



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

12451  
G-1/CHRO-E

**MAR 07 2023**

COMMANDING GENERAL'S POLICY LETTER 003-23

From: Commanding General  
To: Distribution List

Subj: CIVILIAN INCENTIVE AND HONORARY AWARDS PROGRAM

Ref: (a) 5 CFR 451  
(b) MCO 12451.2D  
(c) MCO 12451.3B

1. Purpose. Civilian employees may be recognized and rewarded by monetary, nonmonetary or time off awards as outlined in the references. Managers and supervisors are encouraged to utilize all available means to recognize and reward employees, as outlined in references (a) through (c).

2. Cancellation. Commanding General's Policy Letter 20-19.

3. Information

a. Various mechanisms are available to managers to reward and recognize significant employee accomplishments and contributions. These mechanisms include time off awards, performance awards (cash and time off), on the spot and special act or service awards. Monetary awards have specific limitations and are governed by Department of Defense (DoD) current Fiscal Year (FY) guidance. In addition, honorary civilian awards are also available for consideration based on exceptional and meritorious service or special accomplishments. Criteria for each award is provided in references (b) and (c).

b. All award recommendations may be initiated by the immediate supervisor and approved as follows:

(1) Special Act Awards and Time Off Awards of more than 8 hours are approved by Department Head;

(2) On the Spot Awards and Time Off Awards of 8 hours or less are approved by Division Head;

c. Career Service Awards are processed through the Civilian Human Resources Office-East (CHRO-E) to recognize the sustained Federal service of civilian employees. "Federal Service" includes all honorable military service and civilian service in departments and agencies of the Federal government. The awards recognizing 10, 15, 20, 25, 30 and 35 years of Federal service are granted by Commanders.

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Career Service certificates for 40, 45, 50, 55 and 60 years of Federal service are granted by the Secretary of the Navy (SECNAV) upon the recommendation of the command.

(1) Career Service Recognition: Department of Navy (DON) and Marine Corps civil service employees who have completed 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, and 60 years of Federal service are eligible to receive Federal Length of Service recognition. The most recent 5 years must have been as a Federal civil service employee with the most recent year as a civilian employee of the DON. Upon eligibility determination, CHRO-E will contact the employee in order to verify all combined Federal service, if applicable. For Federal service of 10 years through 35 years, a lapel emblem indicating years of service and a certificate signed by the senior command official are issued. For service of 40 years or more, a lapel emblem indicating years of service. The CHRO-E will prepare Federal Length of Service Award certificates for 35 years of service or less and will request certificates from the DON for service awards of 40 years or more. Prepared certificates will be forwarded to appropriate officials for signature and presentation.

(2) Retirement Awards: Certificates of Retirement are presented by Commanders to civilian employees who retire from Federal employment. Employees may also be eligible to receive a Commandant of the Marine Corps letter for 30 to 39 years of Federal Service. When an employee notifies the manager or department liaison of their intention to retire, a Request for Personnel Action (RPA) should be initiated and routed. The RPA will prompt CHRO-E to make contact with the employee in order to ascertain the correct consolidated years of Federal Service. The CHRO-E will prepare retirement certificates and forward them to the appropriate officials for signature and presentation.

4. Action. This Policy Letter is applicable to all appropriated fund personnel, and tenant organizations aboard Marine Corps Base, Camp Lejeune (MCB CAMLEJ) and Marine Corps Air Station, New River (MCAS NR).

5. Point of contact for MCB CAMLEJ and MCAS NR is Civilian Human Resource Office-East Employee Programs at (910) 451-3182.



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