



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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HRO
27 Jan 2025

COMBAT CENTER BULLETIN 12451

From: Commanding General
To: Distribution List

Subj: CIVILIAN HONORARY AWARDS PROGRAM

Ref: (a) MCO 12451.2D

Encl: (1) Honorary Awards Calendar
(2) Combat Center Civilian Honorary Award Nomination Sample - Personal Data Sheet

1. Situation. Incentive awards provide a powerful means to recognize the accomplishments of civilians that may otherwise go unrecognized. Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (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 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 for achievements through the Honorary Awards Program.

(2) Concept of Operations. All MAGTFTC, MCAGCC civilians are eligible to receive this honorary incentive award. However, no more than 1 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. 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), Expeditionary Warfare Training Command Atlantic (EWTGLANT), Expeditionary Warfare Training Command Pacific (EWTGPAC) and Marine Aviation Weapons and Tactics Squadron - 1 (MAWTS-1). These awards will be hosted by the CG at MCMWTC, EWTGLANT,

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EWTPAC, and MAWTS-1. Appropriated funds shall be used for modest refreshments only (e.g., coffee, juice, pastries.)

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 notify the Human Resources Office (HRO) two months prior of the scheduled award date.

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

(2) HRO

(a) Receive nominations, and provide Protocol with awardee contact information.

(b) Records documenting the honorary incentive awards will be maintained in the HRO.

(3) Assistant Chiefs of Staff (ACs/S), Division Directors, Special Staff Officers, Commanding Officers (COs), Supervisors.

(a) Honorary award recipients will be selected by directorates or commands using the calendar provided in enclosure (1).

(b) Supervisors will prepare a nomination using the form in enclosure (2) and forward it through the employee's supervisory chain.

(c) ACs/S, Division Directors, Special Staff Officers, or the CO will carefully review each nomination received and determine which nominees will be submitted to HRO.

(d) Nominations are due no later than the first day of each quarter (January, April, July, and October).

c. Coordinating Instructions

(1) Honorary award recipients will be selected using a formal selection process within each directorate, special staff office, and command to recognize accomplishments that promote the MAGTF, MCAGCC mission. Nominations received after the deadline will be returned without action.

(2) Civilian employees at MCMWTC, EWTGLANT, EWTPAC and MAWTS-1 will be recognized during a time designated by the CG. MCMWTC, EWTGLANT, EWTPAC and MAWTS-1 commanders are responsible for the submission of employees to be recognized. These nominations must be received in accordance with paragraph 3.c.(1), upon notification of the award recognition date.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center bulletins can be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-bulletins>.

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 handwritten signature in black ink, appearing to read 'R. D. Storer', with a stylized flourish at the end.

R. D. STORER
Chief of Staff

Distribution: A

Honorary Awards Calendar

Quarters	1	G-1	G-3	G-4	G-6	G-7	MCCS
	2	G-8	MA	G-4	MCLOG	MCTOG	MCCS
	3	SPECIAL STAFF*	G-3	G-4	SPECIAL STAFF	TTECG	MCCS
	4	MCCS	G-3	G-4	SPECIAL STAFF	HQBN	MCCS

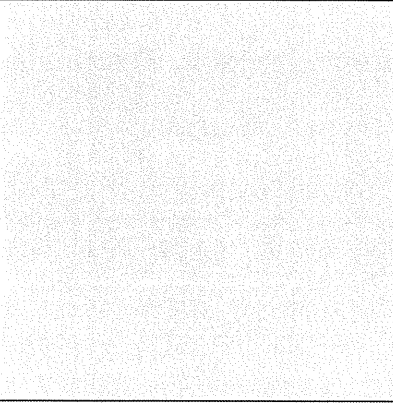
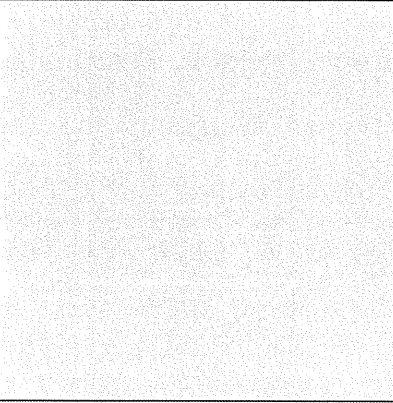
LEGEND:

G-1 - Manpower
 G-3 - MAGTF Training
 G-4 - Installation Support
 G-6 - Communications
 G-7 - Government External Affairs
 G-8 - Comptroller
 MCCS - Marine Corps Community Services
 MCLOG - Marine Corps Logistics Operations Group
 MCTOG - Marine Corps Tactics and Operations Group
 TTECG - Tactical Training Exercise Control Group
 HQBN - Headquarters Battalion

*SPECIAL STAFF (Inspector General, Protocol, Civilian Human Resources Office, Mission Assurance, and Security Office)

NOTE: MCMWTC, EWTGLANT, EWTGPAC and MAWTS will be recognized at a time designated by the CG.

COMBAT CENTER CIVILIAN HONORARY AWARD NOMINATION SAMPLE Personal Data Sheet

Click here to enter text.	
<i>Employee Name (First, MI, Last)</i>	
Click here to enter text.	
<i>Current Position/Billet</i>	
Click here to enter text.	
<i>Position Series/Grade</i>	
Click here to enter text.	
<i>Phone Number</i>	
Click here to enter text.	
<i>Email</i>	
Click here to enter text.	
<i>Directorate/Division/Unit</i>	
Click here to enter text.	
<i>Nominated by</i>	<i>Insert Photo of Employee</i>

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

Enter Justification that fully describes the performance of service during the month that forms the basis for the award. Include specific example of performance or service that is exceptional when measured against position requirements. Explain how the performance or service exceeds those of others with comparable responsibilities.

Click here to enter text.

Professional background before arriving at MCAGCC/MAGTFTC:

Click here to enter text.

Duty Assignments at MCAGCC/MAGTFTC:

Billet	Unit	Dates
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Education/Specific Job Training	Year
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Personal Awards
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Click here to enter text.

Marital Status:	Click here to enter text.	Spouse's Name:	Click here to enter text.
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Children:	
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

Off-Duty Activities:
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.

Record of Nomination and Approval

Nominator Information			
Name	Click here to enter text.	Position Title, Series, Grade	Click here to enter text.
Phone Number	Click here to enter text.	Email	Click here to enter text.

Approval

Assistant Chief of Staff/Special Staff Director/Commanding Officer			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Name and Title	Click here to enter text.	Signature	Click here to enter text.

Human Resources Office			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Name and Title	Click here to enter text.	Signature	Click here to enter text.