MARINE CORPS INSTALLATIONS COMMAND ORDER 1650.1

From: Commander
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS COMMAND MILITARY AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J
(c) SECNAVNOTE 1650 of 12 Apr 94
(d) MCO 7042.6c

Encl: (1) MCICOM Awarding Authorities
(2) Instructions for Completing the Personal Awards Information Recommendation, NAVMC 11533 (EF)
(3) Award Citation Mandatory Opening and Closing Sentences
(4) Sample Letter of Appreciation
(5) Sample Military Outstanding Volunteer Service Medal (MOVSM) Authorization Letter
(6) Sample Certificate of Commendation Authorization Letter
(7) Sample Letter of Continuity

1. Situation. To establish procedures governing the administration of the Military Awards Program within Marine Corps Installations Command (MCICOM), in accordance with the references.

2. Mission. To inform and instruct Marine Corps Installations Command subordinate commands of administrative procedures and regulations for the submission of personal and unit awards in order to streamline the approval process and ensure timely presentation.

3. Execution
   a. Commander's Intent and Concept of Operations

      (1) Commander's Intent. The Commander, MCICOM, encourages the submission of award recommendations, but emphasizes the need to preserve the character, prestige and meaning of personal awards. Appropriate recognition of individuals through personal awards fosters increased morale and esprit de corps among all personnel. Awarding authority is detailed in enclosure (1).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.
Exercise caution to ensure the Military Awards Program does not replace recognition more appropriately given through fitness reports or other administrative avenues.

(2) Concept of Operations. Except for Letters of Appreciation and Certificates of Appreciation, award originators will log onto the HQMC Improved Award Processing System (iAPS) website, register online if not already registered, and submit the Personal Award Recommendation (NAVMC 11533) with summary of action and proposed citation. The iAPS website is www.manpower.usmc.mil/iaps. For awards up to and including a Navy and Marine Corps Commendation Medal (NMCCM), the originator must be a commissioned officer or a civilian equivalent senior in grade to the recommended awardee. A General Schedule (GS)-12 may originate awards for Marine Corps majors or Navy lieutenant commanders and below. The GS rated civilians must be equivalent in rank to originate awards on individuals ranked above Marine major and Navy lieutenant commander. Enclosure (2) provides detailed instructions on how to complete the personal awards recommendation form. Sample award citation opening and closing sentences are provided in enclosure (3).

b. Coordinating Instructions

(1) Letter of Appreciation (LOA). Requesting activities may prepare and submit recommendations for LOAs requiring the commander's signature. LOAs intended for recognition of individuals assigned to external units and commands shall be signed by the commander or his/her designated representative only. Subordinate commanders or officers senior to the Marine/Navy personnel being awarded may award LOAs to personnel assigned to internal units or may submit a proposed letter for the commander's signature. Per reference (b), any officer senior to a Marine whose performance is considered noteworthy or commendable beyond the usual requirements of duty may issue a LOA. Enclosure (4) is a sample LOA.

(2) Military Outstanding Volunteer Service Medal (MOVSM)

(a) Commanders are not authorized to approve the MOVSM in cases where the Marine has not completed a minimum sustained period of outstanding voluntary service of three years, but may issue letters of continuity to Marines who have not completed the minimum period of three years of sustained outstanding volunteer service prior to transferring. This allows the gaining commander to include the previous period if the Marine continues the same voluntary service to the community at the new command. Additionally, commanders must ensure that the voluntary service to be recognized is provided to the community, is voluntary in nature, and has no discernible nexus to a military mission. The MOVSM recognizes service provided to a community over time; therefore multiple awards of the MOVSM during a single tour of duty are not authorized. The commander shall certify that the eligibility requirements have been met, and that the member's service has been honorable throughout the award period.
(b) Awarding Authority. The awarding authority shall issue a letter of authorization which includes the period recognized and the organization(s) for which the qualifying service was performed, as well as any commendatory remarks desired by the awarding authority [Enclosure (5)]. For Navy personnel, copies of the approved OPNAV 1650/3 will be forwarded to NPC (PERS-312). For Marine Corps personnel, a copy of the approved iAPS award recommendation will automatically be forwarded to MMSB for inclusion in the Marine's official military record. No citation or certificate will be issued. Enclosure (5) is a sample MOVSM authorization letter.

(3) Certificate of Commendation (CERTCOM). As outlined in enclosure (1), any commander or commanding officer (CO) of an installation command is authorized to present a CERTCOM based on a letter of recommendation. The proposed citation, written in third person, will be double-spaced on plain bond paper and must not exceed nine (9) horizontal lines of type. Enclosure (6) is a sample authorization letter required to be signed by the unit commander before presentation of the certificate of commendation.

(4) Letter of Continuity. A letter of continuity should be prepared when it is believed that an individual is deserving of recognition but is only being reassigned and not executing permanent change of station orders. The letter of continuity can be prepared in letter format or as a summary of action and forwarded under separate cover to the individual's new reporting senior. The information contained in the letter of continuity should then be used for an end of tour award recommendation. Enclosure (7) is a sample letter of continuity.

(5) Summary of Action (SOA). The SOA serves as a chronology of events substantiating the award. Originators should avoid generalities and excessive use of superlatives and present an objective summary giving specific examples of the performance and manner of accomplishments, together with the results and benefits derived.

(a) End of Tour (EOT). Awards may be submitted in recognition of superlative performance of duty upon the individual’s reassignment to a new command outside or within MCICOM. This recognition should not be routine or automatic. The superlative nature of the service rendered will be the reason for submission, not the individual’s reassignment alone.

(b) Specific Achievement. A specific achievement (or impact) award may be authorized for exceptional performance over a period of short duration, which is generally no longer than 12 months.

(c) Awards Presented at the Time of Retirement. If an individual is recommended for an award upon retirement or transfer to the Fleet Reserve or Fleet Marine Corps Reserve, the summary of action should only reflect service at the last duty station, or service that has not previously been recognized. However, it is appropriate to
include a statement in the citation reflecting the member’s total number of years of service. For example, “Gunnery Sergeant Mitchell’s superior performance of duties highlights the culmination of 20 years of honorable and dedicated service.”

(6) **Timetable for Awards Submission.** Timeliness, accuracy, conciseness and factual justification are foremost in all award recommendations. Award recommendations must reach the MCICOM Adjutant according to the following timeline:

<table>
<thead>
<tr>
<th>Award</th>
<th>Days Before Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legion of Merit or higher</td>
<td>120</td>
</tr>
<tr>
<td>Legion of Merit (retirement only)</td>
<td>60</td>
</tr>
<tr>
<td>Meritorious Service Medal</td>
<td>45</td>
</tr>
<tr>
<td>Navy and Marine Corps Commendation Medal</td>
<td>45</td>
</tr>
<tr>
<td>Navy and Marine Corps Achievement Medal</td>
<td>45</td>
</tr>
</tbody>
</table>

(a) Awards submitted outside of these timelines will be considered late awards. Justification for the lateness of the award will be explained in the comments section of the NAVMC 11533.

(b) Awards will be processed for presentation prior to an individual’s transferring or retiring from their present command.

(c) Awards which must be forwarded to higher headquarters will be submitted in compliance with references (a) and (b).

(7) **Awards for Personal Staff.** Commanders may not approve awards for any member who is considered personal staff (Aides, Assistant Chief of Staff, Sergeant Major, etc.). These awards must be submitted to the next senior commander authorized to approve personal awards.

(8) **Reconsideration of an Award Previously Considered (Reclama)** but disapproved or downgraded. Recommendations for awards previously considered by awarding authority may be reconsidered only upon the presentation of new and relevant material evidence that was not available at the time the original recommendation was considered.

4. **Administration and Logistics**

a. The G-1 (Adjutant) will maintain an award database and track all awards. The Adjutant will evaluate all recommendations to ensure the criteria outlined in references (a) and (b) are met. An electronic awards board will be established to forward award recommendations to each board member for review. The board may concur or non-concur with the recommendation submitted and/or recommend an upgrade or downgrade to the proposed award.

b. The Awards Board will consist of the Chief of Staff (COS) as the senior member, and a quorum of three others chosen from the following MCICOM staff directorates:
c. Board membership is effective the date this Order is signed. Individuals assigned to the board will take this designation seriously and keep in mind they are the final screening process for the commander. Awards board members will carefully make their recommendations based on the best interest of the Marine Corps, the Base and the Marines and Sailors being recommended.

d. Once the voting is complete, the Adjutant will consolidate the member recommendations and votes. The Adjutant will ensure all awards have been properly prepared with endorsement or final disposition.

5. Command and Signal

a. Command. This Order is applicable to all military and civilian personnel assigned to Marine Corps Installations Command.

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

J. A. KESSLER

DISTRIBUTION: B
## MCICOM Awarding Authorities

<table>
<thead>
<tr>
<th>Awarding Authority</th>
<th>LM Or Higher</th>
<th>MM</th>
<th>NMCCM</th>
<th>NMCAM</th>
<th>MOVSM</th>
<th>Cert Comm Merit Mast LOA</th>
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<tr>
<td>CMC (MMMA)</td>
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<td>X</td>
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</tr>
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</table>
Instructions for Completing the Personal Awards Information Recommendation Form, NAVMC 11533 (EP)

From address: The billet and address of the Originator:
Example: AC/S G-1, Marine Corps Installations Command (MCICOM)

To (Awarding Authority) Address: Enter the billet and command of the authorized awarding authority for the recommended award.
Example: Commander, Marine Corps Installations Command (MCICOM)

Command POC Email address: Enter the Email address of the command point of contact or Unit Organizational Mailbox. This email address will receive a carbon copy email of all endorsements.
Example: MCICOM_G1@USMC.MIL

Phone Number: Enter DSN or commercial number of the individual/command listed in the Command POC box.

Block 1. Social Security Number: Enter the complete SSN in the following format: 123456789 - *NOTE- no spaces/hyphens. Once saved, this box cannot be changed. On the follow-on views, only the last four digits will be visible on the APS 1650.

Block 2. DESIG/NEC/MOS

(1) DESIG stands for Naval Officer designation, such as 1630, 1100, etc.

(2) NEC stands for Navy Enlisted Classification Code. The primary NEC should be used. If the person has no code, enter 0000 (four zeros).

(3) MOS stands for the USMC Military Occupational Specialty.

Block 3. Name: Type the last name and any suffixes (i.e. JR., SR., II, III, etc.) followed by a comma (,), the first name then the middle initial. Once saved, this box cannot be changed.

Block 4. Component (USMC, USMCR, etc): Select the appropriate military component using the drop down menu.

Block 5. Grade/Rank: Select the appropriate rank using the drop down menu (Pvt, PO2, 1stLt, etc).

Block 6. Warfare Designator: This should be left blank for all awards being submitted on Marines except Naval Aviators or Naval Flight Officers. For US Navy personnel, enter the appropriate warfare designation.

Enclosure (2)
Block 7. UIC/RUC: Enter the appropriate UIC/RUC for the command.

Block 8. Recommended Award: Select the appropriate personal award using the drop down menu (i.e. NA, NC, MM, etc). Once saved, this option cannot be changed.

Block 9. Specific Achievement: If block 15 is marked Impact Award, then "yes" will appear in this box.

Block 10. Action Basis: The default is "Meritorious." If different, check the appropriate box.

Block 11. Number of Award of Recommended Medal: The default is "1." If this is the second or subsequent award, type in the appropriate number.

Block 12. Action Date/Meritorious Period: This is the period covered for the award. Enter the eight-digit date starting with year, then month, then day (i.e. 19990101-20000321) for the entire period. For retirement or end of service awards, the ending date is not the terminal leave date but the actual last day of service.

Block 13. Geographical Area of Action/Service: Select CONUS if the meritorious action was performed in the continental United States, otherwise, OCONUS.

Block 14. Exp. of Active Duty: Enter the member's expiration of active duty service date, or indefinite if applicable, in year-month-day format (i.e. 20020601).

Block 15. Est. Date of Detachment/Ceremony: The date will be entered in eight digit year-month-day format (i.e. 20010321) for the expected presentation/ceremony date.

(1) Retirement. Click this box if the member is retiring or transferring to the FMCR. If retiring/transferring to FMCR, enter number of years of service in the box above Block 15.

(2) Transfer. Click this box if the Marine is transferring (except to the FMCR).

(3) Terminal Leave. Click this box if the member is transitioning out of the Marine Corps prior to retirement or transfer to FMCR eligibility.

(4) Impact Award. Click if the award is an impact award.
Block 16. New Duty Station:

(1) For transfers, type in the authorized short title of the new duty station to include city, state, and zip code.

(2) For terminal leave, type in the individual’s home of record address if a forwarding address is unavailable.

Block 17. Unit at Time of Action/Service: Enter the name of the command to which the member was attached.

Block 18. Duty Assignment: Enter the billet(s) the member held.

Block 19. Previous Personal Decorations and Period Recognized: Enter the abbreviated personal award code followed by the 4-digit year month action period (e.g. NA 9503-9806). Do not include marksmanship badges, Good Conduct Medals, Purple Hearts, Combat Action Ribbons or other awards that are not classified as "personal awards."

Block 20. Personal Awards Recommended Not Yet Approved: Default is "None." If the member is pending approval of other decorations, list them accordingly.

Block 21. Other Personnel Being Recommended for the Same Action: Default is "None." If other members are being considered for the same action/award, list them by rank, name, and SSN.

Block 22. Originator information: Enter in the full name, rank, and billet of the award originator.

Block 23. Forwarding Endorsements by Via addressees: The originator is required to fill out the Via addressees prior to forwarding. Do not enter the name of the Commander.

Example: Via 1: AC/S, G-1, Marine Corps Installations Command
         Via 2: Commander, Marine Corps Installations Command

The Commander authorized to endorse the award will select the award that he/she recommends from the drop down menu and then click on the "Endorse the Award" icon in the signature portion of Block 23. After the award is forwarded/saved, their signature as well as Rank, Billet, and Command will be visible in the signature block.

Note: Once the award is signed and forwarded, neither the recommendation nor the signature can be edited. If the award was signed in error, a request has to be sent to Awards@manpower.usmc.mil to have the signature removed.

Enclosure (2)
Block 24: Approval Box: An authorized approval authority is the only person allowed to sign Block 24 and approve awards. When an authorized approval authority logs in (from a link forwarded to them), the following actions must be performed:

(1) Click on the drop down menu for the "Disposition of Basic Recommendation." Approval authorities will only be authorized to approve award commensurate with their Rank and Billet.

(2) Click on the "Approve the Award" link in the signature box. The database will sign that approval authority's name once the award has been forwarded/saved.

(3) Forward the award back to his/her administrative staff for processing (i.e. printing citation/certificate and forwarding to HQMC).

Summary of Action (SOA). A SOA will be written on all personal award recommendations with the following as guidance for length and type of SOA:

(1) LM: Must be written in paragraph format, and will be limited to four pages.

(2) MM: Must be written in paragraph format, and will be limited to three pages.

(3) NMCCM: Can be written in bullet format or paragraph format, and will be limited to two pages.

(4) NMCAM: All NA recommendations (to include impact awards) will be written in bullet format, and limited to one page.

(5) MOVSM: There is no requirement for a SOA for the Military Outstanding Volunteer Service Medal (MOVSM). Nevertheless, it is highly recommended that one be generated and forwarded to the Commander authorized to approve the award. The SOA will add credibility to the award when approved as well as when it is forwarded to CMC (MMSB) for inclusion into the OMPF.

Citation. The citation will be written per the guidance provided below:

(1) NMCAM/NMCCM: All capital letters, Courier New font, 9 point, Landscape style, 9 lines of text, 1250 characters.

(2) MM/LM: Regular capitalization, Courier New font, 12 point, Portrait style, 24 lines of text on command letterhead or star stationary.
Signing the Award

(1) The first person required to sign the award is the originator. Block 22 of the APS NAVMC 11533 (EF) has a blue link stating, “Originator Sign.” Only the originator should click this link. The program is configured to sign the name, in script, of the person logged in at the time the link is pressed and will print under the signature their rank, billet and command as it was entered when they registered on the database.

(2) Once the award has been “Originated”, the “Endorse the Award” and “Approve the Award” options will appear in Blocks 23 and 24 respectively. The same guidelines apply for signatures in these blocks.

(3) Every via in the chain of command is required to endorse the award prior to forwarding it to the next person in the chain of command.

(4) To approve the award: The same rules apply except that the database does another search to ensure that the person approving the award has the authority and has been given access to approve the award.
Award Citation Mandatory Opening and Closing Sentences

Legion of Merit

1. 24 Lines Maximum
2. Portrait layout
3. Opening Line:

For exceptionally meritorious conduct in the performance of outstanding service while serving as (billet title), (directorate), Marine Corps Installations Command, from (month and year) to (month and year).

4. For retirement, insert the following statement above the closing line:

(His/her) superior performance of duty during this tour is the hallmark of a career devoted to accomplishing broad and diverse tasks in combat and peace (if no combat duty, leave out), highlighting the culmination of (insert total years of service) years of honorable and faithful service.

5. Closing Line:

By (his/her) dynamic direction, keen judgment, and loyal devotion to duty, (grade/name) reflected great credit upon (himself/herself) and upheld the highest traditions of the Marine Corps and the United States Naval Service.

Meritorious Service Medal

1. 22 Lines Maximum
2. Natural capitalization
3. FONT: Times New Roman
4. FONT SIZE: 12 pitch
5. Portrait layout
6. Opening Lines:

For outstanding meritorious service (or achievement) while serving as (billet title), (directorate), Marine Corps Installations Command from (month and year) to (month and year).

7. For retirement, insert the following statement above the closing line:

(His/her) superior performance of duty during this tour is the hallmark of a career devoted to accomplishing broad and diverse tasks in combat and peace (if no combat duty, leave out), highlighting the culmination of (insert total years of service) years of honorable and dedicated Marine Corps service.

Enclosure (3)
8. Closing Line:

(Grade and Name)’s exceptional professionalism, personal initiative and loyal devotion to duty reflected great credit upon (him/her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

Navy and Marine Corps Commendation Medal

1. 8 Lines Maximum
2. All capital letters
3. FONT: Times New Roman
4. FONT SIZE: 10 pitch
5. Landscape layout.
6. MAX characters in iAPS program: 1,250 characters
7. Opening Lines:

MERITORIOUS SERVICE (OR MERITORIOUS ACHIEVEMENT) WHILE SERVING AS (BILLET TITLE), (DIRECTORATE), MARINE CORPS INSTALLATIONS COMMAND, FROM (MONTH AND YEAR) TO (MONTH AND YEAR).

8. Closing Line:

BY (HIS/HER) ENTHUSIASM, PROFESSIONALISM, AND UNWAVERING DEVOTION TO DUTY, (GRADE/NAME) UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Navy and Marine Corps Achievement Medal

1. 8 Lines Maximum
2. All capital letters
3. FONT: Times New Roman
4. FONT SIZE: 10 pitch
5. Landscape layout.
6. MAX characters in iAPS program: 1,250 characters
7. Opening Lines:

PROFESSIONAL ACHIEVEMENT WHILE SERVING AS (BILLET TITLE), (DIRECTORATE), MARINE CORPS INSTALLATIONS COMMAND FROM (MONTH AND YEAR) TO (MONTH AND YEAR).

8. Closing Line:

(GRADE AND NAME)’S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSERVERANCE AND LOYAL DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Enclosure (3)
Certificate of Commendation

1. 9 Lines Maximum, all capital letters, bold, full justified
2. Landscape layout.
3. Opening Lines:

EXCEPTIONAL PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS (BILLET TITLE), (DIRECTORATE), MARINE CORPS INSTALLATIONS COMMAND FROM (MONTH AND YEAR) TO (MONTH AND YEAR). (GRADE AND NAME) PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

4. Closing Line:

(GRADE AND NAME)’S EXCEPTIONAL PROFESSIONAL ABILITY, INITIATIVE AND LOYAL DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Meritorious Mast

1. 14 Lines Maximum, all capital letters, bold, full justified
2. Portrait layout.
3. Opening Line:

DURING THE PERIOD OF (MONTH AND YEAR) THROUGH (MONTH AND YEAR), (GRADE AND NAME) PERFORMED HIS/HER DEMANDING DUTIES IN AN OUTSTANDING MANNER WHILE SERVING AS (BILLET), (DIRECTORATE), MARINE CORPS INSTALLATIONS COMMAND.

Enclosure (3)
Sample Letter of Appreciation

From: Commander, Marine Corps Installations Command
To: Rank Name XXX XX 1234/0111 USMC

Subj: LETTER OF APPRECIATION

1. Please accept my sincere thanks for your outstanding support of our Facilities Operational Advisory Group meeting on 16 November 2010. I truly appreciated your participation. Your presentation on the NAVFAC perspective of the DON Shore Energy Program and Current Initiatives was especially timely given the current emphasis on energy issues.

2. Our intent for this annual meeting of senior facilities and environmental managers is to provide a forum for sharing policies, strategies and general information for the effective development and execution of related installation management programs. Your perspective and insights helped us meet our goals for this meeting and will continue to shape our facilities management and energy strategies.

3. Thank you for a job well done!

J. A. KESSLER

Copy to:
Files

Enclosure (4)
Sample Military Outstanding Volunteer Service Medal (MOVSM)
Authorization Letter

From: Awarding Authority
To: Award Recipient
Via: Awardee’s Commander/Commanding Officer

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL (MOVSM)

Ref: (a) SECNAVNOTE 1650 of 12 Apr 94

1. In accordance with the reference, you are authorized to wear the Military Outstanding Volunteer Service Medal (bronze star in lieu of 5th award/silver star in lieu of 6th award) for outstanding public service with (name of organization) for the period __________ through __________.

2. Remarks by awarding authority.

J. A. KESSLER

Enclosure (5)
Sample Certificate of Commendation Authorization Letter

From: Commanding Officer, Unit
To: Commander, Marine Corps Installations Command

Subj: COMMANDER’S CERTIFICATE OF COMMENDATION

Encl: (1) Proposed Citation for Lance Corporal I. M. Marine
XXX XX 1234/0111/USMC

1. The enclosure is forwarded for consideration and transfer to a Commander’s Certificate of Commendation.

2. Lance Corporal Marine displayed a high degree of initiative, self-sacrifice and commitment which greatly contributed to the command’s mission accomplishment, and is enthusiastically recommended for a Commander’s Certificate of Commendation.

J. A. KESSLER

Enclosure (6)
From: Commanding Officer/Division Head/OIC/etc.
To: Whom It May Concern

Subj: LETTER OF CONTINUITY FOR SERGEANT I.M. MARINE XXX XX
1234/0111 USMC

1. From July 2011 to December 2011 Sergeant Marine served as
   the administration noncommissioned officer in the active duty
   retirement section at Headquarters Marine Corps. During this
   time period I served as Sergeant Marine's section head and
   direct supervisor. In a short period of time Sergeant Marine
   made a significant contribution to our section by improving
   discipline, attention to detail, and the work performance of our
   Marines. His accomplishments during this period go beyond what
   can be accomplished in a fitness report. This report is
   intended to summarize these accomplishments for future
   recognition.

I. M. MARINE