



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1650.6A
G-1/ADJ

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MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1650.6A

From: Commanding General
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST ADMINISTRATION OF AWARDS STANDING
OPERATING PROCEDURES

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J
(c) MCO 12451.2C Ch 2
(d) SECNAV M-5216.5
(e) CMC-MMMA Green Ltr 02-10 of 7 Jun 10 (NOTAL)
(f) SECNAV M-5210.1
(g) MCO 7042.6C

Encl: (1) General Award Processing Guidance (SOA, Citation, NAVMC 11533, iAPS)
(2) NMCAM Format Guidelines
(3) NMCCM Format Guidelines
(4) MSM Format Guidelines
(5) Process Flow Chart for Personal Awards
(6) Nomination for the Secretary of Defense Global War on Terrorism Medal (Example)
(7) MOVSM Format Guidelines and Submission Example
(8) Criteria/Sample - Letter of Continuity (LOC)
(9) Sample Recommendation for CG Certificate of Commendation (COC)
(10) NAVMC 11533

Reports Required: I. Unit Inspection Reports (Report Control Symbol EXEMPT), par. 4b(4)
II. Annual Inspection Reports (Report Control Symbol EXEMPT), par. 4b(4)
III. Commanding General's Evaluation Report (Report Control Symbol: MCIEAST-MCB CAMLEJ-5040.6-01), par. 4b(4)
IV. Incentive Awards Program Annual Report (Report Control Symbol DN-1650-01), par. 4c(2)

1. Situation. Submission procedures and standardized award criteria must be established in order to enhance morale, esprit de corps, and facilitate prompt recognition of exceptional and/or heroic service. A structured awards program promotes value and integrity and prevents the overly liberal dissemination of awards.

2. Cancellation. MCIEAST-MCB CAMLEJO 1650.6.

3. Mission

a. In accordance with references (a) through (g), this Order promulgates policy, procedures, and guidance for the administration of awards and

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recognitions within Marine Corps Installations East (MCIEAST). Enclosures (1) through (9) are provided in support.

b. Summary of Revision. This Order has been updated to change the subject title, remove the Navy and Marine Corps Commendation Medal (NMCCM) quota requirement that was removed by the Commandant of the Marine Corps, and update other administrative actions, policies, and procedures. This Order should be thoroughly reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To publish guidelines and procedures for the judicious and timely submission of awards in order to recognize superior and professional performance by Marines, Sailors, and civilians assigned or attached to MCIEAST subordinate commands and MCIEAST-Marine Corps Base, Camp Lejeune (MCB CAMLEJ) General and Special Staff Departments.

(2) Concept of Operations

(a) The judicious use of decorations and awards provides an incentive for professional performance. The awards program must continue to receive command interest at all echelons, and vigilance must be exercised to ensure personnel are continually recognized for notable achievement by presentation of suitable awards. Certificates of Commendation (CertCom), Meritorious Masts (MM), and Letters of Appreciation (LOA) also provide a means of special acknowledgement of individual performance.

(b) Awards for Members of a Flag or General Officer's Immediate Personal Staff. Award recommendations for immediate staff shall be forwarded to the next higher awarding authority in the chain of command for appropriate action i.e. the Commander, Marine Corps Installations Command (COMMCICOM). This includes the Deputy Commander, Chief of Staff, Aide-de-Camp, Sergeant Major, Command Master Chief, Enlisted Aide, Commander's Driver, and the Commander's Secretary.

(c) Reference (b) provides guidance regarding awarding authority and submission requirements for all recommendations senior to the Meritorious Service Medal (MSM).

(d) Enclosures (2) through (4) and (7) provide guidance regarding awarding authority and submission requirements for recommendations for the MSM, NMCCM, Navy and Marine Corps Achievement Medal (NMCAM), and the Military Outstanding Volunteer Service Medal (MOVSM).

(e) Reference (c) contains the policies and procedures for Civilian Incentive Awards. All submissions for the Distinguished Civilian Service Award (DCSA), Superior Civilian Service Medal (SCSA), and the Meritorious Civilian Service Award (MCSA) will be boarded and submitted via the chain of command to the Commandant of the Marine Corps (CMC) (MPC-10) with the exception of the MCSA which can be awarded at the battalion unit level. Submissions will follow standard naval format guidelines and be accompanied by a resume/biography, Summary of Action (SOA), and a proposed citation. For the Secretary of Defense, Global War on Terrorism submissions follow the guidelines detailed in enclosure (6).

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b. Tasks

(1) Subordinate Commanders and Department Heads shall be guided by the policies contained in the references and shall ensure that recommendations forwarded to the Adjutant are in strict compliance with the references, and specific guidance and formats contained herein.

(2) All originators and Awards Board members will be registered in the improved Awards Processing System (iAPS). Enclosure (1) provides guidance on setting up an iAPS account.

(3) Commanders shall establish procedures to ensure that Good Conduct Medal award certificates are completed and presented to the Marine at the time of entitlement per reference (a).

(4) The Commander's Awards Program is an inspectable functional area Military Awards 1650, during the bi-annual Commanding General's Readiness Inspection.

c. Coordinating Instructions

(1) Level of Awards and Authority. In general, the Secretary of the Navy (SecNav) retains awarding authority for all awards under his purview. However, he has delegated authority to approve the Legion of Merit (LOM) and below in certain situations.

(a) See paragraph 4a(2)(c) regarding LOM and above;

(b) See paragraph 4a(2)(d) regarding the MSM, NMCCM, NMCAM, and the MOVSM.

(c) Certificate of Commendation (CertCom). Approval authority level is the same as for NMCAM. CertComs are deemed appropriate for awarding to junior enlisted Marines and Sailors, E-6 and below, and civilians whose performance is exceptional and clearly above that expected of a Marine or Sailor of their grade and experience. In accordance with reference (b), CertComs may be issued to civilians who are serving with the Marine Corps. CertComs may be presented to other civilians as deemed appropriate to recognize those who have made significant contributions to the Marine Corps.

1. CertComs will be submitted under cover letter to the approval authority (a commander with NMCAM approval authority) in landscape format using no more than 10 lines of Courier New 10 font in all capital letters. An SOA or NAVMC 11533 is not required.

2. Requests for Commanding General's (CG) CertCom will be forwarded via the chain of command to the Adjutant as a Microsoft Word document via e-mail. The proposed citation will be double spaced, placed in landscape format on the page, and no more than 11 lines in length. Enclosure (9) is provided in support.

3. In those cases in which a CMC CertCom is warranted, a recommendation shall be submitted via the chain of command to CMC MMMA, on the NAVMC 11533 via iAPS, with an SOA and proposed citation.

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4. Do not forward a copy of the approved CertCom to CMC Manpower Management Military Awards (MMMA). The command issuing the CertCom shall forward a copy to CMC Manpower Management Support Branch (MMSB) for inclusion into the Marine's Official Military Personnel File (OMPF) and shall be reported via unit diary for inclusion in the Marine Corps Total Force System (MCTFS). A CertCom is considered commendatory material for fitness report purposes.

(d) Meritorious Mast (MM). Approval authority level is the same as for NMCAM. MM will be recommended whenever the performance of an enlisted Marine or Sailor, E-5 and below, is considered noteworthy or commendable beyond the usual requirements of duty, or the Marine or Sailor demonstrates exceptional industry, judgment, or initiative.

1. The MM recommendation will be submitted under cover letter to the approval authority (Commander with NMCAM approval authority) in portrait format using no more than 12 lines of Courier New 12 font and natural capitalization. An SOA or NAVMC 11533 is not required.

2. Do not forward a copy of approved Meritorious Masts to CMC MMMA. A copy, however, shall be forwarded by command issuing the meritorious mast to CMC MMSB for inclusion into the Marine's OMPF and shall be reported via unit diary for inclusion in the MCTFS. A MM is considered commendatory material for fitness report purposes.

(e) Letter of Appreciation (LOA). Any officer or civilian equivalent senior to the person being recommended may submit an LOA. LOAs are appropriate for any rank and should be addressed to the officer or enlisted member and forwarded through their chain of command. Additionally, LOA's are appropriate for any service member or civilian affiliated within the Navy or Marine Corps whose performance is exceptionally noteworthy while serving in an additional duty or billet such as the Combined Federal Campaign or the Tax Center.

1. The LOA will follow standard naval letter format as outlined in reference (d).

2. Do not forward copies of LOAs to CMC MMMA or to CMC MMSB. A copy will not be entered into the Marine's OMPF however, shall be reported via unit diary for inclusion in the MCTFS. A LOA is considered commendatory material for fitness report purposes.

(f) Civilian Awards. Per reference (c), it is essential that Marine Corps commanders, managers, and supervisors recognize superior performance of duties and faithful service by their civilian employees. Commanders shall ensure that recognition of worthy accomplishments occurs throughout the life of their civilian employees' Federal service career.

1. There are two categories of honorary awards for civilian employees: achievement and service awards.

a. Achievement awards such as the SCSA, MSCA, Equal Opportunity Award, CertComm, and Group Awards are granted in recognition of superior performance of duties.

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b. Service awards are granted automatically upon attainment of specified lengths of employment, specified types of service, accrual of sick leave, and retirement.

2. There are two additional types of service medals for specified support of Overseas Contingency Operations, prolonged peacekeeping, or humanitarian efforts.

a. Armed Forces Civilian Service Medal (AFCSM); and

b. Secretary of Defense Global War on Terrorism Service Medal (SECDEF GWOTSM).

3. Enclosure (6) is provided in support of submission guidelines for the SECDEF GWOTSM.

(2) Submission Requirements. All Personal Award Recommendations to include the MOVSM will be submitted utilizing the HQMC iAPS located at www.manpower.usmc.mil/iaps. Award recommendations may be originated by any commissioned officer or by civilian supervisors GS-9 and above, senior to the individual being recommended, having knowledge of any act, achievement, or service which may warrant such awards. The recommendation must be forwarded to the commanding officer (CO) via the chain of command for endorsement. Originators will forward the completed recommendation to the respective unit awards administrator for review, processing, and disposition (i.e. board, endorsement, and approval as applicable). When completing the NAVMC 11533 "Personal Award Recommendation," information for block 19 will auto-populate from the MCTFS for Marines only. Sailor's information will have to be manually inputted, paying particular attention to previous personal decorations in item 27 on the NAVMC 11533. All other information on the form must be accurate and completely filled out. Provide the exact date of presentation/ceremony (Estimated Date of Detachment (EDD)) as this is used as the processing suspense target date. A completed award submission consists of a fully filled out and signed (to include all applicable endorsements) NAVMC 11533, citation, and summary of action. If more than one individual is recommended for the same action, a separate recommendation will be submitted for each individual involved. Block 21 of the NAVMC 11533 will be completed accordingly.

(3) Occasions for Submitting Award Recommendations. Reference (a) delineates the criteria for individual awards. Some general guidelines to follow:

(a) Specific Achievement. The act or service of a specific achievement must be of an unusual and clearly superlative nature generally consisting of a single action on a specific date, or a short period of extraordinary service (eleven months or less).

(b) Sustained Service. Superlative performance of duty should be recognized upon the individual's reassignment to a new command.

(c) Retirement/Separation. Awards may be submitted in recognition of superlative performance of duty upon the individual's separation from service, retirement, or transfer to the Marine Corps Reserve. This recognition should not be routine or automatic for personnel who are assigned to MCIEAST for a short duration to transition (i.e. was). However,

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the award should encompass their current duty assignment and the standard closing statement included in this Order.

The ending date for these types of awards will be the actual last day in the command, not the service members retirement date.

(d) Letter of Continuity (LOC). A LOC may be used to document superlative performance by an individual, as detailed in this Order, if his/her CO/officer-in-charge is reassigned. The recommending officer will retain a copy and the original letter will be provided to the individual. This will ensure future award recommendations reflect the superior performance rendered by the individual throughout his/her tour. Enclosure (8) is provided as an example.

(4) Submission Timelines. Timely submission and awarding of deserving personnel is paramount, and a tangible leadership action. The goal is to ensure an appropriate ceremony be afforded all personal award recipients prior to departure from commands. Accordingly, recommendations must be internally facilitated using the EDD as a target date for when the approved award is required, and when applicable forwarded to reach the Adjutant (unit awards administrator) in accordance with the following timeline:

AWARD	Approval Authority	(BUSINESS) DAYS PRIOR TO EDD
Distinguished Service Medal	SECNAV	210 (MCIEAST) 180 (COMMCICOM) 150 (CMC MMMA) 120 (SECNAV)
LOM (Transfer) or Higher	CMC (MMMA)	150 (MCIEAST) 120 (COMMCICOM) 90 (CMC MMMA)
LOM (Retirement Only)	CMC (MMMA)	150 (MCIEAST) 120 (COMMCICOM) 90 (CMC MMMA)
MSM	CG MCIEAST-MCB CAMLEJ	60
NMCCM, NMCAM, MOVSM	CG MCIEAST-MCB CAMLEJ	60
CertCom, LOA, and all Impact Awards	CG MCIEAST-MCB CAMLEJ	45

(5) Late Award Submissions. Awards submitted outside of the aforementioned timelines will be considered late awards. Justification for the lateness of the award will be explained by the Commander in the iAPS comments section when forwarding for disposition. This will answer probable questions from the approval authority or board members and expedite processing of the recommendation. Failure to address late submissions will result in return of the award without action, pending resolution.

(6) Awards Board

(a) The Awards Board will consist of several Officer Boards and several Enlisted Boards, compiled and maintained by the Adjutant. The Officer Boards will be solicited from available department heads senior to (or equivalent) to the Marine/Sailor being recognized (the Sergeant Major (SgtMaj)) will review all awards Officer and Enlisted when routed to the

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command deck), and the Enlisted Boards will be compiled the same as the Officer Board, but will include a Master Gunnery Sergeant, or Master Sergeant (if applicable) as voting members. A minimum of five board members will compile a board and once a majority has voted (3/5) the board will be closed. The Deputy Commander and Chief of Staff serve as the Senior Members of both Awards Board and will concur or non-cur when routed to the command deck.

(b) The Awards Board will be given three to five working days to review, comment, and concur/non-concur on all recommendations for the NMCAM and higher (to include the MOVSM) prior to the recommendation being forwarded to the CG (with exception of those awards earned via applicable programs within the command, e.g., Air Traffic Control Program, Marine of the Year, etc.). However, the recommended award must be forwarded and decided upon by the applicable approval authority.

(7) Guidelines for Submission of Reclama. The following guidelines are applicable:

(a) If an award is downgraded by the approval authority, the award recommendation may be re-submitted by the originating command within 90 days of the decision.

(b) The originating command must provide any new information in letter format through the same chain of command the original award recommendation followed. Do not complete a new NAVMC 11533. The new information will be presented to the approval authority. Upon receipt, the approval authority has the option to modify his original decision, approving a higher or lower level of award. If the reclama is successful, all information will be forwarded to CMC MMA so that the electronic award and the member's OMPF can be modified. The member is responsible for ensuring the correct level of award is modified in MCTFS via unit diary entry. If the approval authority elects not to alter the level of award, the reclama and any other supporting documentation will be sent to the next level Commander in the chain of command for review. A written decision, in letter format, will be sent back via the chain of command to the originating unit.

(c) Only command representatives are authorized to submit a reclama.

(8) Awards to Other Service Personnel. Recommendations for naval decorations to Army, Air Force, and Coast Guard personnel will be submitted to the SECNAV, Chief of Naval Operations (CNO), or CMC, as appropriate, via the chain of command, per reference (a). The service member must be permanently assigned to a Navy or Marine Corps unit. Personnel in a Temporary Additional Duty (TAD) status can only receive a recommendation forwarded to their parent service for action.

(9) Miscellaneous Awards and Special Programs. Awards not covered in reference (a), and not issued by other service or foreign countries are termed "miscellaneous awards or special programs solicitations." These awards/recognitions are sponsored both by military and civilian agencies. An example of these types of awards/recognitions is the Navy League Awards, Marine Corps League Award, and the Consolidated Outreach Awards Program. These awards/recognitions are announced via separate correspondence, to include message traffic and formal letters. The Adjutant will track these awards and act as the point of contact for information regarding submissions.

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Failure to meet established suspense dates will result in your submissions being returned without action.

(10) Records Disposition Processing

(a) Unit Award. All unit award submissions shall be processed in accordance with reference (a) and (f). Because this type of recognition will include civilian and military personnel, the processing will be slightly different than the Personal Award process. Upon official endorsement and presentation by the respective commander, a completed copy (with personnel listing) will be forwarded to the Installation Personnel Administration Center (IPAC) for military personnel, and the respective Civilian Human Resources Office (CHRO) for civilian personnel. Recommendations will be initiated at least one echelon higher than the unit recommended, and will be in recognition of "surge" efforts, and in standard naval letter format. The period covered will normally cover no more than 18 months. This award is not formally authorized for wear until the respective Commander has been formally awarded and administrative processing affected (i.e. endorsed copies provided to applicable IPAC or CHRO for personnel reporting). When preparing the award the following guidance is required to ensure all eligible personnel get the award:

1. List of attached or direct-support units (full unit name and Reporting Unit Code (RUC) and period covered will be in uploaded (excel) to the "Attachments" portion in iAPS, if a large number of personnel, other they can be typed in the "Roster" portion in iAPS;

2. Estimate the total number of personnel (by service) eligible will be typed in the "Roster" portion in iAPS;

3. By-name listing of civilian personnel, including first name, last name, middle initial will be typed in the "Roster" portion in iAPS.

4. A signed standard letter from the senior endorser in the chain of command (COMMCICOM) recommending the unit for the award, to include a short narrative or their accomplishment. This letter will be uploaded to the "Attachments" portion in iAPS.

5. A signed standard letter from the CO of the unit being recognized; stating that the personnel eligible for the award played a key role in being recognized. The letter must also address that all civilians eligible are U.S. Citizens and Department of the Navy employees and are not contractors. This letter will be uploaded to the "Attachments" portion in iAPS.

(b) Personal Awards. Upon CG disposition on the NAVMC 11533, the Adjutant will submit the completed award to CMC MMMA via iAPS where it will receive a unit diary action on or after the estimated departure date/retirement date, as applicable; this action will update MCTFS. Additionally, the Adjutant will formally endorse the award (with applicable decoration set or device) to the personnel being recognized via the chain of command for presentation at an appropriate ceremony. NOTE: For a LOA, MM, and CertCom, a copy will be forwarded for appropriate action to the individual's servicing IPAC and CMC MMS for OMPF update. For civilian recognitions, a copy will be forwarded to the respective CHRO.

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(c) Official Files Retention. Reference (f) contains the retention instructions for award files. Be advised there are two requirements, one regarding the retention of awards processed electronically (i.e., iAPS) and another for maintenance of files bearing the signature of the commander (e.g., actual certificate and endorsement signed by the commander).

(11) Command Coins. Per reference (g), the presentation of command coins to recognize individuals exhibiting outstanding performance has been a long-standing tradition in the Marine Corps. The recipient often displays these coins with great pride and will enthusiastically share the event that led to the presentation with fellow Marines, Sailors, family members, and co-workers. The following is applicable to all subordinate commanders:

(a) Special Programs. Individuals assigned to this command can be recognized in the following categories and may be presented with a command coin by the CG, SgtMaj, or a designated representative:

1. Marine of the Year/Quarter;
2. Noncommissioned Officer of the Year/Quarter;
3. Civilian of the Year/Quarter.

(b) Subordinate Commanders. Establish an awards program that recognizes individual achievements that warrant the presenting of coins as an award. Command coins cannot be personalized with name of CO/SgtMaj (it may contain the grade insignia) and it must contain the unit logo on one side.

1. Written approval must be granted by the CG before purchasing coins. Requests shall be submitted via the chain of command to CG MCIEAST-MCB CAMLEJ (Attn: Adjutant).

2. Maintain a log that tracks the date and reason a coin was issued.

5. Administration and Logistics. The administration of awards is under the cognizance of the Adjutant. Any command or organization supported by MCIEAST-MCB CAMLEJ must have a valid and updated Memorandum of Agreement (MOA), which will be maintained by the Business Performance Office for permanent retention.

a. Procurement Procedures. Commanders awarding the NMCCM and NMCAM must procure, sign, and deliver award certificates and medals for each award approved. Required supplies may be obtained by funded military standard requisitioning and issue procedures (MILSTRIP) requisitions.

b. Presentation of Awards

(1) Presentation of awards will be made as soon as practical at an appropriate ceremony with publicity pursuant to the recipient's desires. If the recipient does not desire a ceremony, the award may be delivered informally. The ceremony, whether formal or informal, should be fitting to the occasion.

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(2) Awards received after the transfer of an individual will be forwarded to the Marine's next command for presentation or, in the case of separation/retirement, to the address listed on the NAVMC 11533.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ General and Special Departments, all MCIEAST subordinate commands, and those commands or organizations that are supported by MCIEAST-MCB CAMLEJ through an MOA.

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



M. L. SCALISE
Deputy Commander

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General Award Processing Guidance
(SOA, Citation, NAVMC 11533, iAPS)

1. Start Early. Ensure awards are prepared and submitted in a timely manner in order to meet the Commander's Intent of ensuring the deserving personnel receive recognition prior to departing this Command.

2. Summary of Action

a. Every award recommendation is evaluated on the merits of the Summary of Action (SOA); Consequently, a SOA is required in all cases (to include the MOVSM). It is imperative that personal award recommendations (NAVMC 11533) be adequately justified in the SOA section of the form prior to submission. An objective SOA, giving specific examples of the performance and manner of accomplishing it, together with the results and benefits derived there from, should be presented. Be concise, accurate, and use standard English.

b. It is important to note that this portion of the recommendation is the most important part, and proper justification based on accomplishments, achievements, level of responsibility, and billet held, regardless of rank, will ensure deserving Marines and Sailors are properly recognized via the recommended award for which being nominated. Awards of higher precedence (LOM and MSM) require more attention and warrant a more standard style covering a wider spectrum of the recommended individual's performance.

c. Do not use any of the below statements or variations of in the SOA. They detract from the justification of the award and degrade the SOA:

(1) "Warrants no less than a . . . "

(2) "Highly recommended for a . . . "

(3) "Deserving of a . . . "

(4) "Qualifies for a . . . "

(5) Generalities, excessive superlatives, and mere job descriptions are to be avoided. In the case of senior personnel holding supervisory billets (example: Master Sergeants/Lieutenant Colonels and above), the quality of the individual's impact upon the unit is key in ensuring the award is approved and/or not downgraded. Further, topics to discuss in the SOA include the following: quantifiable results of the individual's efforts; significant and positive impact upon unit; improvements of established procedures; creation of needed, but nonexistent procedures; noteworthy personal achievements; significant displays of personal initiative, dedication to duty, and/or selfless service.

d. Acronyms. Spell out the word first and place the acronym in parenthesis; then you can use the acronym throughout (e.g. Sergeant (Sgt)).

(1) Names of EXERCISES will be spelled out using natural capitalization. **Example: Exercise Cobra Gold, Ulchi Focus Lens 01, Yama Sukura 41.**

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(2) Names of OPERATIONS will be spelled out using all capitalization for MSMS and above. **Example:** Operation ENDURING FREEDOM, IRAQI FREEDOM, DESERT SHIELD/STORM.

e. Format. See specific award submission guidelines regarding style, length, type, and font requirements.

f. Retirement Awards. The SOA will indicate how many years the individual will have served at his/her retirement date, and will reflect whether or not the individual served in combat; if they did serve in combat, dates and locations will be included.

3. Citation

a. Recipients of awards are entitled to well-prepared citations. Although a citation is laudatory and formalized, it must be factual, reflect accomplishments mentioned in the SOA, contain no classified information, and be adaptable for publication by news media. The text should encapsulate the individual's significant noteworthy accomplishments. Acronyms and abbreviations will not be used in the proposed citation.

b. Format. See specific award submission guidelines regarding style, length, type and font requirements. In addition, the following is pertinent:

(1) Rank will be spelled out. For Navy personnel, rate, not rank, will be used throughout the citation. **Example:** Hospital Corpsman Second Class Smith vice Petty Officer Smith.

(2) Money. Dollar amounts stated in the citation will be as follows: 1.5 million dollars or 650 thousand dollars.

(3) Year. When referring to the year in the citations, the four digits will be used, **example** January 2003. Abbreviate the year when used thereafter, **example:** '00 for 2000, '02 for 2002.

4. Preparing the NAVMC 11553 "Personal Award Recommendation"

a. Ensure all required information is entered correctly in the appropriate blocks of NAVMC 11533. Pay particular attention to ensure the Expiration of Active Duty, Estimated Detachment Date, Number of Award of Recommended Medal and Previous Personal Decorations and Period Recognized are accurately detailed therein. The following detailed guidance is provided in support of this requirement:

	<p>FROM: (Title and Address): The Commanding Officer's address where official mail is delivered.</p> <p>EXAMPLE: Commanding Officer, Marine Corps Air Station New River PSC Box 21001 Jacksonville, NC 28545-1001</p>
	<p>1. <u>SOCIAL SECURITY NUMBER#</u>: Enter the SSN of the individual in receipt of the award in the following format: 0000.</p>
	<p>2. <u>DESIG/NEC/MOS</u></p> <p>(1) DESIG is for naval officer designators, such as 1630, 1100, etc...</p> <p>(2) NEC is Navy Enlisted Classification Code. The primary NEC should be used.</p>

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	<p>If the person has no code, enter 0000 (four zeros).</p> <p>(3) MOS: Is the USMC Military Occupational Specialty.</p>
	<p>3. <u>NAME (Last,first,MI)</u>: In all capitals, type the person's last name first, followed by a comma (,), then type the first name, middle initial, and any suffixes (i.e., JR., SR., II, III, etc...)</p> <p>EXAMPLE: LEJUENE, JOHN A</p>
	<p>4. <u>COMPONENT (USN,USMC,etc.)</u>: Select the appropriate military component using the drop down arrow (i.e., USMC, USN, ect...)</p>
	<p>5. <u>GRADE/RANK</u>: Select the appropriate rank using the drop down arrow (PVT, PO2, 1stLt, etc...)</p>
	<p>6. <u>WARFARE DESIGNATOR (Navy Only)</u>: This should be left blank for all awards being submitted on Marines. For USN personnel, enter the appropriate warfare designation, if any.</p>
	<p>7. <u>RUC</u>: This is the person's Unit Identification Code/Reporting Unit Code.</p>
	<p>8. <u>RECOMMENDED AWARD</u>: Select appropriate award using the drop down arrow (i.e., NA, NC, MM, etc...)</p> <p>NOTE: Regardless of final disposition, this should never change.</p>
	<p>9. <u>SPECIFIC ACHIEVEMENT</u>: Type "YES" if the recommendation meets the requirements in paragraph 4c of this Order, otherwise enter "NO." NOTE: This is normally associated with "IMPACT" awards.</p>
	<p>10. <u>TYPE</u>:</p> <p>Heroic - Self Explanatory</p> <p>Heroic Posthumous - Self Explanatory</p> <p>Meritorious - See note.</p> <p>NOTE: Check the appropriate block. For most awards, the basis will be "Meritorious."</p>
	<p>11. <u>NUMBER OF AWARD OF RECOMMENDED MEDAL</u>: The default is <1>. If it is a second or subsequent award, type in the appropriate number.</p> <p>NOTE: This is the recommended award not the disposition award number.</p>
	<p>12. <u>ACTION DATE/MERITORIOUS PERIOD</u>: This is the period covered for the award. Enter the eight digit date starting with month, date, year (i.e., 11/10/1775). This date should be the same date in the SOA and the citation.</p> <p>NOTE: <u>The ending date should be the terminal leave date for retirements (MARADMIN 680/13) and for transfers the last day in the command.</u></p>
	<p>13. <u>GEOGRAPHIC AREA OF ACTION/SERVICE</u>: Select CONUS if the meritorious action was in the Continental United States, otherwise enter OCONUS for all other locations.</p>
	<p>14. <u>EXP. OF ACTIVE DUTY</u>: Enter the person's Expiration of Active Duty Service date in eight digit month-day-year format (i.e. 11/10/1775). If the award is for a regular officer, type INDEF instead of a date.</p> <p>NOTE: IF RETIREMENT, NUMBER OF YEARS: (e.g. 40)</p>
	<p>16. <u>NEW DUTY STATION (Home address if separation anticipated)</u></p> <p>(1) For transfers, type in the authorized short title of the new duty station to include city, state, and zip code.</p> <p>(2) For terminal leave, type in the individual's home of record address if forwarding address is unavailable.</p>
	<p>17. <u>UNIT AT TIME OF ACTION/SERVICE</u>:</p> <p>EXAMPLE: H&S Bn, MCIEAST-MCB CAMLEJ</p>
	<p>18. <u>DUTY ASSIGNMENT</u>:</p>

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	<p>EXAMPLE: Company Commander (e.g. Co Cmdr, XO)</p> <p>NOTE: If recommending award for more than one billet, abbreviate, and denote both (all).</p>
	<p>19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED: Enter the abbreviated personal award followed by an eight digit year-month-day action period (i.e., NA 19990701). This is only for the NMCAM and above to include DoD level awards.</p> <p>NOTE: Be sure to validate that this is the ending date of the award received vice the date it was recorded in MCTFS, that way you can use to decipher whether or not duplicate awards are applicable during screening. Navy personnel will not auto-populate they was inputted manually by the originator.</p>
	<p>20. <u>PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED</u>: Default is "None." If otherwise, list other awards awaiting approval.</p>
	<p>21. <u>OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION</u>: Default is "None." If other persons are being recognized for the same action, list them by Rank, Name, and SSN.</p>
	<p>22. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE</p> <p>Known to me - See note</p> <p>Matter of record - Usually associated with Heroic</p> <p>NOTE: Check the appropriate block(s). For most awards, the basis will be "Known to me."</p>

a. Ensure all text is capitalized throughout.

b. Retirement and Separating. Block 15 of the NAVMC 11533 will reflect the best estimated detachment date (date the award should be presented to the individual).

5. Registering in the Improved Awards Processing System (iAPS)

a. First, establish a Headquarters, U.S. Marine Corps (M&RA) Account as follows:

PROCESS	ACTION	NOTES
STEP 1	Create an M&RA portal account at https://www.manpower.usmc.mil	If you already have one, skip to Step 4.
STEP 2	Once you have successfully registered for your M&RA account, you will be notified via e-mail or on the screen.	Approval time will vary, but is normally within 24 hours
STEP 3	Test your login.	If successful proceed to Step 4.

b. Secondly, establish an iAPS account:

PROCESS	ACTION	NOTES
STEP 4	To create an iAPS account use https://www.manpower.usmc.mil/iaps	
STEP 5	You will see the "Welcome to iAPS" page.	Follow the steps given.
STEP 6	Enter the title for the current billet that you hold.	e.g., Protocol Officer, Admin Chief, etc.

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STEP 7	Click on the "Change Unit" button to search and select your current unit. Below are the search options available. The information for MCIEAST is provided. Fill in at least one: (1) UIC M200010 (2) MCC 097 (3) RUC 31001 (4) UNIT NAME MCIEAST-MCB CAMLEJ Then click on the "Select" button at the bottom.	
STEP 8	Both the "Title Block" (with current title) and the "Unit Identifier" (your Unit R/U) should be filled in. If so, click on the "Submit" button.	
STEP 9	You should see the "My Details/Request New Permissions" tab at the page. Check your contact email address and phone number. If this information is incorrect please click on the update link to modify that information. (Note: when you change information it may take up to 30 minutes to reflect in iAPS).	
STEP 10	Now you will select your permissions. Note that all officers are automatically Originators. Select from the following permissions if they pertain to you: Endorser Originator (Civilians must be GS-09 or above) Reviewer Trusted Assistant (only for Commanding General) Board Member (will be assigned by the Unit Awards Administrator)	
STEP 11	Fill in the justification using a brief description of your billet and reason for requesting access.	
STEP 12	Click "Request Permissions" button. Allow 24 hours for your request to be processed. For questions, contact your Unit Awards Administrator.	
The website found in Step 1 above contains links for accessing information pertinent to iAPS such as: How to Modify Your Profile; Award Messages and References; Tutorials; Completing the NAVMC 11533; Frequently Asked Questions; and much more.		

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NMCAM Format Guidelines

1. Awarding Authority. In general, the SecNav retains awarding authority for all awards under his purview. However, he has delegated authority to approve the LOM and below in certain situations. Specifically, battalion/squadron level commanders and above may award the NMCAM.

2. Quota Based. Unlimited.

3. Eligibility Requirements

a. General. At a minimum and per applicable instruction, the CG will award the NMCAM to the Marine of the Year, Noncommissioned Officer of the Year, Sailor of the Year, Air Traffic Controller of the Year, and the Air Traffic Controller Technician of the Year. The NMCAM must include a SOA.

b. Specific. As general guidance, the NMCAM is reserved for Noncommissioned Officers (NCO), Staff Noncommissioned Officers (SNCO), and company grade officers when the impact of their achievements is tangible. However, this shall not be interpreted to preclude the award of the NMCAM to any individual whose service meets the requirements. If there is any doubt as to the degree of service involved, the Certificate of Commendation (CertCom) is the more appropriate form of recognition.

4. Administrative Guidelines

a. Format. Bullet or paragraph.

b. Type/Font. Courier New/9.

c. Citation Length. 9 lines (justified) not to exceed 1250 characters.

d. SOA Length. No more than 2 pages.

5. Citation Opening Sentence. "PROFESSIONAL ACHIEVEMENT WHILE SERVING AS (BILLET, UNIT) FROM (MONTH YEAR) TO (MONTH YEAR)."

6. Citation Closing Sentence. **"*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), HIGHLIGHTING THE CULMINATION OF (ARABIC NUMERAL) YEARS OF HONORABLE AND DEDICATED MARINE CORPS SERVICE. (RANK/NAME)'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."**

***Retirement Sentence Only**

7. Subsequent Awards will read as follow:

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL
(GOLD STAR IN LIEU OF THIRD AWARD)

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NMCCM Format Guidelines

1. Awarding Authority. In general, the SecNav retains awarding authority for all awards under his purview. However, he has delegated authority to approve the LOM and below in certain situations. Specifically, commanders in the grade of O-6 listed on the colonel command slate, including those frocked, may award the NMCCM.
2. Quota Based. Unlimited.
3. Eligibility Requirements
 - a. General. Not applicable.
 - b. Specific. As general guidance, the NMCCM is reserved for senior SNCOs, GySgt and above when the impact of their achievements is tangible. However, this shall not be interpreted to preclude the award of the NMCCM to any individual whose service meets the requirements. If there is any doubt as to the degree of service involved, the NMCCM is the more appropriate award.
4. Administrative Guidelines
 - a. Format. Bullet or paragraph.
 - b. Type/Font. SOA = Courier New/9 and Citation = New/12.
 - c. Citation Length. Minimum 9 lines (justified) and maximum of 10, not to exceed 1250 characters.
 - d. SOA Length. No more than 2 pages.
5. Citation Opening Sentence. "MERITORIOUS ACHIEVEMENT (SERVICE) WHILE SERVING AS (BILLET, UNIT) FROM (MONTH YEAR) TO (MONTH YEAR)."
6. Citation Closing Sentence. "*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), HIGHLIGHTING THE CULMINATION OF (ARABIC NUMERAL) YEARS OF HONORABLE AND DEDICATED MARINE CORPS SERVICE. (RANK/NAME) INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

***Retirement Only**

7. Subsequent Awards will read as follow:

NAVY AND MARINE CORPS COMMENDATION MEDAL
(GOLD STAR IN LIEU OF THIRD AWARD)

MSM Format Guidelines

1. Awarding Authority. In general, the SecNav retains awarding authority for all awards under his purview. However, he has delegated authority to approve the LOM and below in certain situations. Specifically, the CG may award the MSM.
2. Quota Based. No.
3. Eligibility Requirements
 - a. General. Not applicable.
 - b. Specific. As general guidance, the MSM is normally reserved for senior SNCOs (First Sergeant or Master Sergeant and above) when the member is retiring, or a field grade officer serving in a battalion/squadron level command billet and/or for group level or higher Sergeant's Major. The awarding of the MSM is also appropriate when the impact of a member's achievements is tangible at the division, wing, or group level. However, this shall not be interpreted to preclude the award of the MSM to any individual whose service meets the requirements. If there is any doubt as to the degree of service involved, the NMCCM is the more appropriate award.
4. Administrative Guidelines
 - a. Type/Font. SOA and Citation = Courier New/12.
 - b. Citation Length. Minimum 20 lines (justified) and maximum of 22. Retirement citations will have a maximum of 24 lines, not to exceed 1800 characters.
 - c. SOA Length. No more than 3 pages.
5. Citation Opening Sentence. "For outstanding meritorious service while serving as (billet, unit) from (Month Year) to (Month Year)."
6. Citation Closing Sentence. "*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), highlighting the culmination of (arabic numeral) years of honorable and dedicated Marine Corps service. (Rank/Name) untiring efforts to carry out his/her demanding tasks with unfailing good judgment, effectiveness, and total 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."

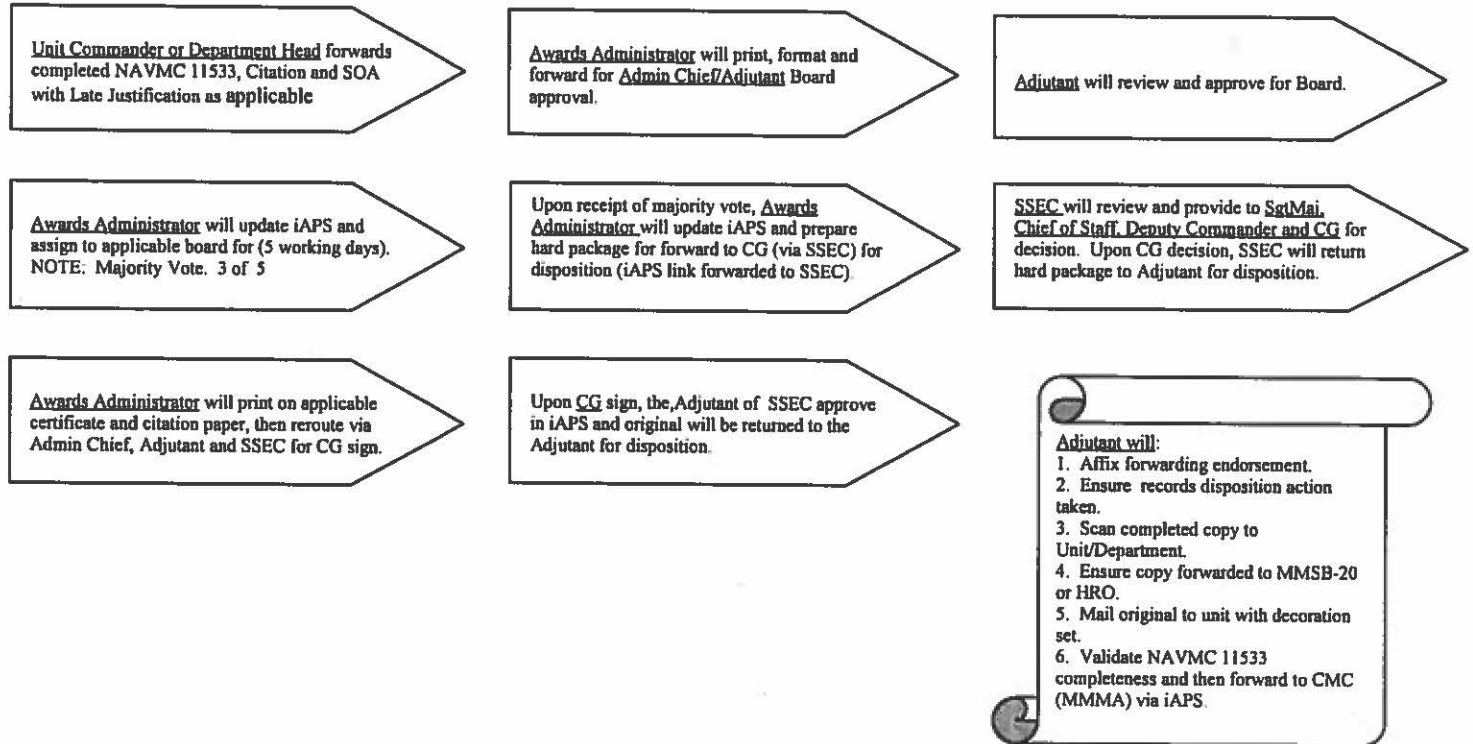
***Retirement Only**

7. Subsequent Awards will read as follow:

MERITORIOUS SERVICE MEDAL (Gold Star in Lieu of Third Award) to

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Process Flow Chart for Personal Awards



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Nomination for the Secretary of Defense
Global War on Terrorism Medal (Example)



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

12451
G-1
DD Mmm YY

From: Commanding General, Marine Corps Installations East-Marine Corps Base,
Camp Lejeune
To: Commandant of the Marine Corps (MPC)

Subj: NOMINATION FOR THE SECRETARY OF DEFENSE GLOBAL WAR ON TERRORISM MEDAL

Ref: (a) Head, Workforce Relations and Compensation Division Office of
Civilian Human Resources ltr 12451 Ser of 6 Oct 08

Encl: (1) GWOT Data Sheet
(2) Copy of (By Name) TAD Orders (not included)

1. Per reference (a), the Secretary of the Navy has redelegated the subject authority to Echelon I and II commands.
2. Accordingly, enclosures (1) and (2) are forwarded in support of favorable consideration in the awarding of the subject recognition.
3. Point of contact for this matter is the Adjutant at (910) 451-3033 or Admin Chief at (910) 450-7154.

J. A. LEJEUNE
By direction

Enclosure (6)

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SECRETARY OF DEFENSE MEDAL

For the

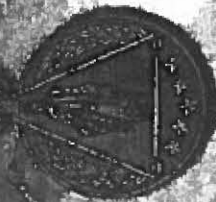
Global War On Terrorism

presented to

Christopher Field

II MEF Headquarters Group

Al Asad, Iraq



The medal symbolizes the honor and achievement of civilians with the Department of Defense to defend freedom against danger that may develop on foreign soil. The ribbon's blue stripe is associated with the Department of Defense; gold represents excellence; black and red symbolize threat of terrorism; red, white, and blue are for patriotism and love of freedom.

ON BEHALF OF A GRATEFUL NATION

MAR 1 2011

Date

[Signature]
JAMES E. AMOS
GENERAL, U.S. MARINE CORPS
COMMANDANT OF THE MARINE CORPS

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MOVSM Format Guidelines and Submission Example

1. Awarding Authority. In general, the SecNav retains awarding authority for all awards under his purview. However, he has delegated authority to approve the LOM and below in certain situations. Specifically, battalion/squadron commanders and above may award the MOVSM.

2. Quota Based. No.

3. Eligibility Requirements

a. General. May be awarded to members of the Armed Forces of the United States and their Reserve Components, who subsequent to 31 December 1992, perform outstanding volunteer community service of a sustained direct and consequential nature.

b. Specific. To qualify for award of the MOVSM a service member's volunteer service must meet the following requirements:

(1) Be significant to the civilian community, to include the military family community.

(2) Be significant in nature and produce tangible results.

(3) Reflect favorably on the Military Service and the Department of Defense.

(4) Be of a sustained and direct nature. While there isn't a specific time period to qualify for the MOVSM, approval authorities shall ensure the service to be honored merits the special recognition afforded by the medal. The Department of the Navy views the sustained time period to be three years. The MOVSM is intended to recognize exceptional community support over time and not a single act or achievement.

4. Administrative Guidelines

a. The MOVSM is categorized as a service medal, as such, no orders are issued to announce approval. The MOVSM may be presented in a ceremony. A certificate does not accompany this award.

b. The NAVMC 11533 (recommendation for award) will be used to process recommendations for award of the MOVSM. Further, per MARADMIN 317/11 "when an MOVSM is originated in iAPS, it shall include a SOA including a letter of authorization which includes the period recognized and the organization(s) for whom the qualifying service was performed, as well as any commendatory remarks desired by the awarding authority. Additionally, the SOA certifies that the eligibility requirements have been met."

c. The MOVSM may be awarded posthumously.

d. Format. Refer to page 2 of this enclosure

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UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

1650
G-1
DD Mmm YY

From: Commanding General, Marine Corps Installations East-Marine Corps Base,
Camp Lejeune
To: CDR Great B. Sailor, CHC, USN, EDIPI/MOS
Subj: AWARDING OF MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL
Ref: (a) SECNAVNOTE 1650 of 12 Apr 94

1. In accordance with reference (a), you are authorized to wear the Military Outstanding Volunteer Service Medal for outstanding public service with ORGANIZATION for the period from _____ to _____.

2. Remarks by the Awarding Authority. The Military Outstanding Volunteer Service Medal (MOVSM) may be awarded to members of the Armed Forces of the United States and their Reserve Components, who subsequent to the 31 December 1992, perform outstanding volunteer community service of a sustained direct and consequential nature.

Current volunteer service:

- Angel Food Ministries Volunteer (Food Distribution for local Marine/Sailor families at Midway Park Jr Housing area). Implemented program and served each month in the enlistment of volunteers, and distribution of food. (Jan08-Present)
- Sons of God Motorcycle Ministries 1999-Present
- Volunteer military liaison for New River Baptist Association 2006 - Present
- Salvation Army- Jacksonville, NC military liaison
- Cub Scouts of America Camp Lejeune (volunteer program chaplain)

Previous volunteer service:

- Aniwm House of Hope (Youth Guidance Center) - Oakland, California, March 1994
- Al Noor Training Center and Asseef School- Dubai, U.A.E 1994
- D & R Home for Handicapped Children -Bahrain 1994 USS SHASTA COMREL
- Al Amana Community Center (Private children's English language school), Muscat, Oman 1994 USS SHASTA deployment COMREL
- Pinehill Village Orphanage - Hong Kong 1994
- Mother's Choice (home for unwed mothers) - Hong Kong 1994
- Annual Hispanic Heritage Luncheon volunteer- Naples, Italy 23 September 1994
- POW/MIA Military Community Observance volunteer 26 September 1994
- San Francisco House remodel project that prevented a 67 year old man from being evicted from his home 1994
- Cazadero Baptist Children's Camp 1993 (General Camp painting and maintenance)

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Subj: AWARDING OF MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

--Casa Picolla de Nazareth "Little House of Nazareth" Orphanage, Naples, Italy 1995 & 1997 (Directly affected the lives of 36 young orphan girls with new winter coats, toiletries, and personal gifts.)
--Navy-Marine Corps Relief Society Key Person Fund Drive- Naples, Italy (raised \$118,000)
--NATO Bazaar volunteer 13 October 1995
--Parrocchie San Gioacchino Catholic Church 2nd Annual Christian Unity Service volunteer and participant 25 January 1996
--Hispanic Heritage Observance Committee-Naples, Italy 1996
--Cub Scouts Pinewood Derby volunteer and judge 30 March 1996
--I.S.M.A.N. Handicap Facility for Neapolitan children volunteer 1996
--Il Vecchio Mulino "The Old Mill Children's Camp" Pontelatone, Italy 1997
--Calvary Baptist Church, Licola, Italy (When the pastor resigned, assisted and provided pastoral leadership and coordinated their supply preaching schedule with local chaplains until a permanent pastor arrived. 1995
--The Nogiku Ryo "The Gotemba Community" Home for mentally handicapped adults-Gotemba, Japan 2000
--Seishin-Yougoen Orphanage, Gotemba, Japan 2000
--Send International Mission Retreat Center, Lake Yamanaka, Japan 2000
--Black History Luncheon organizer, Camp Fuji, Japan 2000
--"Under My Wing" mentoring program, Jacksonville, Florida 2003-2004
--Tomoka State Correctional Institute, Daytona Beach, Florida March 2003
--AAFES POG Donation Box Camp Fallujah, Iraq 2005. Directly assisted local Iraqi children with new school supplies.

A. B. LEADER

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Criteria /Sample - Letter of Continuity (LOC)

1. Background. Internal reassignment within a MCIEAST subordinate command does not ordinarily constitute the end of a tour of duty for awards purposes. Upon reassignment of an individual within MCIEAST (any Major Subordinate Command thereof), the reporting senior may, if he or she considers the individual's performance truly distinctive, forward a LOC outlining the individual's performance of duty. This letter may be the basis for an award recommendation upon the member's detachment.

SAMPLE



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

1650
G-1
DD Mmm YY

From: Officer in Charge
To: Gaining Command

Subj: LETTER OF CONTINUITY; CASE OF RANK/NAME/EDIPI/MOS/COMPONENT

Encl: (1) Any supporting documentation (i.e., OPNAV 1650/3, SOA, and Proposed Citation)

1. Rank/Name served as _____ with _____ from _____ to _____. During this period, his/her performance of duty provided significant contributions to the Command/Unit. Examples of his/her specific actions/achievements include:

- Provide amplifying bullets of specific actions/achievements.

2. POC at this command is _____.

SIGNATURE

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Sample Recommendation for CG Certificate of Commendation (COC)



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

1650
G-1
DD Mmm YY

From:

To: Commanding General, Marine Corps Installations East-Marine Corps Base,
Camp Lejeune

Subj: REQUEST FOR COMMANDING GENERAL CERTIFICATE OF COMMENDATION

Ref: (a) MCIEAST-MCB CAMLEJO 1650.6_

Encl: (1) Proposed Citation

1. Per the reference, request a Commanding General's, Certificate of Commendation be prepared for awarding to _____ for the service/actions outlined in the enclosure.

2. POC at this command is _____.

A. B. LEADER