



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70146-5400

IN REPLY REFER TO:

G-1

1650

14 Mar 2012

FORCE POLICY LETTER 06-12

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: MARINE FORCES RESERVE (MARFORRES) ACTION OFFICER (AO) OF
THE QUARTER AWARD

Encl: (1) Action Officer of the Quarter Nomination Form

1. Purpose. To modify the award procedures for the nomination, selection, and recognition of the MARFORRES AO of the Quarter. Such a program would provide a level of incentive and recognition.

2. Cancellation. Force Policy Letter 11-11

3. Information

a. Nomination of the AO of the Quarter award should highlight displays of diligence, administrative skill, ability, and timeliness performed in such a manner that the Marine performed significantly above those with similar AO duties, and that the results of these efforts were distinctly beneficial to MARFORRES or a section within. In all cases, performance should clearly exceed expectations.

b. It is expected that a diverse pool of Marines from each Branch/Department will be nominated for the AO of the Quarter Award. Supervisors should broadly distribute the nomination guidelines and should encourage and accept nominations from peers and Marines/civilians that work with the individual Marine in question.

4. Eligibility. All Marines in the ranks of Warrant Officer (WO) through Major, assigned to the staff of Marine Forces Reserve and the Major Subordinate Commands (MSC), are eligible for nomination.

DISTRIBUTION STATEMENT A: Approved for public release, distribution is unlimited.

Subj: MARINE FORCES RESERVE (MARFORRES) ACTION OFFICER (AO) OF
THE QUARTER AWARD

5. Award. The AO of the Quarter will be honored in the following manner:

a. Presented with a Navy and Marine Corps Achievement Medal signed by the Commander, MARFORRES, at an appropriate ceremony.

b. Permitted to park in a designated AO of the Quarter parking spot in Lot A of the Marine Corps Support Facility, New Orleans, LA.

c. A Commander's Coin will be issued to the AO by the Commander, MARFORRES.

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

a. Strives to further the mission, vision, and values of MARFORRES through their daily interactions with internal and external points of contact.

b. Consistently demonstrates a high degree of job performance and professionalism in the execution of assigned duties, including but not limited to ensuring administrative correctness and following appropriate staff action guidance.

c. Is motivated to continually enhance skills and quality of work. Exhibits pride in his/her position responsibilities.

d. Exhibits superior organizational and leadership skills, minimizes delays and assures timely follow up.

e. Facilitates timely routing to ensure the due date is met. Efficiently coordinates with internal and external agencies (when applicable) to ensure proper routing.

f. Involves themselves and is aware of Command initiatives. Accomplishments or achievements have had a beneficial Command-wide impact.

g. Demonstrates superior management abilities, innovative thinking, and/or outstanding leadership that benefits MARFORRES.

h. Makes successful cooperative efforts with other DoN offices, federal agencies, or the private sector when necessary.

Subj: MARINE FORCES RESERVE (MARFORRES) ACTION OFFICER (AO) OF
THE QUARTER AWARD

7. Action

a. All members of this Command are encouraged to nominate deserving Marine AO's using one or more of the above criteria as a guide.

b. All nominations submitted must be at a minimum, recommended by the staff principle or MSC Chief of Staff. The enclosure will be used as a template for nomination submissions.

c. Supervisors/Branch Heads/Department Heads. Screen the nominations in accordance with this Policy Letter and forward recommended nominations to the MARFORRES G-1 no later than the 20th day of the last month of the quarter (i.e. 20 March, 20 June, 20 September and 20 December).

d. MARFORRES G-1

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

(2) Aggregate the nominations received. Coordinate and schedule a board of specified uniformed personnel to consider those nominations.

(3) Following selection, take appropriate actions to ensure selectees are honored as outlined in paragraphs 4a through 4c, above.



R. E. BRAITHWAITE
Executive Director

DISTRIBUTION: A1

Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the Force Directives can be found at:
<http://www.marines.mil/unit/marforres/MARFORRESHQ/G1/Adjutant/G-1%20Adjutant%20Directives/index.aspx>

