



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

MCRCO 1650.2D
G-1
20 JAN 2004

MARINE CORPS RECRUITING COMMAND ORDER 1650.2D

From: Commanding General
To: Distribution List

Subj: MARINE CORPS RECRUITING COMMAND (MCRC) MARINE AND CIVILIAN
SEMIANNUAL RECOGNITION PROGRAM

Encl: (1) MCRC Marine/Civilian Semiannual Recognition Program nomination
(2) MCRC Marine/Civilian Semiannual Recognition Program Score
Sheet

1. Purpose. To establish a program to provide recognition by the Commanding General (CG), Marine Corps Recruiting Command (MCRC) for outstanding performance of duties by members of this Headquarters, both military and civilian.
2. Cancellation. MCRCO 1650.2C.
3. Summary of Revisions. This Order contains numerous changes throughout and must be reviewed in its entirety.
4. Background. All personnel, both military and civilian, should be recognized for superior effort and rewarded for their contributions to the Command. The intent of this program is to provide a means of recognition for performance that reflects exceptional leadership, management, organizational ability, innovation, industry, and initiative demonstrated in the accomplishment of the mission. Therefore, a Marine and Civilian semiannual recognition program will be established.
5. Information
 - a. Selection of a Marine as the MCRC Marine of the Semiannual Period signifies the possession of those traits of leadership and professionalism that all Marines aspire to.
 - b. Selection of a civilian employee as the MCRC Civilian of the Semiannual Period signifies an employee possessing exceptional drive and ambition which is desired in all employees.
 - c. Nomination for Marine or Civilian of the MCRC Marine/Civilian Semiannual Recognition Program will not be used as a substitute for justly

(5) This recognition excludes acts or events recognizable under traditional programs such as life-saving acts, donating blood, etc. This program is separate from the established Marine Corps Incentive Awards Program.

c. Areas to Consider for Nomination of Personnel

- (1) Execution of assigned duties to the highest degree.
- (2) Acts of voluntary service or going beyond the minimal requirement.
- (3) Significance of the result:
 - (a) Exceptional performance - compared to normal expectations or usual results.
 - (b) Initiative of the nominees during the award semiannually.
 - (c) Resourcefulness in solving problems within regulatory limits.
- (4) Enthusiasm for assigned work and the Marine Corps.
- (5) Professional courtesy.
- (6) Positive attitude toward job and coworkers.
- (7) Dependability.
- (8) Professionalism.
- (9) Judgement.

d. Board Membership

(1) The selection board for Marines will consist of the following individuals depending on availability: Sergeant Major (senior member); senior Staff Noncommissioned Officer (SNCO) from the following sections - G-1, G-3 (one SNCO from, Enlisted Recruiting, Officer Programs, and training for a total of three SNCOs from G-3), G-4, G-6, Marketing and Public Affairs (MPA), and Comptroller.

(2) The selection board for civilians will consist of the following individuals: Chief of Staff (senior member); Deputy G-1; one civilian in the grade of GS-11 or above (rotated between staff sections);

c. Awards

(1) The Marine selected will be awarded a Certificate of Commendation from the CG MCRC, four days of special liberty, a plaque, and a designated parking space during the semiannual period.

(2) The civilian selected will be awarded a Certificate of Commendation from the CG, MCRC, eight hours award leave, \$250 cash award (before taxes), a plaque, and a designated parking space during the semiannual period.

8. Action. To support the MCRC Marine/Civilian of the Semiannual Recognition Program, the following responsibilities are tasked:

a. AC/S's/Section Heads

(1) Prepare, train, and mentor your personnel to a competitive edge, keynoting those attributes expected to be found in a Marine or civilian employee.

(2) Provide nomination letter, as described in paragraph 7.a., as well as ensuring that the Marine's records are complete and correct.

(3) Provide board members as directed in paragraph 6d(1) and (2).

b. Aide-de-Camp/Staff Secretary. Arrange for presentation of awards.

c. Public Affairs Officer. Submit Fleet Home Town News Releases.

d. AC/S Deputy G-1. Submit award leave/monetary award paperwork for civilians. Coordinate all aspects of the Civilian semiannual recognition board.

e. AC/S G-1

(1) Prepare Navy and Marine Corps Achievement Medal Certificate, Certificates of Commendation, and Letters of Recognition for presentation by the Commanding General.

(2) Maintain a display with the MCRC Marine/Civilian Semiannual Recognition Program's photographs.

f. AC/S Comptroller. Provide funding and acquire plaques for the MCRC Marine/Civilian Semiannual Recognition Program.

20 JAN 2004

MARINE COPRS RECRUITING COMMAND MARINE/CIVILIAN SEMIANNUAL RECOGNITION
PROGRAM NOMINATION

From: Assistant Chief of Staff (Section)
To: Commanding General, Marine Corps Recruiting Command
Subj: MARINE CORPS RECRUITING COMMAND MARINE/CIVILIAN (as appropriate)
SEMIANNUAL RECOGNITION NOMINATION
Ref: (a) MCRCO 1650.2D

1. Per the reference, the following information is submitted:
 - a. Name of nominee:
 - b. Grade/Billet/Duties assigned: Describe in one short paragraph the duties of the individual being nominated.
2. Basis for nomination. In bullet format, detail why nominee is being recommended. The detailed info should be specific as to additional work performed or the outstanding/exceptional manner in which the normal duties were performed).
3. Proposed commendation citation:

AC/S SIGNATURE