

## CIVILIAN AWARDS QUICK REFERENCE GUIDE

Reference: Marine Corps Order 12451.2D

- **DISTINGUISHED CIVILIAN SERVICE AWARDS (DCSA)**

90 Days prior to transfer/retirement

-This is the highest honorary award the Secretary of the Navy can confer on a DON civilian employee.

- **SUPERIOR CIVILIAN SERVICE AWARDS (SCSA)**

60 Days prior to transfer/retirement

-This is the highest-level award the Commandant of the Marine Corps may confer on a civilian employee.

- **MERITORIOUS CIVILIAN SERVICE AWARDS (MCSA)**

30 Days prior to transfer/retirement

-This award is approved by the commander or head of a Headquarters, Marine Corps staff agency for meritorious service or contributions resulting in high value or benefits to the Marine Corps.

Required Documents when submitting for an award

- Proposed citation in Microsoft Word Doc (DCSA and SCSA cannot exceed more than 700 character count with spaces)
- Justification/Resume
- Requires a Command endorsement

**Opening Sentence MCSA:** Exceptional performance of duty while serving as (billet, unit) from (Month Year) to (Month Year).

**Closing Sentence MCSA:** (Mr./Ms. Name) exceptional contributions, initiative, and loyal devotion to duty reflected credit upon him and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

**Opening sentence for SCSA:** Superior performance of duty while serving as (billet, unit) from (Month Year) to (Month Year).

**Closing sentence for SCSA:** (Mr./Ms. Name) vision and total dedication to duty culminates over \_\_\_ years of Federal service, reflected credit upon him and upheld the highest traditions of the Marine Corps and United States Naval Service.

**Opening Sentence for DCSA:** For distinguished service as (billet, unit) from (MONTH YEAR) to (MONTH YEAR).

**Closing Sentence for DCSA:** (Mr./Ms. First and Last Name) superb leadership, initiative, and total devotion to duty reflected great credit upon him and were in keeping with the highest traditions of the Department of the Navy.