



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCBCAMLEJO 12452.1  
CHRO-E  
30 JUL 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 12452.1

From: Commanding General  
To: Distribution List

Subj: CIVIL SERVICE EMPLOYEE OF THE QUARTER/YEAR

Ref: (a) BO 12451.4B

Encl: (1) MCIEAST-MCB CAMLEJ/G-1/CHRO-E/12452.1/10 (Civil Service Employee of the Quarter/Year Nomination Form)

1. Situation. This Order establishes procedures for the nomination and selection of Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) civilian personnel for recognition as Civil Service Employee of the Quarter/Year.

2. Cancellation. BO 12452.1A.

3. Mission

a. To promulgate instructions and authority for MCIEAST-MCB CAMLEJ Civil Service Employee of the Quarter and Civil Service Employee of the Year Program. This Order applies to civilian employees in pay grades General Schedule 7 (GS-7) and all Wage Grade equivalents and below.

b. Summary of Revision. This Order has been revised and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To recognize deserving civil service employees and provide public recognition and an award for their accomplishments.

(2) Concept of Operations. This Order establishes procedures for nominating and selecting the Civil Service Employee of the Quarter/Year.

b. Scope and Eligibility

(1) Quarterly nominees must have been aboard for the entire nominating quarter.

(2) Employees may not be selected for two consecutive quarters.

(3) Yearly nominees must have been aboard at least 180 days during the nominating year.

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(4) Civil Service Employee of the Year candidates shall include only individuals previously nominated and/or selected for Civil Service Employee of the Quarter during the calendar year. In order to be eligible, these employees must have maintained their level of superior performance. Additional information or justification may be submitted to augment the previous Civilian Service Employee of the Quarter nomination package.

c. Evaluation and Selection Criteria. Nominees will be assessed on the following criteria:

- (1) Performance and leadership in primary and/or collateral duties;
- (2) Performance on special projects or other unique accomplishments;
- (3) Improvement proposals (e.g., process improvements, internal suggestions, utilization of resources, etc.);
- (4) Outstanding customer relations and/or staff interface actions;
- (5) Self-development achievement (must demonstrate that this self-development has made the nominee a more valuable staff member above and beyond that required for employment);
- (6) Community involvement and/or command outreach activities.

d. Nomination and Selection Process

- (1) Nominations shall be submitted by using enclosure (1).
- (2) Nominations are limited to one submission per General/Special Staff Department.
- (3) Nominations are to be submitted to the G-1 (Attn: Deputy Adjutant) following the schedule below. The quarters identified will follow the fiscal year format.

<u>Period</u>	<u>Nominations Due</u>
1st Quarter (Oct-Dec)	10 December
2nd Quarter (Jan-Mar)	10 March
3rd Quarter (Apr-Jun)	10 June
4th Quarter (Jul-Sep)	10 September
Year (Jan-Dec)	10 December

(4) A Civil Service Employee of the Quarter/Civilian of the Year selection committee will be comprised of the Deputy Commander, Chief of Staff, and five Department Heads.

(5) The committee will review and vote on nominees and provide a recommendation to the Commanding General for determination based on the criteria outlined in paragraph 4c above.

d. Recognition for Selectees

- (1) Civil Service Employee of the Quarter
  - (a) CG's Certificate of Commendation

(b) Command Plaque

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(c) Choice of 16 hour Time-Off Award or \$250 Cash Award per reference (a).

(2) Civil Service Employee of the Year

(a) Meritorious Civilian Service Medal

(b) Command Plaque

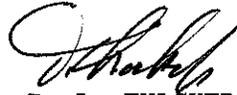
(c) Choice of 40 hour Time-Off Award or \$500 Cash Award per reference (a).

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to all permanent or temporary civilian employees assigned to Marine Corps Base Camp Lejeune. This Order is also applicable to civilian employees assigned temporary additional duty to the Base. Non-Appropriated Fund and tenant command personnel are not eligible.

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



D. L. THACKER, JR.  
Deputy Commander

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<b>CIVIL SERVICE EMPLOYEE OF THE QUARTER/YEAR NOMINATION</b> Quarterly nominations limited to the space below (one page). Yearly nominations may include an additional plain page.						
Award Category (Quarter or Year)	Nomination Period Quarter <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th				FY: 20 ____	
Nominee Last Name	First Name	Middle Initial	Current Position/ Title			
Grade/Rate	Department		Office/Shop			
<b>A. PRIMARY AND/OR COLLATERAL DUTY PERFORMANCE</b>						
<b>B. SPECIAL CONTRIBUTIONS DURING THE PERIOD</b> Explain how performance exceeded job requirements e.g., specific projects, volunteer or committee work, community work, ect.						
<b>C. SELF- IMPROVEMENT ACHEIVEMENTS</b>						
<b>D. CUSTOMER RELATIONS AND/OR STAFF INTERFACE ACTIONS</b>						
Supervisor Signature	Date	Department Head Signature	Date	Director Signature	Date	

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# CIVIL SERVICE EMPLOYEE OF THE QUARTER/YEAR NOMINATION

*(Continuation page)*

This page is restricted to yearly nominations use only.

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## YEARLY NOMINATION CONTINUATION PAGE

Nominee Last Name	First Name	Middle Initial	Nomination Period Quarter <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th	FY: 20__
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