



UNITED STATES MARINE CORPS
Official Unit Letterhead

IN REPLY REFER TO:
5000
11A
6 Mar 18

From: Nominating Unit
To: Security Division, Plans, Policies and Operations,
Headquarters Marine Corps
Via: (1)

(2)

Subj: NOMINATION FOR THE SECURITY AND EMERGENCY SERVICES
COMMUNITY OF INTEREST CIVILIAN AWARD (indicate
Lifesaving/Heroism or Civilian of the Year) ICO NOMINEE
RANK AND LAST NAME

Ref: (a) MarAdmin 081/18

Encl: (1) Summary of Action

1. NOMINEE RANK AND NAME is enthusiastically recommended for the Security and Emergency Services Community of Interest (S&ES COI) Civilian Award (Lifesaving/Heroism or Civilian of the Year).
2. NOMINEE RANK AND NAME (Brief summary of nomination. Additional nomination information is contained in enclosure 1)
3. Point of contact (who should be notified of the decision of award)

Nominating Official

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RANK AND LAST NAME

S&ES COI Civilian Awards (Lifesaving/Heroism or Civilian of the
Year)
PART I

1. POSITION TITLE:
GRADE: GS: 008x-13

2. BRIEF FUNCTION STATEMENT:
(Information of the basic duties of the nominee)

3. SUPERVISOR: Grade, Name, Title
Nominating Unit

4. PERIOD COVERED: Jan 2018 to Dec 2018 (does not require
performance of the ENTIRE year, merely some portion thereof)

5. BASIS FOR NOMINATION: See attached narrative at Part II

6. AWARDS HISTORY:
-24-Feb-2017 Performance Award
-27-Jul-2014 Time Off Award
-09-Feb-2014 Performance Award
-02-Dec-2012 Performance Award

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PART II

(Body of the nomination narrative; no page limit. This will be
the basis of the narrative at the award banquet; be descriptive
and thorough.)