phone number	24. E-mail
APPROVAL	
Assistant Chief of Staff/Special Staff Director/Commanding Officer	
<input type="checkbox"/> YES <input type="checkbox"/> NO	25. Name and Title Signature
Human Resources Office	
<input type="checkbox"/> YES <input type="checkbox"/> NO	26. Name and Title Signature