



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO  
ForO 12120.1B  
MPR  
29 SEP 2004

ORIGINAL

FORCE ORDER 12120.1B

From: Deputy Commander, Marine Forces Reserve  
To: Distribution List

Subj: MARINE FORCES RESERVE (MARFORRES) CIVIL SERVICE EMPLOYEE  
OF THE QUARTER AND CIVIL SERVICE EMPLOYEE OF THE YEAR  
AWARDS

Ref: (a) HRONOLA INSTRUCTION 12451.1  
(b) Code of Federal Regulation 5 CFR 451

Encl: (1) Civil Service Employee of the Quarter Nomination Form  
(2) Civil Service Employee of the Year Nomination Form

1. Purpose. To establish procedures for nomination, selection, and recognition of the MARFORRES Civil Service Employee of the Quarter, and Civil Service Employee of the Year Awards.

2. Cancellation. ForO 12120.1A.

3. Information. Civil Services Employees at this headquarters are an essential, integral part of the MARFORRES team and make significant, daily contributions to the success of our organization.

a. The Civil Service Employee of the Quarter and Civil Service Employee of the Year awards were established to recognize deserving civil service employees who provide extraordinary service, both directly and indirectly, to the accomplishment of the MARFORRES mission.

b. Through these awards, civil service employees of MARFORRES Headquarters can be recognized for their extra efforts, dedication, and support. Employees should be encouraged to "take care of our own" Marine Corps family, and this program is intended to promote and support that concept.

4. Eligibility.

a. All Federal Civil Service Employees at this Headquarters are eligible to be nominated.

b. Civil Service Employee of the Quarter Award. A Civil Service Employee of the Quarter Award will be given for outstanding service during the previous quarter. Nominations for the Award will be solicited from Supervisors and Department Heads not later than the 10th of the Month following the end of the quarter. The Manpower Directorate will aggregate nominations, and present them to the Civilian Personnel Review Board at the next scheduled meeting. The Civilian Personnel Review Board will consider all nominations, and make the selection.

c. Civil Service Employee of the Year Award. A Civil Service Employee of the Year Award will be given for outstanding service during the previous year. Nominations for the Award will be solicited from Supervisors and Department Heads not later than the 10th of January for service performed during the previous year. The Manpower Directorate will aggregate all nominations, and present them to the Civilian Personnel Review Board at the next scheduled meeting. The Civilian Personnel Review Board will consider the nominations, and make the selection.

5. Awards.

a. Civil Service Employee of the Quarter Award. The employee selected as the Civil Service Employee of the Quarter will be honored in the following manner:

(1) Be presented with a special Certificate of Appreciation signed by the Commander MARFORRES at an appropriate ceremony.

(2) Be presented with a cash award of \$500.00.

(3) Have their name displayed on the East Bank Marquee as the MARFORRES Civil Service Employee of the Quarter.

(4) Have their name published as the MARFORRES Civil Service Employee of the Quarter Winner in the Plan of the Day.

b. Civil Service Employee of the Year Award. The employee selected as the Civil Service Employee of the Year will be honored in the following manner:

(1) Be presented with a Department of the Navy Meritorious Civilian Service Award signed by the Commander MARFORRES at an appropriate ceremony.

(2) Be presented with a cash award of \$750.00.

(3) Have their photograph displayed on the Chain of Command Picture Board, adjacent to Command, on the 4th Deck.

(4) Have their name displayed on the East Bank Marquee as the MARFORRES Civil Service Employee of the Year.

(5) Be featured in an article in the Continental Marine.

6. Criteria. Nominees for Employee of the Quarter/Year should be considered against one or more of the following criteria:

a. A consistently high degree of job performance and professionalism in the execution of assigned duties.

b. A high degree of enthusiasm, and a positive, cooperative attitude toward supervisors, co-workers, and other members of the Command.

c. Accomplishments or achievements that have had a beneficial Command-wide impact.

d. Technical advances, or suggestions that have had significant value.

e. Accomplishments that demonstrate superior management abilities, innovative thinking, and/or outstanding leadership that benefits MARFORRES.

f. Major cost savings, reductions, or avoidance.

g. Successful cooperative efforts with other DON offices, federal agencies, or the private sector.

h. While nominations can be made in recognition of singular acts of service, those acts or events more appropriately recognized through beneficial suggestions or other incentive award venues should not be included.

7. Action.

a. All members of this Command are encouraged to nominate deserving civil service employees using one or more of the above criteria as a guide.

b. Supervisors/Branch Heads/Department Heads. Screen the nominations in accordance with this order and forward recommended nominations to the Director, Manpower Directorate within 10 days of receipt.

c. Director, Manpower Directorate.

(1) Coordinate the submission of all award nominations within this Headquarters.

(2) Aggregate the nominations received. Coordinate and schedule a meeting of the Civilian Personnel Review Board to consider those nominations.

(3) Following selection, take appropriate actions with Department Heads to ensure selectees are honored as outlined in paragraphs 5a and 5b above.

(4) Take appropriate action to ensure a copy of all documentation relating to this award is entered into the selectee's personnel record.



J. J. KINNERUP

DISTRIBUTION: A



