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MARINE CORPS ORDER 1650.61

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS AND LOGISTICS AWARDS PROGRAM (MCILAP)

Ref: (a) SECNAVINST 1650.1H
(b) SECNAV M-5210.1
(c) SECNAV M-5214.1
(d) NAVSUPINST 3590.1F
(e) DoD Manual 4140.01
(f) SECNAVIST 5211.5E
(g) MCO P1070.12K
(h) MCO 1650.50A
(i) MCO 1650.31G
(j) MCO 5215.1K
(k) MCO 1650.52A
(l) MCO 10110.14M
(m) MCO 1306.18

Encl: (1) Installations & Logistics (I&L) (LP) Award Categories, Eligibility Criteria and Period Covered
(2) Marine Corps Installations Command (MCICOM) Award Categories, Eligibility Criteria and Period Covered
(3) Submission Criteria for the Unit Award Summary
(4) Sample Individual Nomination Package Format
(5) Sample Unit/Organization Nomination Package Format
(6) Nomination Criteria for Individual and Unit Awards

1. Situation. To provide procedural guidance and instruction regarding the subject awards program. The MCILAP is administered by the Deputy Commandant, I&L (DC I&L) and consists of individual and unit/organization awards for installations and logistics excellence.

2. Cancellation. This Order cancels MCO 1650.41C, MCO 1650.45B, MCO 1650.58, and MCO 1650.59.

3. Mission. The MCILAP recognizes individual Marines, Sailors, Civilian Marines, and units/organizations within the operating forces, supporting establishment, and Marine Corps Forces Reserve who have made significant contributions to the installations and logistics communities and exemplify superior excellence and dedication to mission accomplishment.

4. Execution. Organizations with personnel and/or units/organizations that meet the criteria contained herein are encouraged to submit nominations.

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

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To appropriately recognize the exceptional accomplishments of Marines, Sailors, Civilian Marines, and units/organizations for installations and logistics excellence.

(2) Concept of Operations. The purpose of this Order is to ensure that every effort is taken to recognize the outstanding individuals and units that fall within the installations and logistics communities. This Order contains a listing of awards for which a member or organization of the installations and logistics community can be nominated.

b. Subordinate Element Missions

(1) Assistant Deputy Commandant, I&L, (ADC I&L (LP)). LP is responsible for coordinating Marine Corps participation in all Motor Transport, Ground Ordnance Maintenance, Engineer, Explosive Ordnance Disposal, and Logistics Excellence award selections. As such, the ADC I&L (LP) will serve as executive agent to receive, review, and forward award nominations that are sponsored by higher headquarters and is responsible for the coordination with external agencies for nomination and selection to the appropriate awarding authority.

(a) Logistics Plans, Policy, and Capabilities Branch(LPC)

1. The Maintenance Policy and Capabilities Section (LPC-1) is responsible for coordination of the Ground Ordnance and Motor Transport awards.

2. The Supply Policy and Capabilities Section (LPC-2) is responsible for coordination of all Supply awards.

3. The Training and Education Advocacy Section (LPC-3) is responsible for coordination of the Logistics Excellence awards.

(b) Logistics Distribution Policy Branch (LPD). LPD is responsible for coordinating Marine Corps participation in the National Defense Transportation Association (NDTA) Military Unit Award, NDTA Transportation Instructor of the Year Award, Military Surface Deployment and Distribution Command (SDDC) Excellence in Traffic Management Award, and the DOD Military Packaging Excellence and Achievement Award.

(c) Engineer and Explosive Ordnance Disposal (EOD) Advocacy Branch (LPE). LPE is responsible for coordinating Marine Corps and Navy participation in the Engineer, Explosive Ordnance Disposal, and Fuels awards.

(2) Assistant Deputy Commandant, Installations and Logistics, (ADC I&L (LF))/Commander, MCICOM (COMMCICOM). The ADC I&L (LF) is responsible for coordinating Marine Corps participation, selection, and related ceremonies for the Major General W.P.T. Hill Memorial Awards Program for Food Service Excellence, the Marine Enlisted Aide of the Year, Environmental awards, and Energy Conservation awards. As such, the ADC I&L (LF)/COMMCICOM will serve as the executive agent to receive, review, and forward award nominations that are sponsored by higher headquarters and is responsible for the coordination with external agencies for nomination and selection to the appropriate awarding authority.

(a) MCICOM Operations (G-3/5/7). The MCICOM Operations Directorate is responsible for the coordination of the Fire Safety Awards Program.

(b) MCICOM Logistics Services (G-4). The MCICOM Logistics Services Directorate is responsible for coordination of the Major General W.P.T. Hill Memorial Award Program for Food Service Excellence, the Marine Enlisted Aide Program, and the Commander in Chief's Installations Excellence Award.

(c) MCICOM Information Technology Services (G-6). The MCICOM Information Technology Directorate is responsible for coordination of the Installation Information Technology and Communications Awards Program.

(d) MCICOM Facilities (G-F). The MCICOM Facilities Directorate is responsible for coordination of the Environmental and Energy Conservation Awards Programs.

(3) Sponsors. Visit the websites below for more information and the awards they sponsor, as well as updates to event information as it is made available.

(a) Marine Corps Association and Foundation (MCAF). The MCAF helps develop leaders by providing forums for Marines to develop professionally, exchange ideas, and preserve the traditions of the Corps. To see upcoming events sponsored by the MCAF, visit their website at: <https://www.mca-marines.org/events>.

(b) Ground Ordnance Maintenance Association (GOMA). The purpose of GOMA is to support the Marine Corps by disseminating knowledge of Ground Ordnance Maintenance, provide professional development opportunities for Marines, and foster the spirit and preserve the traditions of the Marine Corps. For additional information, visit their website at: <http://www.usmcgoma.org/>.

(c) Marine Corps Engineer Association (MCEA). The MCEA award program was established in 1995 to recognize the outstanding engineer explosive ordnance disposal achievements of individual Marines, the Marine Corps, and Navy organizations. There are a total of twenty-two award categories encompassing all aspects of the engineer/EOD military occupational fields. Additional information can be found at <http://www.marcorengasn.org/modules/AwardsPage/index.php>.

(d) NDTA - The Association for Global Logistics and Transportation. The NDTA Awards Program recognizes the accomplishments of a wide variety of individuals, corporations, students, and military organizations for their achievements in the field of transportation and logistics. Most of these awards are officially presented at the Annual NDTA Transportation and Logistics Forum; however, awards are also presented at the regional level through individual Chapters. For more information, visit their website at: http://www.ndtahq.com/about_awards_program.htm.

(e) The National Restaurant Association. This is a restaurant industry business association in the United States representing more than 380,000 restaurant locations. It also operates the National Restaurant Association Educational Foundation. The association was founded in 1919, is

headquartered in Washington, D.C., and partners with Headquarters Marine Corps to co-sponsor the Major General W.P.T. Hill Food Service Awards.

c. Coordinating Instructions

(1) Commanders. Commanders will ensure eligible Marines, Sailors, Civilian Marines, and units/organizations are nominated and their packages are forwarded to DC I&L. Commands with personnel and/or organizations that meet the criteria IAW references, are encouraged to submit nominations.

(2) Naval Expeditionary Combat Command. May submit up to three nominations for the Outstanding Naval Construction Force Unit Award.

(3) Reserve Units. For reserve units who have been activated in support of the active component, routing will be executed through MARFORRES but will include an endorsement by the supported active component command.

(4) Initiation of Recommendation. A recommendation for an award may be submitted by any commissioned officer, senior in grade or billet who has knowledge of any act, achievement, or service that may warrant such award. A recommendation originated by officers other than the commanding officer of the individual concerned, must be forwarded to the commanding officer for endorsement. If an officer is not assigned, the senior enlisted member may forward documentation to the first officer in the chain of command for consideration of the award. Endorsements on award recommendations shall be made by the chain of command.

(5) Limitations. Any limitations associated with the award nominations will be provided via separate correspondence.

(6) Submission of Awards (Electronic). All organizations shall submit personnel and unit/organizational award recommendations electronically. In cases of multiple awards, each award package shall be transmitted via separate email. All award packages will be emailed to the I&L organizational mailbox: I&L_Award_Nominations@usmc.mil. Please ensure the subject line clearly identifies the I&L sponsor and the award for which the package is being submitted. If organizations do not have access to electronic means, submit original nominations along with one paper copy and a compact disc copy to the Commandant of the Marine Corps (I&L, LP, or LF) via the endorsing chain of command.

(7) Recommendations. Recommendations for awards shall be forwarded to the awarding authority through either the administrative (for sustained performance) or operational (for deployment) chain of command, as appropriate. If a type commander and/or fleet commander are part of the appropriate chain of command, the recommendation shall be forwarded through them for comment and recommendation.

(8) Timeline. Timely recommendations are essential to a successful awards program. Nominations must be received by the Commandant of the Marine Corps (I&L LP, LF) on or before the published deadline. Any changes to due dates will be published via separate correspondence. Due to the volume of award recommendations received by this Headquarters, **late or incomplete nominations will not be considered.**

(9) Summary of Action. All awards require a detailed summary of action. Since each award recommendation is evaluated on the merits of the

justification, the summary of action is critical. Avoid generalities and excessive use of superlatives. Present an objective summary, giving specific examples of the performance and the manner in which it was accomplished, together with the results and benefits derived. The amount of detail and supporting documentation required depends upon the circumstances and the nature of the award being recommended; in general, no more than two pages for individual or three pages for unit nominations should be submitted. When additional space is required, add sheets of standard size paper; however, use continuation pages sparingly. The summary of action will be submitted in narrative form using 10 or 12 pitch, Courier New/Times New Roman font, and may be single or double spaced.

(10) Citation. A proposed citation, condensed from the summary of action, must accompany the recommendation. Although a citation is laudatory and formalized, it must be factual and contain no classified information.

5. Administration and Logistics

a. DC I&L will publish separate correspondence to solicit nominees which will contain additional information regarding the submission process, due dates, and points of contact.

b. The Commandant of the Marine Corps (DC I&L (LP), and LF (MCICOM)) will coordinate awards presentation, funding, and orders.

c. While this Order attempts to capture all Installations and Logistics awards, there are numerous other awards for which Marines, Sailors, and Civilian Marines may be eligible and Commanders are encouraged to support as appropriate.

d. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (b) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

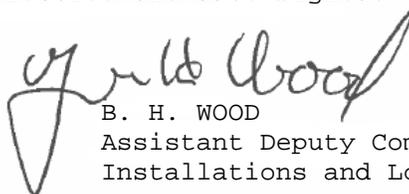
e. The generation, collection, or distribution of personally identifiable information (PII) and management of privacy sensitive information will be in accordance with the Privacy Act of 1974, as amended, per reference (f). Any unauthorized review, use, disclosure, or distribution is prohibited.

f. Travel/Funding. Commanders are responsible for orders and funding for their recipients and any other representatives authorized to travel to the award ceremonies unless otherwise approved by the DC I&L.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



B. H. WOOD
Assistant Deputy Commandant
Installations and Logistics

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Installations and Logistics (I&L) (LP)
Award Categories, Eligibility Criteria and Period Covered

Name	Sponsor	Eligibility	Period Covered
LPC			
Marine Corps Ground Ordnance Maintenance Officer of the Year	DC I&L (LPC-1)	Restricted and Limited Duty Officer, (WO-CWO3, 0-3), MOS 2102 and 2110. Serving in the Active or Reserve.	1 Oct - 30 Sep (Nomination due 30 Nov)
Marine Corps Ground Ordnance Maintenance Staff Noncommissioned Officer of the Year	DC I&L (LPC-1)	Staff Noncommissioned Officer (E- 6 and E-7), MOS 21XX. Active or Reserve.	1 Oct - 30 Sep (Nomination due 30 Nov)
Marine Corps Ground Ordnance Maintenance Noncommissioned Officer of the Year	DC I&L (LPC-1)	Noncommissioned Officer (E-4 and E-5), MOS 21XX. Active or Reserve.	1 Oct - 30 Sep (Nomination due 30 Nov)
Marine Corps Ground Ordnance Maintenance Marine of the Year	DC I&L (LPC-1)	Ground Ordnance Maintenance Technician (E-1 through E-3), MOS 21XX. Active or Reserve.	1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Officer of the Year	DC I&L (LPC-1)	Unrestricted Company Grade Officer (0-3 and below) in MOS 0402. Active or Reserve	1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Maintenance Officer of the Year	DC I&L (LPC-1)	Restricted Officer (W1-CWO3), MOS 3510. Active or Reserve	1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Operations Chief of the Year	DC I&L (LPC-1)	Staff Noncommissioned Officer (E- 6 and E-7), MOS 3537. Active or Reserve.	1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Maintenance Chief of the Year	DC I&L (LPC-1)	Staff Noncommissioned Officer (E- 6 and E-7), MOS 3529. Active or Reserve.	1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Operations Noncommissioned Officer of the Year	DC I&L (LPC-1)	Noncommissioned Officer (E-4 and E-5), MOS 3531. Active or Reserve.	1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Maintenance Noncommissioned Officer of the Year	DC I&L (LPC-1)	Noncommissioned Officer (E-4 and E-5), MOS 3521. Active or Reserve.	1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Operator of the Year	DC I&L (LPC-1)	Motor Transport Operator (E-1 through E-3), MOS 3531. Active or Reserve.	1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Maintenance Technician of the Year	DC I&L (LPC-1)	Motor Transport Maintenance Technician (E-1 through E-3), MOS 3521. Active or Reserve.	1 Oct - 30 Sep (Nomination due 30 Nov)

Installations and Logistics (I&L) (LP)
Award Categories, Eligibility Criteria and Period Covered

Name	Sponsor	Eligibility	Period Covered
LPC			
Motor Transport Military Instructor of the Year	DC I&L (LPC-1)	Any 35XX assigned to instruct as their primary duty at a Formal Learning Center of Excellence: Marine Corps Combat Service School (MCCSSS), Camp Lejeune, NC or Motor Transport Instruction Company, Fort Leonard Wood, MO. Active Duty.	1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Civilian Instructor of the Year	DC I&L (LPC-1)	Any Federal Department of Defense (DoD) Civilian assigned to instruct at a Formal Learning Center of Excellence: Marine Corps Combat Service School (MCCSSS), Camp Lejeune, NC or Motor Transport Instruction Company, Fort Leonard Wood, MO.	1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Unit of the Year	DC I&L (LPC-1)	Any Marine Corps unit at the Company, Battalion, or Squadron level involved in an operational/logistics transportation mission.	1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Maintenance Unit of the Year	DC I&L (LPC-1)	Any Marine Corps unit at the Company, Battalion, or Squadron level involved in the Motor Transport maintenance mission.	1 Oct - 30 Sep (Nomination due 30 Nov)
Department of Defense Award for Supply Chain Excellence	DC I&L (LPC-2)	All DoD organizations are eligible for this award which is presented to an organization that operates significant components of a supply chain and has demonstrated excellence in design, operation, or improvement of that supply chain. The nomination should demonstrate successful implementation of the supply chain process categories (Plan, Source, Make, Deliver, Return, etc.).	1 Jan - 31 Dec
Supply Excellence Award of the Year	DC, I&L (LPC-2)	Any Marine Corps unit with a Consumer or Retail Level Supply Activity mission.	1 Oct - 30 Sep
1stLt Travis Manion Marine Corps Officer Logistician of the Year	DC I&L (LPC-3)	Unrestricted Company Grade (O-3 and below) Marine Officer Logisticians in MOS 04XX, 30XX, 13XX. Active or Reserve.	1 Oct - 30 Sep
Marine Corps Enlisted Logistician of the Year	DC I&L (LPC-3)	SNCO and NCO (E-7 and below) Marine Logisticians in MOS 04XX, 13XX, 21XX, 23XX, 28XX, 30XX, 31XX, 33XX, 35XX. Active or	1 Oct - 30 Sep

Installations and Logistics (I&L) (LP)
Award Categories, Eligibility Criteria and Period Covered

Name	Sponsor	Eligibility	Period Covered
LPC			
Marine Corps Civilian Logistician of the Year	DC I&L (LPC-3)	Marine Corps Civilian Logisticians (GS-12 and below or civilian equivalent, i.e., NH-III) who work in support of the Active or Reserve component.	1 Oct - 30 Sep
Marine Corps Logistics Organization/Team of the Year (Small and Large Unit)	DC I&L (LPC-3)	Large Unit is defined as any logistics battalion/squadron equivalent and higher. Small Unit is defined as company, detachment, department, division, branch or equivalent within a major subordinate command or supporting establishment. Active or Reserve	1 Oct - 30 Sep
LPD			
NDTA Transportation Instructor of the Year	DC I&L (LPD-1)	Military Services select one instructor (military or civilian) from each of their transport schools.	1 Jan - 31 Dec (Nomination due 15 Jun)
NDTA Military Unit Awards Active/Reserve	DC I&L (LPD-1)	One active duty unit and one reserve component unit are eligible to be nominated for the Military Unit Award. Units being considered should be at company, ship, squadron, or comparable level.	1 Jan - 31 Dec (Nomination due 15 Jun)
SDDC Excellence in Traffic Management Awards	DC I&L (LPD-1)	All enlisted personnel and civilian employees (GS-12 and below).	1 Jan - 31 Dec (Nomination due 15 Jun)
DoD Military Packaging Excellence Award	DC I&L (LPD-1)	Nominee (Individual or Team) should be a general schedule employee or military service officer and is typically a packaging specialist, technologist, engineer, chemist, logistics manager, instructor, or hold a similar position within the packaging community or a directly related field.	1 Oct - 30 Sep (Nomination due 1 Feb)
DoD Military Packaging Achievement Award	DC I&L (LPD-1)	Nominee (individual or Group) should be a wage schedule (WG/WL/WS) employee or enlisted member and typically works in the execution of packaging or a closely related field.	1 Oct - 30 Sep (Nomination due 1 Feb)
LPE			
Marine Corps Combat Engineer Officer of the Year	DC I&L (LPE)	Unrestricted Company Grade (0-3 and below), MOS 1302. Active or Reserve.	1 Apr - 31 Mar

Installations and Logistics (I&L) (LP)
Award Categories, Eligibility Criteria and Period Covered

Name	Sponsor	Eligibility	Period Covered
LPE			
Marine Corps Combat Engineer Staff Non- commissioned Officer of the Year	DC I&L (LPE)	Staff Noncommissioned Officer (E-6 and E-7), MOS 1361 or 1371. Active or Reserve	1 Apr - 31 Mar
Marine Corps Combat Engineer Non-commissioned Officer of the Year	DC I&L (LPE)	Noncommissioned Officer (E4 and E-5), MOS 1361 or 1371. Active or Reserve	1 Apr - 31 Mar
Marine Corps Combat Engineer of the Year	DC I&L (LPE)	Combat Engineer (E1 through E3), MOS 1361 or 1371. Active or Reserve	1 Apr - 31 Mar
Marine Corps Engineer Equipment Officer of the Year	DC I&L (LPE)	Restricted Officer, MOS 1310. Active or Reserve	1 Apr - 31 Mar
Marine Corps Engineer Equipment Staff Non- commissioned Officer of the Year	DC I&L (LPE)	Engineer Equipment Staff Non- commissioned Officer (E6 and E7), MOS 1316, 1341, or 1345. Active or Reserve	1 Apr - 31 Mar
Marine Corps Engineer Equipment Non-commissioned Officer of the Year	DC I&L (LPE)	Engineer Equipment Non- commissioned Officer (E4 and E5), MOS 1316, 1341, or 1345. Active or Reserve	1 Apr - 31 Mar
Marine Corps Engineer Equipment Marine of the Year	DC I&L (LPE)	Engineer Equipment Marine (E- 1 through E-3), MOS 1316, 1341, or 1345. Active or Reserve	1 Apr - 31 Mar
Marine Corps Utilities Officer of the Year	DC I&L (LPE)	Restricted Officer, MOS 1120. Active or Reserve.	1 Apr - 31 Mar
Marine Corps Utilities Staff Non-commissioned Officer of the Year	DC I&L (LPE)	Staff Non-commissioned Officer (E-6 and E-7), MOS 1169. Active or Reserve	1 Apr - 31 Mar
Marine Corps Utilities Non- commissioned Officer of the Year	DC I&L (LPE)	Staff Non-commissioned Officer (E-4 and E-5), MOS 1141, 1142, 1161, and 1171. Active or Reserve	1 Apr - 31 Mar
Marine Corps Utilities Marine of the Year	DC I&L (LPE)	Staff Non-commissioned Officer (E-1 through E-3), MOS 1141, 1142, 1161, and 1171. Active or Reserve	1 Apr - 31 Mar

Installations and Logistics (I&L) (LP)
Award Categories, Eligibility Criteria and Period Covered

Name	Sponsor	Eligibility	Period Covered
LPE			
Marine Corps Explosive Ordnance Disposal Officer of the Year	DC I&L (LPE)	Restricted Officer (W1 through O3E), MOS 2305. Active or Reserve.	1 Apr - 31 Mar
Marine Corps Explosive Ordnance Disposal Technician of the Year (SSgt William Callahan Award)	DC I&L (LPE)	Staff Non-commissioned Officer and Non-commissioned Officer, MOS 2336. Active or Reserve.	1 Apr - 31 Mar
Combat Engineer Battalion of the Year	DC I&L (LPE)	All active or reserve Combat Engineer Battalions.	1 Apr - 31 Mar
Engineer Support Battalion of the Year	DC I&L (LPE)	All active or reserve Engineer Support Battalions.	1 Apr - 31 Mar
Marine Wing Support Squadron Engineer Operations Company of the Year	DC I&L (LPE)	All active or reserve Engineer Operations Companies within the Marine Wing Support Squadron	1 Apr - 31 Mar
Outstanding Naval Construction Force Unit of the Year	DC I&L (LPE)	All active or reserve Naval Construction Force units that were attached to, or in support of, a Marine Air Ground Task Force (MAGTF)	1 Apr - 31 Mar
Marine Corps Fuel Facilities (Non-Tactical Units) (Category III)	DC I&L (LPE)	Marine Corps Units or commands whose primary mission is management and operation of retail fixed fuel facilities or fuel terminals that provide long term storage, transfer, and distribution of bulk fuel products to other bulk fuel terminals or retail fuel activities. RO Level (or equivalent) for GOGO and GOCO facilities. COCO facilities are not eligible.	1 Jan - 31 Dec (nominations are due in the 4th quarter of the calendar year)
Marine Corps Tactical Fuel Units	DC I&L (LPE)	Marine Corps Units or Commands whose primary mission is management and operation of expeditionary fuel activities or tactical fuel sites and services.	1 Jan - 31 Dec (nominations are due in the 4th quarter of the calendar year)

Installations and Logistics (I&L) (LP)
Award Categories, Eligibility Criteria and Period Covered

Name	Sponsor	Eligibility	Period Covered
LPE			
Marine Corps Bulk Fuel Officer of the Year	DC I&L (LPE)	Restricted Officer, MOS 1390. (WO-CW05). Active or Reserve. Primary duties include management, planning, operation, accounting, maintenance, or support of fuel activities.	1 Jan - 31 Dec (nominations are due in the 4th quarter of the calendar year)
Marine Corps Bulk Fuel Staff Non-Commissioned Officer of the Year	DC I&L (LPE)	Staff Non-commissioned Officer, MOS 1390. (E6 and E7). Active or Reserve. Primary duties include management, operation, accounting, maintenance, or support of fuel activities or a tactical fuel unit.	1 Jan - 31 Dec (nominations are due in the 4th quarter of the calendar year)
Marine Corps Bulk Fuel Non-commissioned Officer of the Year	DC I&L (LPE)	Non-commissioned Officer (E-4 and E-5), MOS 1391. Active or Reserve. Primary duties include management, operation, accounting, maintenance, or support of fuel activities.	1 Jan - 31 Dec (nominations are due in the 4th quarter of the calendar year)
Marine Corps Bulk Fuel Marine of the Year	DC I&L (LPE)	Bulk Fuel Marine (E1 through E3), MOS 1391. Active or Reserve. Primary duties include management, operation, accounting, maintenance, or support of fuel activities.	1 Jan - 31 Dec (nominations are due in the 4th quarter of the calendar year)
Marine Corps Fuels Civilian of the Year	DC I&L (LPE)	Marine Corps Civilians. (WG-5 through GS-14). Primary duties include management, planning, operation, accounting, maintenance, or support of fuel activities.	1 Jan - 31 Dec (nominations are due in the 4th quarter of the calendar year)

Marine Corps Installations Command (MCICOM)
Award Categories, Eligibility Criteria and Period Covered

Name	Sponsor	Eligibility	Period Covered
G-3			
Small Fire Department of the Year	DC I&L MCICOM G-3	Marine Corps Fire departments with three or fewer staffed firefighting companies assigned, i.e., ARFF, pumper, ladder (excludes ambulance, rescue, cross staffed, and other support companies).	1 Jan to 31 Dec
Small Fire Department of the Year	DC I&L MCICOM G-3	Marine Corps Fire departments with three or fewer staffed firefighting companies assigned, i.e., ARFF, pumper, ladder (excludes ambulance, rescue, cross staffed, and other support companies).	1 Jan to 31 Dec
Small Fire Department of the Year	DC I&L MCICOM G-3	Marine Corps Fire departments with three or fewer staffed firefighting companies assigned, i.e., ARFF, pumper, ladder (excludes ambulance, rescue, cross staffed, and other support companies).	1 Jan to 31 Dec
Medium Fire Department of the Year	DC I&L MCICOM G-3	Marine Corps F&ES Departments with four to eight staffed firefighting companies assigned, i.e., ARFF, pumper, ladder (excludes ambulance, rescue, cross staffed, and other support companies).	1 Jan to 31 Dec
Large Fire Department of the Year	DC I&L MCICOM G-3	Marine Corps F&ES Departments with nine or more staffed firefighting companies assigned, i.e., ARFF, pumper, ladder (excludes ambulance, rescue, cross staffed, and other support companies).	1 Jan to 31 Dec
Fire Prevention Program of the Year	DC I&L MCICOM G-3	All Marine Corps F&ES Fire Prevention Programs.	1 Jan to 31 Dec
Uniform Firefighter of the Year	DC I&L MCICOM G-3	Uniformed Marine Corps Firefighters serving in a primary duty position of firefighter (including all parenthetical titles) or fire protection inspector.	1 Jan to 31 Dec
Uniform Fire Officer of the Year	DC I&L MCICOM G-3	Uniformed Marine Corps Fire Officers serving in a primary duty position of Company Officer (Lead Firefighter, Crew Chief, Captain, Lieutenant, etc.) or Chief Officer (Station Chief/Captain, Battalion Chief, Assistant Chief, etc.).	1 Jan to 31 Dec

Marine Corps Installations Command (MCICOM)
Award Categories, Eligibility Criteria and Period Covered

Name	Sponsor	Eligibility	Period Covered
G-3			
Civilian Firefighter of the Year	DC I&L MCICOM G-3	Civilian Marine Firefighters serving in a primary duty position of firefighter (including all parenthetical titles) or fire protection inspector.	1 Jan to 31 Dec
Civilian Fire Officer of the Year	DC I&L MCICOM G-3	Civilian Marine Fire Officers serving in a primary duty position of Company Officer (Lead Firefighter, Crew Chief, Captain, Lieutenant, etc.) or Chief Officer (Station Chief/Captain, Battalion Chief, Assistant Chief, etc.).	1 Jan to 31 Dec
EMS Provider of the Year	DC I&L MCICOM G-3	Civilian Marine F&ES personnel certified at the Basic Life Support (BLS) or Advanced Life Support (ALS) levels, including certified First Responders, EMT-Bs, EMT-Ds, EMT-Cs and EMT-IV Technicians and EMT Ps.	1 Jan to 31 Dec
G-4-3			
Food Service Marine of the Year (Active)	DC I&L MCICOM G-4-3	Food Service Marine (E-1 through E-5), MOS 3381. Active.	1 Jan to 31 Dec
Food Service Marine of the Year (Reserve)	DC I&L MCICOM G-4-3	Food Service Marine (E-1 through E-5), MOS 3381. Reserve.	1 Jan to 31 Dec
Food Service SNCO of the Year (Active)	DC I&L MCICOM G-4-3	Food Service Marine (E-6 through E-9), MOS 3381. Active.	1 Jan to 31 Dec
Food Service SNCO of the Year (Reserve)	DC I&L MCICOM G-4-3	Food Service Marine (E-6 through E-9), MOS 3391. Reserve.	1 Jan to 31 Dec
Best Field Mess of the Year (Active)	DC I&L MCICOM G-4-3	Every Active Marine Corps field mess.	1 Jan to 31 Dec
Best Field Mess of the Year (Reserve)	DC, I&L MCICOM G-4-3	Every Reserve Marine Corps field mess.	1 Jan to 31 Dec
Best Full Food Service Mess Hall of the Year	DC I&L MCICOM G-4-3	Every Marine Corps full food service garrison mess hall (contractor operations).	1 Jan to 31 Dec
Best Military & Mess Attendant	DC I&L MCICOM	Every Marine Corps Military and Mess Attendant staffed mess hall	1 Jan to 31 Dec

**Marine Corps Installations Command (MCICOM)
Award Categories, Eligibility Criteria and Period Covered**

Mess Hall of the Year	G-4-3	is eligible.	
Name	Sponsor	Eligibility	Period Covered
G-4-3			
Marine Enlisted Aide of the Year	DC I&L MCICOM G-4-3	Every Marine Enlisted Aide.	1 Oct to 30 Sep
G-6			
Marine Corps Installation Civilian IT Specialist of the Year	DC I&L MCICOM G-6	Open to GS Series 2210 (any parenthetical).	1 Jan to 31 Dec
Marine Corps Installation Communications Marine of the Year	DC, I&L MCICOM G-6	Open to Marines E1-E5 (MOS 06xx/28xx).	1 Jan to 31 Dec
Marine Corps Installation Civilian Telecommunications Specialist of the Year	DC I&L MCICOM G-6	Open to GS Series 0391 or 0392.	1 Jan to 31 Dec
Marine Corps Installation Information Assurance Marine of the Year	DC I&L MCICOM G-6	Open to Marine SNCOs (MOS 0689) or Officers (MOS 0650).	1 Jan to 31 Dec
Marine Corps Installation Annual Communications Leadership Award	DC I&L MCICOM G-6	Open to Supervisors in the GS Series 2210 (any parenthetical), 0391, and 0392 and Marine Officers (MOS 06XX).	1 Jan to 31 Dec
G-F-1			
Secretary of the Navy Energy Conservation Awards	DC I&L MCICOM G-F-1	Marine Corps Installations	1 Jan to 31 Dec
Department of Energy Federal Energy Management Awards	DC I&L MCICOM G-F-1	Marine Corps Installations	1 Jan to 31 Dec
Commander in Chief's Installations Excellence Award	DC I&L MCICOM G-F-1	All Marine Corps bases and stations are eligible.	1 Oct - 30 Sep
G-F-5			
Secretary of Defense Environmental Awards	DC I&L MCICOM G-F-5	Marine Corps Installations (Individuals/Teams/Base)	1 Jan to 31 Dec of the previous two years
Secretary of the Navy Environmental Awards	DC I&L MCICOM G-F-5	Marine Corps Installations (Individuals/Teams/Base)	1 Jan to 31 Dec of the previous two years

Submission Criteria for the Unit Award Summary

The summary of action is critical to the consideration of the nominee's package and will support the nominee's qualification for the award. There will be no review of a nominee's record, so only information provided in the package will be available to the board. The content of this section should be consistent with that of a typical award summary of action.

1. Operations. Summarize all deployments, operations, and/or exercises the unit (to include companies platoons, or detachments) has participated in during the eligibility period.

2. Accomplishments. Summarize all significant accomplishments such as: construction projects, special/unique training conducted, innovations, special events, community involvement, and PME sessions completed or initiated during the eligibility period. Include all previous unit awards that have been received.

3. Equipment. Summarize noteworthy maintenance/readiness accomplishments to include: all equipment (communications, motor transport, heavy equipment, field mess, utilizes, etc.), inspection results, and innovative techniques completed during the eligibility period.

4. Safety. Summary of noteworthy safety accomplishments to include numerical/statistical reductions in fatalities, injuries, accidents during training, exercises or operations that did not prevent them from performing their duties for more than 30 days. List any vehicle/equipment accidents and/or number of working days since last accident.

5. Miscellaneous. List any unit and/or significant individual unit awards or recognition that was presented during the eligibility period. In addition, summarize any noteworthy training, education, or other accomplishments not previously mentioned above such as: off-duty education statistics, reenlistment rates, Navy/Marine Corps relief participation, MCI completions, reductions in non-judicial punishments, or any other items that reflect favorably upon the unit.

Sample Individual Nomination Package Format

Sample Nomination Letter (Individual)

1650
H&S
31 Dec 13

From: Commanding Officer, Truck Company Alpha, Headquarters Battalion, 1st Marine Division
To: Commandant of the Marine Corps, Deputy Commandant, Installations and Logistics, (Attn: LPC-1)
Via: (1) Commanding Officer, Headquarters Battalion, 1st Marine Division
(2) Commanding General, 1st Marine Division
(3) Commanding General, I Marine Expeditionary Force
Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT OPERATIONS NON-COMMISSIONED OFFICER OF THE YEAR AWARD IN THE CASE OF SERGEANT JOHN D. MARINE, 3531/USMC
Ref: (a) MARADMIN XXX-XX/DTG (Solicitation Message)
Encl: (1) Summary of Performance
(2) Summary of Action
(3) Career Biography
(4) Command Photograph

1. Sergeant Marine is nominated with enthusiasm for the 2013 Marine Corps Motor Transport Non-commissioned Officer (NCO) of the Year award for his exemplary performance while serving as wrecker section chief, Truck Company Alpha, Headquarters Battalion, 1st Marine Division, from 1 January 2013 to 31 Dec 2013.

2. Nominee Information

- a. Email address: john.d.marine@usmc.mil
- b. Work phone number: (123) 456-7890
- c. Alternate phone number: (456) 789-0123

3. Point of contact on this award package is Gunnery Sergeant I. M. Leatherneck at I.leatherneck@usmc.mil, phone number: (890) 123-4567.

I. M. CO

Sample Individual Nomination Package Format

Sample Command Endorsement

FIRST ENDORSEMENT on CO, Truck Company Alpha, Headquarters Battalion, 1st Marine Division, ltr 1650 H&S of 31 Dec 2013

From: Commanding Officer, Headquarters Battalion, 1st Marine Division
To: Commandant of the Marine Corps, Deputy Commandant, Installations and Logistics, (Attn: LPC-1)

Via: (1) Commanding General, 1st Marine Division
(2) Commanding General, I Marine Expeditionary Force

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT OPERATIONS NON-COMMISSIONED OFFICER OF THE YEAR AWARD IN THE CASE OF SERGEANT JOHN D. MARINE, 3531/USMC

1. Sergeant Marine has proven himself to be an indispensable asset to Truck Company Alpha, Headquarters Battalion, 1st Marine Division. His dynamic leadership, aggressive initiative, and unparalleled aptitude as both wrecker section chief and a Non-Commissioned Officer have been the catalyst for many of the battalion's continued successes. Sergeant Marine sets the standard for others to follow.

2. Forwarded, recommended with enthusiasm.

I. M. CO

Copy to:
CO, Truck Company A, HQBN
CO, HQBN, 1st MARDIV

Sample Individual Nomination Package Format

Sample Command Endorsement (continued)

SECOND ENDORSEMENT on CO, Truck Company Alpha, Headquarters Battalion, 1st
Marine Division, ltr 1650 H&S of 31 Dec 2013

From: Commanding General, 1st Marine Division

To: Commandant of the Marine Corps, Deputy Commandant, Installations and
Logistics, (Attn: LPC-1)

Via: (1) Commanding General, I Marine Expeditionary Force

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT OPERATIONS NON-
COMMISSIONED OFFICER OF THE YEAR AWARD IN THE CASE OF SERGEANT JOHN D.
MARINE, 3531/USMC

1. Forwarded, recommended with enthusiasm.

I. M. GENERAL

Copy to:

CO, Truck Company A, HQBN

CO, HQBN, 1st MARDIV

Sample Individual Nomination Package Format

Sample Command Endorsement (continued)

THIRD ENDORSEMENT on CO, Truck Company Alpha, Headquarters Battalion, 1st
Marine Division, ltr 1650 H&S of 31 Dec 2013

From: Commanding General, 1st Marine Division

To: Commandant of the Marine Corps, Deputy Commandant, Installations and
Logistics, (Attn: LPC-1)

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT OPERATIONS NON-
COMMISSIONED OFFICER OF THE YEAR AWARD IN THE CASE OF SERGEANT JOHN D.
MARINE, 3531/USMC

1. Forwarded, recommended with enthusiasm.

I. M. GENERAL

Copy to:

CO, Truck Company A, HQBN

CO, HQBN, 1st MARDIV

CG, 1st MARDIV

Sample Individual Nomination Package Format

Sample Summary of Action

Sergeant Marine is enthusiastically recommended for the Marine Corps Motor Transport Operations Non-commissioned Officer of the Year award for his exceptional performance of duties while serving as an Assistant Convoy Commander. His efforts are illustrated by the following noteworthy accomplishments:

Sergeant Marine checked into Motor Transport Operations Platoon and quickly distinguished himself. With the battalion only days away from its first field exercise, Sergeant Marine diligently learned the standard operating procedures and battle rhythm. Undeterred by this challenge, Sergeant Marine quickly emerged from the ranks as an exceptional leader with a high degree of proficiency as a Motor Transport Marine.

During the month of February, Engineer Support Battalion conducted a field exercise in preparation for Enhanced Mojave Viper. During this evolution Sergeant Marine stood apart from his peers. His constant evaluation and mentoring of Marines made an immediate impact on their performance. His skill as an experienced Logistical Vehicle System operator enhanced the performance of the platoon during training exercises. Sergeant Marine's influential leadership style ensured that every Marine learned from his experience and increased the learning curve for the younger Marines. He was an amazing teacher and mentor to his Marines, who strove to emulate his professionalism. He was a key player during the training evolution, serving as the load master; Sergeant Marine embarked and tracked over 200 personnel, 40 vehicles, and 20 pieces of engineer equipment to and from the field. During the battalion field training exercise, Sergeant Marine participated in four Combat Logistics Patrols constantly conducting training with his Marines to reinforce the tactics and procedures which they were training to instill.

Upon arrival at Marine Corps Air Ground Combat Center Twenty-Nine Palms for Enhanced Mojave Viper, Sergeant Marine made an immediate impact. Tasked with leading the heavy section, he was in charge of eight Logistics Vehicle Systems with semitrailers. He immediately leaned forward and directed his Marines on first echelon maintenance. These initial vehicle inspections identified several problems that would have hindered future operations. His skill and hands on approach to educating and supervising this maintenance effort was commendable. Sergeant Marine also ensured the platoon had the appropriate amount of SL-3 gear for vehicles to complete the mission. Upon identifying several shortfalls he used contacts in the area to scrounge \$1,000 worth of gear for his vehicles. His extensive knowledge of the area made him a trusted resource for juniors and seniors alike. Sergeant Marine participated in nine combat logistics patrols, and 15 administrative movements throughout the training areas. He served as Convoy Commander on 10 movements, constantly exhibiting superior attention to detail on all procedures. His skillful ability to communicate and coordinate his convoy's movements with battle space owners and the battalion exhibited a competence rarely seen in a Sergeant. His steadfast professionalism and expert technical abilities significantly enhanced Engineer Support Company's training preparation for the battalion's deployment to Afghanistan in support of Operation Enduring Freedom.

Sample Individual Nomination Package Format

Immediately upon arriving at Camp Leatherneck, Sergeant Marine was sent to Combat Outpost Shir Ghazay in order to assist in the Route Red horizontal construction mission. Operating at a remote site for three months, Sergeant Marine was selected for his extreme competency in convoy operations. During this mission, Sergeant Marine performed as the Assistant Convoy Commander and Convoy Commander, going outside the wire on a daily basis. Detached from the battalion with limited assets and personnel, Sergeant Marine was instrumental in maintaining the operational readiness of the motor transport vehicles that supported the road construction mission. His superior leadership, exceptional competence, and professionalism were instrumental in meeting the transportation requirements in support of these vital road construction projects.

These missions required the movement of multiple engineer equipment assets, thousands of cubic yards of gravel and material, tens of thousands of gallons of water, as well as the transportation of multiple culverts and culvert denial systems. Sergeant Marine coordinated the mission specific daily load plans and detailed manifests for over 50 convoys. He personally ensured all cargo was loaded on the correct vehicle and secured properly, systematically inspecting each vehicle the night before the mission. Sergeant Marine's extreme competency and devotion to duty enabled the transport of 22,832 cubic yards of material, 225,600 gallons of water, and 1,200 feet of culverts with 60 denial end cap systems. His actions as Assistant Convoy Commander and Convoy Commander enabled the horizontal construction of 15,977 meters of improved road. Sergeant Marine's leadership proved pivotal as his motor transport operators drove over 10,000 miles through an extremely hostile environment under constant threat of enemy ambush. Sergeant Marine took this high operational tempo in stride, keeping his Marines constantly focused on the mission at hand and the maintenance of the equipment.

Sergeant Marine's service as a Convoy Commander doubled the capability of the road construction efforts as it allowed the engineering teams to split in two. Allowing the road construction teams to accomplish more with less, Sergeant Marine performed flawlessly in command of his Marines. Showing steadfast resolve on a daily basis, Sergeant Marine's tactical decision making abilities reflected his character and technical expertise. This mission consisted of completing Route Red North construction, a vital road in the Musa Qal'eh District connecting 3rd Battalion, 2nd Marine's headquarters to Forward Operating Base Edinburgh and Combat Outpost Shir Ghazay. This new all-weather road decreased travel time and increased the safety for coalition forces and local nationals, resulting in an increased operational capability at the Marine Expeditionary Force level. Sergeant Marine's sound leadership, work ethic, and constant focus on maintenance kept his equipment running and resulted in the mission being completed at a rapid pace.

Sergeant Marine's technical knowledge and skills are beyond reproach. He has the trust and confidence of all those around him, junior and senior alike, and is sought after for assistance in all matters, not just Motor Transport related. He has exceptional talent and an inspirational work ethic that is contagious. Sergeant Marine is highly deserving of this prestigious honor and is therefore enthusiastically recommended as the Motor Transport Association's Motor Transport Operations Non-commissioned Officer of the Year.

Sample Individual Nomination Package Format

Sample Citation

Sergeant John D. Marine

SERGEANT MARINE HAS EXEMPLIFIED TIRELESS DEDICATION TO DUTY AND EXHIBITED THE ABILITY TO MANAGE MULTIPLE COMPETING PRIORITIES WHILE SERVING AS A MOTOR TRANSPORT OPERATIONS NONCOMMISSIONED OFFICER FOR TRUCK COMPANY ALPHA, HEADQUARTERS BATTALION, 1ST MARINE DIVISION FROM 1 JANUARY 2013 TO 31 DECEMBER 2013. DURING THIS PERIOD, SERGEANT MARINE'S SUPERIOR LEADERSHIP, EXCEPTIONAL COMPETENCE, AND PROFESSIONALISM WERE INSTRUMENTAL TO THE BATTALION'S SUCCESS. HIS DISTINGUISHED SERVICE WHILE SERVING AS AN ASSISTANT CONVOY COMMANDER IN 43 COMBAT LOGISTICS PATROLS DEMONSTRATES HIS CHARACTER AND TENACIOUS WORK ETHIC. WITH LIMITED RESOURCES AND DETACHED FROM HIS COMMAND ELEMENT, SERGEANT MARINE'S LED HIS MARINES OVER 10,000 MILES, TRANSPORTING OVER 50 TONS OF CARGO IN SUPPORT OF BUILDING OVER 25 KILOMETERS OF ROAD THROUGH THE MOST KINETIC ROUTES IN AFGHANISTAN. SERGEANT MARINE'S EXCEPTIONAL COMPETENCE AND PROFESSIONALISM ENABLED HIS DETACHMENT TO MAINTAIN MAXIMUM EQUIPMENT READINESS AND ENSURED THAT ALL COMBAT LOGISTICS PATROLS PERFORMED FLAWLESSLY IN THE EXECUTION OF EACH MISSION. SERGEANT MARINE'S SUPERIOR LEADERSHIP, RESOURCEFULNESS, INITIATIVE, AND COMMITMENT TO EXCELLENCE WERE EXEMPLARY AND SET A HIGH STANDARD FOR ALL MARINES TO EMULATE. SERGEANT MARINE'S INFLUENCE ON OUR MOTOR TRANSPORT COMMUNITY WILL HAVE A LASTING AND DEFINITE IMPACT ON THE FUTURE OF MARINE CORPS MOTOR TRANSPORT OPERATIONS.

Sample Individual Nomination Package Format

Sample Career Biography

Sergeant John A. Marine reported to Parris Island, SC for recruit training on 20 April 2003. Upon completing training at Parris Island, he reported to Fort Leonard Wood, MO in September 2007 for training as a 3531, Motor Vehicle Operator.

In December 2003, he reported to Okinawa, Japan for duty with GS Company, Combat Logistics Regiment 3, where he performed the duties of a motor vehicle operator. He deployed to Korea as part of exercise Team Spirit 2007. During this tour he was promoted to Lance Corporal.

In January 2005, Sergeant Marine reported to Combat Logistics Battalion 2, Combat Logistics Regiment 2, 2nd Marine Logistics Group for duties as a Motor Vehicle operator. During this tour he deployed in support of Operation Enduring Freedom on 2 separate occasions. Additional, he attended the Vehicle Recovery Course at Fort Leonard Wood, Missouri and gained the NMOS of 3536, Vehicle Recovery Operator. He was promoted to Corporal during this tour.

In December 2008, he reported to 29 Palms, California for duty as a Motor Vehicle Operator, 3rd Light Armored Reconnaissance Battalion, 1st Marine Division. Sergeant Marine was meritoriously promoted to his current rank in 2008.

In July 2011, Sergeant Marine joined his present unit with Truck Company Alpha, Headquarters Battalion, 1st Marine Division. During this tour Sergeant Marine deployed to Afghanistan in support of Operation Enduring Freedom with Regimental Combat Team 5.

Sergeant Marine is married to the former Cathy Jones and they have 2 children: Daughter Chelsea (2) and son Jonathan (1).

Sergeant Marine's personal awards include the Navy and Marine Corps Achievement Medal with Gold star in lieu of second award and the Combat Action ribbon with Gold star in lieu of second award.

Sergeant Marine's military schools include the Basic Motor Vehicle Operations Course, Corporal's Course, Vehicle Recovery Course, and Sergeant's Course.

Sample Individual Nomination Package Format

Photograph

1. A command photograph is preferred.
2. Uniform for the photograph is the Service Alphas (or service equivalent) and suit and tie for Civilian Marines.
3. If the nominee is unable to provide a command photo due to their deployed status, a "deployed" equivalent photo of the nominee in the MARPAT utility uniform is acceptable. A brief explanation of the extenuating circumstances should be included as a footnote at the bottom of the photograph page.

Sample Unit/Organization Nomination Package Format

1650
H&S
31 Dec 13

From: Commanding Officer, Combat Logistics Battalion-1, Combat Logistics Regiment-1, 1st Marine Logistics Group
To: Commandant of the Marine Corps, Deputy Commandant, Installations and Logistics, (Attn: LPC-1)

Via: (1) Commanding Officer, Combat Logistic Regiment-1, 1st Marine Logistics Group
(2) Commanding General, 1st Marine Logistics Group
(3) Commanding General, I Marine Expeditionary Force

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT UNIT OF THE YEAR AWARD

Ref: (a) MARADMIN XXX-XX/DTG (Solicitation Message)

Encl: (1) Summary of Performance
(2) Chronology of events and achievements
(3) Summary of Action
(4) Unit Logo (jpeg) and Unit photograph (if feasible)

1. Combat Logistics Battalion-1 is nominated with enthusiasm for the 2013 Marine Corps Motor Transport Unit of the Year award for (brief description of performance, contributions made to supported unit(s), Marine Corps, etc., or words to that effect) from 1 January 2013 to 31 Dec 2013.

2. Unit Information

- a. Unit mailing address: CLB-1, CLR-1, 1st MLG
Box 555234
Camp Pendleton, CA 92055-5234
- b. Unit phone number: (123) 456-7890
- c. Alternate phone number: (456) 789-0123

3. Point of contact on this award package is Gunnery Sergeant I. M. Leatherneck at I.leatherneck@usmc.mil, phone number: (890) 123-4567.

I. M. CO

Sample Unit/Organization Nomination Package Format

Sample Command Endorsement

FIRST ENDORSEMENT on CO, Combat Logistic Battalion-1, Combat Logistics
Regiment-1, 1st Marine Logistics Group, ltr 1650 H&S of 31
Dec 2013

From: Commanding Officer, Combat Logistic Regiment-1, 1st Marine Logistics
Group

To: Commandant of the Marine Corps, Deputy Commandant, Installations and
Logistics, (Attn: LPC-1)

Via: (1) Commanding General, 1st Marine Logistics Group
(2) Commanding General, I Marine Expeditionary Force

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT UNIT OF THE
YEAR AWARD

1. Combat Logistics Battalion-1 is nominated with enthusiasm for the 2013
Marine Corps Motor Transport Unit of the Year award for (brief description of
performance, contributions made to supported unit(s), Marine Corps, etc., or
words to that effect) from 1 January 2013 to 31 Dec 2013.

2. Forwarded, recommended with enthusiasm.

I. M. CO

Copy to:
CO, CLB 1, CLR 1, 1ST MLG

Sample Unit/Organization Nomination Package Format

Sample Command Endorsement (continued)

SECOND ENDORSEMENT on CO, Combat Logistic Battalion-1, Combat Logistics
Regiment-1, 1st Marine Logistics Group, ltr 1650 H&S of 31
Dec 2013

From: Commanding General, 1st Marine Logistics Group
To: Commandant of the Marine Corps, Deputy Commandant, Installations and
Logistics, (Attn: LPC-1)

Via: (1) Commanding General, I Marine Expeditionary Force

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT UNIT OF THE
YEAR AWARD

1. Forwarded, recommended with enthusiasm.

I. M. GENERAL

Copy to:
CO, CLB 1, CLR 1, 1ST MLG
CO, CLR 1, 1ST MLG

Sample Unit/Organization Nomination Package Format

Sample Command Endorsement (continued)

THIRD ENDORSEMENT on CO, Combat Logistic Battalion-1, Combat Logistics
Regiment-1, 1st Marine Logistics Group, ltr 1650 H&S of 31
Dec 2013

From: Commanding General, 1st Marine Expeditionary Force
To: Commandant of the Marine Corps, Deputy Commandant, Installations and
Logistics, Code: LPC-1

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT UNIT OF THE
YEAR AWARD

1. Forwarded, recommended with enthusiasm.

I. M. GENERAL

Copy to:
CO, CLB 1, CLR 1, 1ST MLG
CO, CLR 1, 1ST MLG
CG, 1ST MLG

Sample Unit/Organization Nomination Package Format

Sample Summary of Action

Combat Logistics Battalion 1 distinguished itself in the superior performance of its duties while assigned to Combat Logistics Regiment 1, 1st Marine Logistics Group, from October 2011 to September 2012. The battalion's actions provided direct logistical support for all Regimental Combat Team 5 operations in Southern Helmand Province, Afghanistan in support of Operation ENDURING FREEDOM 11.2.

Combat Logistics Battalion 1 coordinated and supervised all transportation and distribution support to Regimental Combat Team 5's (RCT 5) four infantry battalions throughout Area of Operations Guadalcanal located in the Southern Helmand Province of Afghanistan. During this period CLB 1 processed over 2,200 logistics support requests received from RCT 5 and all other units, to include members of the Marine Air Ground Task Force (MAGTF), joint American services, and foreign countries, participating in combat operations within Area of Operations (AO) Guadalcanal.

To ensure the smooth execution of CLB 1's Tactical Logistics Support operations, the battalion constantly communicated with RCT 5 and their corresponding battalions, as well as the forward Marine Logistics Group. As a direct result of CLB 1's planning and coordination efforts, CLB 1 (Fwd) executed over 300 Combat Logistics Patrols (CLPs) that delivered over 3,400 twenty-foot equivalent unit loads of all classes of supply and transported over 1,250 passengers throughout the AO. CLB 1 concurrently coordinated the transportation requirements for six major engineering projects and the distribution of over 234,000 gallons of fuel and 350,000 gallons of water to supported units. CLB 1's efforts directly affected RCT 5s successful execution of their counter-insurgency mission throughout the AO.

CLB 1 augmented the infantry battalion logistics trains with heavy-lift assets, specifically by integrating Logistics Vehicle System Replacements (LVSR) trucks into their operations, and CLB 1 CLPs drove over 8,000 miles delivering over 140 twenty-foot equivalent unit Containers of supplies in direct support of Operation TAGEER SHAMAL, a four-phased, Afghan National Army-partnered winter offensive operation that focused on the clearing of insurgents from the periphery of the population centers in AO Guadalcanal. CLB 1 successfully provided direct logistics support to 3d Battalion, 3d Marine Regiment, 2d Battalion, 6th Marine Regiment, and 1st Light Armored Reconnaissance Battalion, in the Garmser, Nawa, and Khan Neshin Districts respectively, as they partnered with Afghan National Army battalions from the 1st Brigade, 215th Corps.

CLB 1 developed and implemented an efficient program to integrate the Warrior Exchange Service Teams, consisting of postal, dispersing, and Post Exchange capabilities, into CLB 1 CLPs. Initially, these entities were attempting to coordinate their schedule with both RCT 5 and CLB 1 separately, but CLB 1 streamlined the process. In all, CLB 1 coordinated 52 WES Team rotations that supported 155 positions around the AO.

Sample Unit/Organization Nomination Package Format

Sample Summary of Action (continued)

CLB 1 supervised the integration of the K-Max Cargo Unmanned Aerial System into the AO Guadalcanal logistics support network. CLB 1 ensured that the Marine Corps' first ever combat use of unmanned aerial logistics support was successful by facilitating over 30 Helicopter Support Team missions so the K-Max could deliver over 126,000 pounds of supplies and equipment to two positions in the AO. Additionally, the battalion facilitated the transportation of over 300 passengers by air during the deployment.

In support of the RCT 5 base realignment and closure operations, part of the MAGTF force draw down, CLB 1 developed and pushed out to the forward deployed units, capability sets known as Patrol Base De-militarization Teams to the Battalions within the AO. As a true pioneer in this Technique, CLB-1 assured that the capability sets were task-organized and typically comprised of transportation assets and heavy equipment. The length of time these teams attached to their supported units varied from one to three weeks in order to meet the needs of the respective battalions and their de-militarization efforts. A total of 25 teams were attached to RCT 5 maneuver units and assisted in the closing or transfer of 135 positions in the AO.

In addition to being a pioneer in new tactics, techniques, and procedures utilized around the battle space; CLB-1 also incorporated many new equipment assets. During the deployment CLB-1 was part of the introduction of and utilization of the new LVSR-16 and the introduction of the M-ATV UIK upgrade. The battalion was charged with distributing this updated capability throughout the AO. This development greatly assisted in improving mobility operations in the battle space.

CLB-1 was one of the essential components in Operation CLEAN SWEEP and CLEAN SWEEP II. The purpose of which was to study and design a new, more efficient, equipment set for the AO. The planning and coordination was conducted by the battalion in conjunction with their other daily task and support requirements. The plan was then implemented ahead of schedule in order to allow for an easier transition and draw down for the follow-on battalion that would be replacing CLB 1. This was yet another testament to the skill and dedication of the battalion.

CLB-1 was the first unit to setup, man, and operate a sort lot on Camp Dwyer. This task was accomplished with no more guidance than a simple one sentence task directing the battalion to establish a sort lot. All planning, coordination, and implementation was conducted internally within the battalion. The entire sort lot, capable of receiving and processing gear and equipment from all units conducting operations within the AO was created by the highly resourceful members of the battalion. Another innovation implemented by the battalion was the utilization of Maintenance Support Teams (MST). The MSTs had not been fully instituted until CLB-1's employment, this proved to be instrumental the units conducting combat operations by reducing their logistical burden and greatly reducing time lost as a result of maintenance concerns.

Upon the battalion's return to the Continental United States (CONUS), they assumed responsibility as the Direct Support (DS) CLB to the 1st Marine Expeditionary Brigade (MEB).

Sample Unit/Organization Nomination Package Format

Sample Summary of Action (continued)

In preparation for this new mission, CLB 1 conducted a strategic mobility exercise, which identified all battalion assets necessary for the conduct of the MEB mission. All battalion gear was packed, placarded, staged, and loaded on CLB 1 assets and transported to a separate location in five serials for a total of 48 vehicles that covered 89 miles aboard Marine Corps Base Camp Pendleton. Upon arrival at the Unit Marshaling Area, all gear was inspected by the battalion embarkation section. All movement was tracked by a mobile combat operations center, designed around the expeditionary mindset. In addition to the strategic mobility exercise, the battalion conducted 24 CLPs, training new Marines on basic convoy operations. These CLPs consisted of vehicles with and without loads on varying terrain that included mountains, unimproved roads, beaches, and improved surfaces. The exercise also included a coordinated beach landing with Naval forces that included the Landing Craft Air Cushion (LCAC) support. Three CLB 1 CLPs were able to conduct an amphibious beach landing, the first DS CLB to do so since 2001.

Throughout their combat deployment, CLB 1 displayed unwavering determination and complete dedication to duty. Key leaders in the infantry battalions around the AO routinely commended CLB 1 for its commitment to total support, and members of RCT 5's Logistics Section seeking out the battalion's valued insight into logistics support. CLB 1's successful completion of logistics operations in direct support of RCT-5's counter-insurgency fight throughout the southern Helmand Province of Afghanistan and their steadfast dedication to the MEB mission cannot be over emphasized. Combat Logistics Battalion 1 is highly deserving of the recognition bestowed by the Motor Transportation Association's Unit of the Year Award.

Sample Unit/Organization Nomination Package Format

Sample Citation

COMBAT LOGISTICS BATTALION 1 IS ENTHUSIASTICALLY RECOMMENDED FOR THE MOTOR TRANSPORTATION ASSOCIATION'S UNIT OF THE YEAR AWARD. THROUGHOUT THE PAST YEAR, COMBAT LOGISTICS BATTALION 1 CONSISTENTLY DEMONSTRATED AGGRESSIVE AND SUPERIOR LOGISTICAL SUPPORT TO REGIMENTAL COMBAT TEAM 5 THROUGHOUT THE GUADALCANAL AREA OF OPERATIONS. COMBAT LOGISTICS BATTALION 1 EXECUTED MORE THAN 300 COMBAT LOGISTICS PATROLS; TRANSPORTING OVER 4,250 TWENTY FOOT EQUIVALENT UNIT LOADS OVER 400,000 MILES, IN SUPPORT OF COUNTER INSURGENCY OPERATIONS AND RETROGRADE EFFORTS. THROUGHOUT THE DEPLOYMENT, THE BATTALION EXPERIENCED AN OVERALL 60 PERCENT INCREASE IN TRANSPORTATION AND DISTRIBUTION OPERATIONS. COMBAT LOGISTICS BATTALION 1'S DILIGENCE AND DEDICATION TO SUPPORT ENSURED ALL REQUIRED LOGISTICAL SUPPORT WAS COORDINATED, TASKED, AND COMPLETED IN AN EXPEDITIOUS MANNER. UPON THE ASSUMPTION OF THE MARINE EXPEDITIONARY BRIGADE MISSION, COMBAT LOGISTICS BATTALION 1 SWIFTLY AND DILIGENTLY BEGAN TRAINING TO MEET NEW MISSION REQUIREMENTS AND BECAME THE FIRST COMBAT LOGISTICS BATTALION IN OVER A DECADE TO CONDUCT AN AMPHIBIOUS LANDING WITH LANDING CRAFT AIR CUSHION SUPPORT. COMBAT LOGISTICS BATTALION 1'S DEDICATION TO AGGRESSIVELY SUPPORTING REGIMENTAL COMBAT TEAM 5, AND DEDICATION TO THE ASSUMPTION OF THE MARINE EXPEDITIONARY BRIGADE MISSION REFLECTED CREDIT UPON THEMSELVES AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Nomination Criteria for Individual and Unit Awards

All awards that are nominated will be considered (i.e., combat support, combat service support, aviation ground support, installation environmental, installation energy, acquisition, instructor, etc.). Unless detailed instructions are published via separate correspondence, the following will be followed for all awards submitted to this headquarters for consideration:

1. Individual Awards. For outstanding contribution, in the Marine Corps logistics field through development of advancing concepts, doctrine, technology or procedures that contribute to the logistics transformation required for the execution of 21st century logistics. Other contributions include but are not limited to: improving logistics response time, ownership cost reduction, innovative logistics planning and execution that merits adoption for common usage. All individual award nominations will include:

- a. A concise, comprehensive description of accomplishments (not to exceed two pages).
- b. A biography of the individual.
- c. A proposed citation.
- d. point of contact for the nominating unit, to include official unit mailing address, phone number and email address.
- e. Command photo (service alphas for military or suit and tie for civilians).

2. Unit/Organization Awards. To foster morale, esprit de corps, and provide incentive, unit awards recognize entire organizations for outstanding heroism or achievement performed during periods of war, international tension, national emergencies, or extraordinary situations that involve national interests. They are restricted to the recognition of acts or services that clearly and distinctly, by nature and magnitude, place the unit's performance significantly above that of other units performing similar missions. They are not intended to recognize individual actions, but rather to acknowledge the combined efforts of the organization. The unit's performance should be such that it cannot be adequately recognized in any other way. All unit/organization awards will include:

- a. A concise, comprehensive description of accomplishments (not to exceed three pages).
- b. Unit chronology of events for award period.
- c. A proposed citation.
- d. Supporting documentation, which shall include a complete copy of the appropriate statistical summary as described in enclosure (4).
- e. A point of contact for the nominating unit, to include official unit mailing address, phone number and email address.
- f. Unit logo and if feasible, a unit photo (electronic).