



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCO 1650.19J Ch 1  
MMA

OCT 15 2012

MARINE CORPS ORDER 1650.19J Ch 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: ADMINISTRATIVE AND ISSUE PROCEDURES FOR DECORATIONS,  
MEDALS, AND AWARDS

Encl: (1) New page insert to MCO 1650.19J

1. Situation. To transmit a new page insert to the basic order.
2. Mission. To update information contained within the order.
3. Execution

~~a. Remove the cover page and replace with corresponding~~  
page in the enclosure.

4. Summary of Change. This is an administrative change to update the reference.
5. Filing Instructions. File this Change immediately behind the promulgation page.

  
A. SALINAS  
By direction

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



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From: Commandant of the Marine Corps  
To: Distribution List

Subj: ADMINISTRATIVE AND ISSUE PROCEDURES FOR DECORATIONS,  
MEDALS, AND AWARDS

Ref: (a) SECNAVINST 1650.1H

Encl: (1) Awards Administration  
(2) Administrative Procedures for Submission of  
Recommendations for Personal Decorations and Other  
Special Recognition  
(3) Procedures for Submission of Recommendation for  
Unit Awards  
(4) Sample Award Certificates  
~~(5) Procedures for Submitting Awards on the HQMC APS~~

1. Purpose. To prescribe procedures and instructions for issuing decorations, medals, and awards. Also, to set forth policy guidelines for submission of personal and unit award recommendations.

2. Cancellation. MCO 1650.19H.

3. Information. Information concerning the administration of awards for Marine Corps personnel and Marine Corps organizations can be found in enclosures (1) through (5). Awards encompass all personal, unit, campaign, and service awards (including those given by foreign governments), battle streamers, certificates of commendation, meritorious masts, letters of appreciation, and other forms of public recognition merited by Marines and Marine Corps units.

4. Summary of Revision. This Order has been modified substantially and should be read through its entirety.

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5. Action. Commanding Generals/Officers will be guided by the policies set forth in this Order and will ensure that all field approved awards and award recommendations are forwarded to the Commandant of the Marine Corps per the guidelines outlined herein. Commanders are encouraged to recommend changes to awards policy and may do so by submitting recommendations to CMC (MMMA) via the chain of command.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



T. P. MURRAY  
By direction

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AWARDS ADMINISTRATION

1. General Information. For detailed instructions beyond the scope of this Order, refer to the current Manuals or Directives listed below:

a. DoD 1348.33-M (Department of Defense Manual of Military Decorations & Awards) sets forth administrative procedures for processing Department of Defense awards. This Manual contains guidance of the Defense Distinguished Service Medal, Defense Superior Service Medal, Defense Meritorious Service Medal, Joint Service Commendation Medal, Joint Service Achievement Medal, Joint Meritorious Unit Award, Armed Forces Expeditionary Medal, Armed Forces Service Medal, Humanitarian Service Medal, and the Military Outstanding Volunteer Service Medal. This is the senior Manual in the DoD pertaining to military awards and decorations.

b. DoD 4160.21-M (Defense Reutilization Manual) defines the procedures and methods for the proper disposition of unserviceable medals and awards.

c. SECNAVINST 1650.1 (Navy and Marine Corps Awards Manual) sets forth eligibility requirements, administrative procedures for recommending awards (including sample citations, time limitations, and precedence of awards), policies concerning the presentation of awards and delegation of awarding authority. This Manual is directive in nature on Marine Corps units and is the definitive document for all matters pertaining to Naval Service decorations, medals, and awards. This Manual is supplemented by periodic MARADMIN's that provide amplification to or modification of policies pertaining to Naval Service Awards.

d. MCO P1020.34 (Marine Corps Uniform Regulations) prescribes the wearing of all awards, including those received from other branches of the Armed Forces and foreign governments.

e. MCO P1070.12 (IRAM) contains instructions for recording issuance of awards in service records.

f. MCO P1610.7 (PES SYSTEM) gives guidance on the disposition of commendatory correspondence.

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g. NAVMC 2922 (Unit Awards Manual) contains a listing of unit awards which have been presented to Marine Corps units and is updated by MARADMIN's in the MCBul 1650 series quarterly.

h. Marine Corps Orders in the 3574 and 3579 series establish policy requirements for awarding marksmanship awards.

i. MCO P10520.3 (Marine Corps Flag Manual) contains instructions on the use and display of streamers.

j. MCO P1080.40 (PRIM) contains reporting instructions for awards into the Marine Corps Total Force System (MCTFS).

k. NAVMC 2691 (Drill and Ceremony Manual) contains information regarding the presentation of awards.

l. The Secretary of the Navy has authorized the following delegation of awarding authority to designated commanders as follows:

- (1) Legion of Merit (LM) and below and MUC: CMC.
  - (2) Legion of Merit (Retirement only) and Meritorious Service Medal and below:
    - a. Commander, Marine Forces, Atlantic.
    - b. Commander, Marine Forces, Pacific.
    - c. Commanding General, Marine Corps Combat Development Command.
  - (3) Meritorious Service Medal (MM) and below:
    - a. Commander, Marine Forces, Reserve.
    - b. Marine Expeditionary Force Commanders.
  - (4) Navy and Marine Corps Commendation Medal (NMCCM) and below: All commander's in the grade of brigadier general and above, including those frocked to that grade.

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(5) Commanding officers and other officers assigned as Special Courts Martial Convening Authorities may award the Navy and Marine Corps Achievement Medal (NA) without regard to a quota system. The NA may only be awarded to junior officers and enlisted personnel (LCDR/Maj or below).

2. Policy for Personal Decorations and Awards. The basic awards policy is detailed in the reference. Awards are an important aspect of command responsibility at all levels. Prompt and judicious recognition of an individual's achievement or service is a vital factor of morale. Commanders will:

a. Examine specific actions and outstanding performance then prepare and approve an award or submit recommendations for appropriate awards up the chain of command for decision.

b. Limit decorations to those personnel whose performance of duty is exceptional and clearly recognized by superiors and contemporaries alike.

c. Submit all recommendations, determined to be worthy of consideration, following the procedures outlined in this Order.

d. Prepare complete documentation on the individual Marine's achievements in the "Summary of Action" using the guidance in enclosure (2) paragraph 3 of this Order. Bullet format, not to exceed one page, will be used for all awards of the NMCAM.

e. Submit all awards, as of 1 Oct 2000, utilizing the HQMC Awards Processing System (HQMC APS). Originators will logon to the HQMC APS website at <http://awards.manpower.usmc.mil>, register on-line, submit their Personal Award Recommendation (HQMC APS 1650(EF)) with a "Summary of Action" and proposed citation via their chain of command to the appropriate awarding authority. Complete instructions for utilizing the HQMC APS are included as enclosure (5) to this Order.

f. Submit all awards with sufficient time to enable administrative processing to be accomplished and the award returned for presentation prior to the anticipated ceremony date. If CMC or SecNav action is required, the recommendation should reach CMC (MMMA) 60 days prior to desired presentation date. Allow 90 days if the recommendation is submitted during the summer months.

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g. Requests for expedited processing of awards must be submitted in writing. The request will be forwarded as part of the award submission package to CMC as justification for expeditious decision. Requests will not be acted upon until the original award submission is completely endorsed via the chain of command and received at CMC (MMMA). The Military Awards Branch will expedite the processing of awards on the following occasions only:

- (1) Retirement.
- (2) Change of Command.
- (3) Post and Relief.

h. Delegation of Authority for Combat Distinguishing Device

(1) The existing delegated award approving authority for field commanders, under current policy, does not include the authority to approve awards with the Combat Distinguishing Device. Commanders who feel an award should be accompanied with a Combat Distinguishing Device need to annotate this on the award nomination, proposed citation and "Summary of Action". This request will be routed via the chain of command to CMC (MMMA). The CMC will weigh the merits of the case and the circumstances of the combat and forward the recommendation to the Secretary of the Navy. The award will be decisioned and sent back to the originating command as appropriate. Upon the Secretary's decision, guidance on Combat Distinguishing Device delegation of authority will be published to the field in a MARADMIN. Recommendations for awards with the Combat Distinguishing Device should be forwarded in an expeditious manner up the chain of command.

(2) If the commander feels the volume of combat awards will be substantial, they may request delegated authority for the Combat Distinguishing Device via letter or message. The request will be directed to CMC (MMMA). The commander needs to specify the name of the operation, the number of Marines participating, the geographic constraints for the area they seek delegated approval authority, and the level of delegated award approval authority sought. The commander's request for delegated authority to include combat distinguishing devices will be forwarded to CMC for concurrence and then sent to the Secretary of the Navy for approval. Upon the Secretary's decision, CMC (MMMA) will publish a MARADMIN that will define the commander's delegated award approval authority. Marine

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component commanders in joint operations may submit a request to CMC (MMMA) for delegated authority to decision awards with the combat distinguishing device. The Joint Task Force or joint organization commander will be included as an addressee on this message.

3. Awards from other Branches of the Armed Forces

a. Marines serving with other branches of the Armed Forces of the United States may be awarded decorations by other services, provided that these awards are not given for the same act or service for which a previous award was made. Awards to Marines serving with the U.S. Army or U.S. Air Force will be sent to CMC (MMMA) for a Marine Corps service level concurrence prior to the award being presented to the Marine. These awards will be endorsed by the other service approval authority prior to submission to CMC (MMMA) for concurrence. Marine commanders have the same awarding authority for members of the U.S. Navy assigned to their command as they do for the Marines in their command. This authority is based on a Department of the Navy reciprocal agreement. Conversely, Marines assigned to U.S. Navy commands may be recognized by their Navy chain of command without obtaining Marine Corps concurrence.

b. Marines serving in joint commands or defense activities may be awarded defense awards without obtaining Marine Corps service level concurrence. For Marines who are retiring from joint or defense activities, a Naval Service award is considered the appropriate decoration to be awarded in connection with their retirement. The nomination for a Naval Service award will be submitted to CMC (MMMA) for administrative processing, decision or forwarding to the Department of the Navy as appropriate.

c. Final copies of all citations for decorations awarded to Marine Corps personnel by other branches of the armed forces or joint or defense activities must be forwarded to CMC (MMMA). Once received, the award will be recorded in the HQMC APS and forwarded to the Personnel Management Support Branch (MMSB) for inclusion in the Marine's Official Military Personnel File (OMPF).

4. Foreign Awards

a. Regulations concerning the acceptance of foreign awards are outlined in SECNAVINST 1650.1. Marines presented with awards by

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foreign governments must submit a request to CMC (MMMA) to accept and retain the award. This letter should include a copy of the citation and certificate and a translation of these documents if the award is not in English. Additionally, Marines will submit a color photograph of the award. This photo will be of the award on a neutral background next to a Naval Service award for scale. CMC (MMMA) will respond to the letter and provide instructions on display of the award. A copy of the submission will be forwarded to MMSB for inclusion in the Marine's OMPF.

b. French Fourragere

(1) The French Ministry of War awarded the Fourragere to those units cited two or more times in the French Orders of the Army during World War I. The Fourragere became a part of the uniform of the unit recognized.

(2) The 5th and 6th Marine Regiments have been so cited and all personnel are authorized to wear the Fourragere while serving in these units.

(3) There are no active duty Marines authorized to wear the Fourragere permanently.

(4) The Commanders of the 5th and 6th Marine Regiments are authorized to issue the Fourragere.

5. Presentation of Decorations

a. General Information

(1) Presentation of personal awards will be made to all Marines as soon as practical and with appropriate ceremony and publicity.

(2) The Marine Corps' policy of presenting decorations at appropriate ceremonies aboard military installations is outlined in NAVMC 2691. Presentations will be made in the presence of Marines and will not be unduly delayed for the purpose of gathering favorable publicity for the Marine Corps.

(3) When replacement awards are provided for decorations that have already been presented, a ceremony will not be conducted.

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b. Posthumous Awards. All posthumous awards will be presented at separate family ceremonies and not at mass formations. The award will not be pinned on the next of kin. The award will be handed to the next of kin in the presentation box. The box will be open and oriented towards the audience.

6. Initial Issue

a. Issued by the CMC. Awards approved by CMC will be transmitted to the field with the certificate and citation for the award. In cases of a second award, a gold star will typically be issued in lieu of the award. The issuance of campaign awards will be delegated to the field. Delegation instructions will be published in a MARADMIN as required.

b. Issued by the Field

(1) Commanders, as appropriate, are authorized to stock and issue the following medals, awards, and certificates to members of their command. The below listed items WILL BE STOCKED AND ISSUED ONLY BY AUTHORIZED DELEGATED AUTHORITIES and ordered through the supply system:

- (a) Meritorious Service Medal (NSN 8455-00-450-3728).
- (b) Meritorious Service Medal Certificate (NSN 0107LF9867400).
- (c) Air Medal (NSN 8455-00-269-5747).
- (d) Air Medal Certificate (NSN 0104LF8920600).
- (e) Navy and Marine Corps Commendation Medal (NSN 01004LF9821800).
- (f) Navy and Marine Corps Commendation Medal Certificate (NSN 0104LF982300).
- (g) Navy and Marine Corps Achievement Medal (NSN 8455-00-926-6784).
- (h) Navy and Marine Corps Achievement Medal Certificate (NSN 0104-LF-019-2900 NP7058K7R6008 NAVSO 1650/12).

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- (i) Good Conduct Medal (NSN 8455-00-261-4501).
- (j) Good Conduct Medal Certificate (NSN 000-00-0001001 NAVMC 71).
- (k) Selected Marine Corps Reserve Medal (NSN 8455-00-641-8968).
- (l) Selected Marine Corps Reserve Medal Certificate (NSN 0109-LF-063-9500 NAVMC 10592).
- (m) Marine Corps Expeditionary Medal (NSN 8455-00-082-5609).
- (n) National Defense Service Medal (NSN 8455-00-281-3214).
- (o) Armed Forces Expeditionary Medal (NSN 8455-00-082-5683).
- (p) Armed Forces Service Medal (NSN 8455-01-426-5479).
- (q) Humanitarian Service Medal (NSN 8455-01-063-4674).
- (r) Military Outstanding Volunteer Service Medal (NSN 8455-01-400-3295).
- (s) Armed Forces Reserve Medal (NSN 8455-00-942-7625).
- (t) All small arms qualification badges and bars.
- (u) Honorable Discharge Pins (NSN 8455-00-543-7096).
- (v) French Fourragere (only the Commanders of the 5th and 6th Marine Regiments).

(2) In issuing replacements, Commanders will be guided by paragraph 9b and issue only those items stocked for regular issue at the activity involved. Requisitions for authorized stocks should be submitted through normal supply channels. These requisitions are not to be submitted to the CMC. Most certificates are available for order on-line at the following Internet site <http://forms.daps.mil/order>.

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(a) Replacement awards. Retired and former Marines are authorized a one-time replacement of awards earned in service. Requests for replacement awards from former Marines, retired Marines, and the next of kin of deceased Marines will be submitted on a Request Pertaining to Military Records (Standard Form 180) to the Naval Liaison Office, PERS 313E, Retired Records Section, 9700 Page Avenue, St. Louis, Missouri 63132-5100. Requests must include full name of former Marine, dates of service, service number or social security number and date of birth. An address where the medals may be sent upon completion of the inquiry is also required. Next of kin are authorized to request replacement awards only if the former Marine provides a notarized and signed letter stating that the petitioner is acting on his behalf. For replacement issue on behalf of deceased service members a copy of the death certificate is required to allow these awards to be issued to the next of kin. Petitioners need to briefly describe what they are petitioning for (i.e., replacement medals, replacement certificate). Further information on the replacement of awards for former members of the Marine Corps can be obtained from the National Personnel Records Center's web site at:  
<http://www.nara.gov/regional/stlouis.html>

(b) Items not issued. Foreign personal awards, ribbon bars for foreign unit awards, Vietnam Campaign Medal, Kuwait Liberation Medal (Saudi Arabia), Kuwait Liberation Medal (Kuwait), and marksmanship badges will not be issued by CMC except on an as available basis to the next of kin of deceased Marines. Replacement ribbon bars for all awards must be purchased at the individual's expense.

#### 7. Display Medals and Awards

a. In concert with the Navy and Marine Corps Awards Manual, CMC (MMMA) will issue display medals to commands for use in appropriate displays paying tribute to the valor of former members of the command. Requests for the issuance of display medals should be made via letter to CMC (MMMA).

b. Requests for display Medals of Honor need to state the method by which the Medal will be displayed and secured. Upon approval by CMC (MMMA), a display Medal of Honor will be sent to the command with a return receipt that must be returned to CMC (MMMA) for inclusion into the files. Medals of Honor will be controlled items and included in the Mechanized Allowance receipt

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for the command. Should a command lose a Medal of Honor issued by CMC (MMMA), they are required to notify MMMA immediately by naval message. A written copy of the completed investigation will be sent to CMC (MMMA) within 45 days of the Medal loss. Display Medals of Honor will typically not be issued to commands below the Battalion/Squadron level.

#### 8. Verification of Awards

a. Every effort must be made at the command and unit level to verify awards to which the individual Marine is entitled and to ensure that such entitlements are accurately recorded in the MCTFS database via the Unit Diary system. Eligibility can be determined through the field service record, personal interview with the Marine, or use of SecNavInst 1650.1F, along with other Navy and Marine Corps directives. When an award entitlement cannot be determined, the command should request verification from the CMC (MMMA), indicating that all efforts were exhausted to verify the information at the unit level, and specify what information is lacking to update the service record of the Marine. Certified copies of pages 3, 6, 9, 11, and 12 of the individual's SRB/OQR and any other documents necessary to determine the entitlement to awards shall accompany the request. Only this Headquarters will verify those awards in question. Requests from individuals addressed to the CMC will be returned for proper endorsements by the chain of command.

b. Good Conduct Medal (GCM) Commencement Dates. SecNavInst 1650.1 and MCO P1070.12 provide sufficient information to aid in constructing GCM commencement dates. If, after following the instructions in these two Manuals, the GCM commencement date cannot be determined, the request may be forwarded to CMC (MMMA) for determination. Requests shall be accompanied by certified true copies of pages 3, 9, 11, 12, and 13 of the individual's SRB, copies of all enlistment contracts, a statement that all efforts were exhausted to verify the information at the unit level, and specify what information is not available to update the individual's record. Requests received without this information will be returned to the command.

#### 9. Certificates and Presentation Folders

a. Certificates of Commendation with Record File Copy (NAVMC 10631 and NAVMC 10631A). Delegated authorities will requisition

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the certificates through the supply system. The certificates come in sets consisting of an original (NAVMC 10631) for issue to the individual concerned and a green copy (NAVMC 10631A) on which the individual's social security number is to be added before forwarding to CMC (MMSB) for entering into the OMPF. DO NOT FORWARD APPROVED, COMMAND LEVEL CERTCOMS TO CMC (MMMA).

b. Instructions for issuance of the certificates are in paragraph 5. Originals or record copies of the certificate are not to be used for typing rough drafts of the citation.

c. Certificate of Good Conduct. The commander issues this certificate to an enlisted Marine at such time eligibility requirements for the GCM, or stars in lieu of additional awards, are met. The original certificate is issued to the Marine and the green copy is forwarded to CMC (MMSB) for entering into the OMPF. DO NOT FORWARD COPIES OF THE GCM TO CMC (MMMA). Enter the initial and subsequent awards of the GCM on page 9 of the SRB per MCO P1070.12. Make appropriate adjustments to the GCM commencement date per MCO P1070.12 and MCO P1080.40.

d. Selected Marine Corps Reserve (SMCR) Medal. Commanders issue this certificate to a Reserve member when eligibility requirements for the SMCR award are met. The green copy will be forwarded to CMC (MMSB) for entering into the OMPF. DO NOT FORWARD COPIES OF THE SMCR CERTIFICATE TO CMC (MMMA). Enter the initial and subsequent awards of the SMCR Medal on page 9 of the SRB per MCO P1070.12. Make appropriate adjustments to the SMCR Medal commencement date per MCO P1070.12 and MCO P1080.40.

e. Eligibility requirements and administrative procedures pertaining to the GCM and SMCR certificates are contained in SECNAVINST 1650.1F and MCO P1070.12. The information identifying the individual to whom the certificate is issued will include grade, full name, and social security number (i.e., Private First Class John J. Doe 123 45 6789).

f. Presentation Folder. A red plastic folder with the Marine Corps emblem embossed in gold should be used by commands for any type of award presentation.

(1) Commanders may order the red plastic folder through the supply system using NSN 7510-01-056-1927.

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(2) Offices at HQMC will requisition the folder through CMC (ARDC). A 30-day lead-time is required.

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ADMINISTRATIVE PROCEDURES FOR SUBMISSION OF RECOMMENDATIONS FOR PERSONAL  
DECORATIONS AND OTHER SPECIAL RECOGNITION

1. A review of the current awards system revealed that provisions for recognizing exceptional performance of duty are generally being used to the desired extent. Recognizing Marines for their superior performance above the required proficiency and conduct and fitness report markings will significantly benefit the Marine Corps as well as the Marine recommended. In making judgments regarding the level of special recognition, the magnitude of the achievement or service and the level of responsibility of the Marine are pertinent factors that must be considered. Meritorious Masts and Letters of Appreciation also provide ways by which special acknowledgment of a Marine's performance can be recognized. In those cases where none of the above is considered appropriate, field Certificates of Commendation or CMC Certificates of Commendation should be considered. Personal decorations should be limited to those cases in which the performance of duty was so exceptionally superior that its significance and contribution to the Marine Corps are clearly recognized by superiors and contemporaries alike.

2. Routine "end of tour" award recommendations obviously have no place in the awards system. While the Marine Corps does not have a "Retirement Award" similar to that of the Air Force and the Army, the occasion of one's retirement and/or transfer to the FMCR are significant achievements that warrant consideration for an award. Commanders are encouraged not to overlook this milestone. For award submissions upon the occasion of a Marine's retirement, the action period is the time that he/she was in that command, not the individual's entire career.

3. It is imperative that personal award recommendations be adequately justified in the "Summary of Action" section of the HQMC APS 1650 (EF) prior to submission. Proper justification based on accomplishments, achievements, level of responsibility and billet held, regardless of rank, will ensure that deserving Marines are properly recognized and will significantly enhance the chances of the recommendation being approved. For most noncombatant awards, brevity is encouraged. Awards of higher precedence (LM, NM, MM, NC, and combat awards) require more attention and warrant a more standard style covering a wider spectrum of the recommended individual's performance.

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4. The awards system requires stringent controls and strict application of the criteria as set forth in SecNavInst 1650.1F. The instructions contained in this Order seek only to align CMC policies with that criterion.

5. Criteria. Use the following as a guide to assist in applying awards criteria, established by SecNavInst 1650.1F, to performance of duty:

a. Imaginative improvements in organization or procedures that provide for more effective Marine Corps administration.

b. Development of programs, techniques, or equipment that materially improves the functioning of a command, unit, or headquarters, or improves the ability of the Marine Corps to accomplish its mission.

c. Superlative performance of tasks or management of an area of responsibility that materially improves the administrative procedures of the Marine Corps.

d. Superlative performance of a specific act, project, or mission which was outstanding in character and made a major contribution to the best interests of the Marine Corps or Naval service. Superior creative work would merit a higher recommendation than administrative work.

6. Level of Award. The awards considered appropriate for noncombatant service by personnel falling under the purview of this Order are set forth in SecNavInst 1650.1. Quality and extent of meritorious service performed by the individual and level of responsibility, not the grade of the individual, should be the primary factors in making a determination as to the level of the award proposed.

7. Awards Board. Awarding authorities shall establish an awards board to review and make recommendations on all proposed awards. Structure of the board shall be as directed by the commander establishing the board.

8. Recommendations. Recommendations must be submitted on the HQMC APS 1650 (EF) (See enclosure (5)), or as provided for in instructions to delegated authorities. The following guidelines will be used:

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a. Recommendations may originate with the Marine's reporting senior or another officer, but must be endorsed by the immediate commanding officer of the Marine being recognized.

b. Recommendations shall be addressed to the Secretary of the Navy (Navy Department Board of Decorations and Medals) (NDBDM) via CMC (MMMA) for the following:

- (1) All awards for general officers.
- (2) All NUC's and PUC's.
- (3) All awards of precedence higher than the LM.
- (4) All awards to foreign nationals.
- (5) All awards to personnel at the Secretarial level.
- (6) Determination of extraordinary heroism.
- (7) All new operations for the Combat Action Ribbon.

c. Recommendations for personnel assigned to Marine Corps commands shall be sent via the appropriate Marine Corps chain of command to the commander who has the authority to approve the award.

d. Commanders in the chain of command may recommend a lower award than that originally recommended, but such commands may not approve a lower award and stop further transmittal of the recommendation to the approval authority. Additionally, commanders in the chain of command may not stop an award and return it to the originator simply because they don't agree that an individual is deserving of an award. The recommendation must be forwarded to the commander who has the authority to decision the award that was originally recommended. The commander may approve a lower award, if authorized to do so, or recommend a lower award or no award to the appropriate awarding authority.

e. Delegated Awards

(1) Recommendations are to be prepared on the HQMC APS 1650 (EF) and forwarded to the commander whom has jurisdiction over the individual recommended for endorsement and/or decision.

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(2) The decoration, citation, and certificate shall be presented to the individual at an appropriate ceremony. Citations for the MM and above shall be typed on command letterhead or personal star stationary in the format prescribed in SecNavInst 1650.1, and signed by the awarding authority.

(3) Certificates for the NC and NA are available in the supply system. They may be obtained by funded MILSTRIP requisitions.

(4) After an award is approved, awarding authorities shall forward, via the HQMC APS, the completed and approved award to CMC (MMMA) for recording and inclusion in the Marine's OMPF. Directions for submission to CMC (MMMA) are outlined in enclosure (5) of this Order.

(5) The signature line of the certificate will include name, grade, official title of the awarding official, and unit identification.

(6) Samples of the certificates for the NC and NA are at enclosure (4). The certificates will be typed in ALL CAPITAL LETTERS, 9 point, Times New Roman font, Landscape and are limited to 1200 characters (nine lines).

f. Certificates of Commendation (NAVMC 10631)

(1) Certificates of Commendation may be issued by any general officer. Commanders who have delegated authority to approve the NA may also issue Certificates of Commendation.

(2) All other officers desiring to make recommendations for Certificates of Commendation shall submit them to the general officer or Commander having NA authority for approval and issue. These awards will not be submitted via the HQMC APS and do not require a 1650 (EF). Do not forward a copy of the approved Certificate of Commendation to CMC (MMMA). A copy, however, should be forwarded to CMC (MMSB) for inclusion into the Marine's OMPF.

(3) Certificates of Commendation may be issued to civilians who are serving with the Marine Corps. Certificates of Commendation may be presented to other civilians as deemed appropriate to recognize those who have made significant contributions to the Marine Corps.

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(4) Instructions for procurement of Certificates of Commendation are provided in enclosure (1), paragraph 9.

(5) In those cases in which a CMC Certificate of Commendation is warranted, a recommendation shall be submitted via the chain of command to CMC (MMMA), on the HQMC APS, with a "Summary of Action" and proposed citation.

g. Meritorious Mast. Whenever the performance of an enlisted Marine is considered noteworthy or commendable beyond the usual requirements of duty or the Marine demonstrates exceptional industry, judgment, or initiative, the senior person who has observed the Marine's performance shall make a report of this to the Marine's Commander (battalion or equivalent echelon). These reports shall be given careful consideration and, if appropriate, a Meritorious Mast held.

(1) A Meritorious Mast shall not be conducted when the service or performance of the Marine is recognized through the awarding of a Letter of Appreciation, Certificate of Commendation, or a personal decoration.

(2) Commanders will use the Meritorious Mast (NAVMC 10935) form as a uniform means of recognizing efforts that warrant recognition. The form, which is a two-part set, is available through the normal supply channels (NSN 0109 LF-064-6500). Do not forward copies of approved Meritorious Mast's to CMC (MMMA). A copy, however, should be forwarded to CMC (MMSB) for inclusion into the Marines OMPF.

h. Letter of Appreciation. Any officer senior to a Marine whose performance is considered noteworthy or commendable beyond the usual requirements of duty may issue a Letter of Appreciation. Do not forward copies of Letters of Appreciation to CMC (MMMA) or to CMC (MMSB). A copy will not be entered into the Marine's OMPF.

i. Commendatory Correspondence

(1) When commendatory correspondence is received at CMC (MMMA), it will be forwarded directly to the commanding officer of the Marine concerned.

(2) The commanding officer receiving commendatory correspondence regarding a Marine shall take appropriate action to

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recognize that individual's achievements. If the commanding officer feels the achievements stated in the commendatory correspondence are enough to rewrite the achievement into a Meritorious Mast, Certificate of Commendation, or personal award recommendation, it will be processed as outlined in this Order and filed in the Marine's OMPF.

j. Guidelines for Submission of Reclama

(1) If an award is submitted and subsequently downgraded by the approval authority, there is a process, known as a Reclama, for re-submitting that award for consideration. This action should be carefully considered, as it is a request to reconsider a decision made by higher headquarters. This is a command decision and should not be used to ameliorate an administrative failure to properly prepare the original award submission.

(2) The originating command must provide new and relevant information that was not submitted in the original award submission. The original approval authority must receive this submission within 90 days of the decision the command seeks to appeal. Upon receipt, the decision Commander has the option to modify his original decision and approve a higher or lower award based on the information contained in the Reclama. If the Commander elects not to alter his decision, the Reclama and any other supporting documents will be sent up 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 command that originated the Reclama. Only commands are authorized to submit a Reclama. Requests submitted by individuals will not be processed.

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PROCEDURES FOR SUBMISSION OF RECOMMENDATIONS FOR UNIT AWARDS

1. General Information

a. SecNavInst 1650.1 clearly defines the basis and criteria for recommending and awarding the Presidential Unit Citation (PU), Navy Unit Commendation (NU), and Meritorious Unit Commendation (MU).

b. A unit is defined as: any ship, aircraft, squadron, or military organizational element composed of military and civilian personnel under the control of a military command and charged with carrying out a military mission or function. In elaboration of that definition:

(1) The unit must be clearly identifiable as a unit operating in direct response to a single military Commander/ commanding officer with a specific military mission or function. In general, "military Commander" should be accepted as synonymous with "commanding general/commanding officer."

(2) To be included in an award, any unit other than the basic unit must be either attached or in direct support by order of higher authority.

(3) Although sub units, offices, or agencies may perform at a level that could justify a unit award, this is considered an exception to the intent of unit awards.

c. The normal performance expected of Marine units is excellence. To be eligible for a unit award, a unit must surpass normal performance. Unit awards, therefore, should recognize "surge" efforts, specific accomplishments, or services.

(1) The "surge" efforts, by nature and magnitude, should clearly and distinctly place that unit's performance significantly above that of other units performing a similar mission.

(2) Unit accomplishments should be expressed in definitive terms rather than in broad generalized statements. For example, the recommendation should state specifically which units were involved, their periods of involvement, and precisely why their accomplishments place them distinctly above other units performing similar missions.

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(3) The period of time covered by the proposed award may vary from short periods of intense activity and accomplishments to longer periods, normally not to exceed 1 1/2 years, in which total accomplishments deserve recognition. In the case of reserve units, the period covered will usually be longer. For example, the award of a unit commendation for meritorious service would normally be for a longer period of time than one awarded for heroic or valorous acts. The key consideration should be the nature of the extra efforts involved and the extra degree of accomplishments in the time period cited.

d. Unit awards will be presented to the cited unit with an appropriate military ceremony.

## 2. Recommendations

a. Unit award recommendations should originate at the next higher echelon of command above the unit being recommended for the award. A command may not submit an award on its own behalf. The Assistant Commandant of the Marine Corps will originate award recommendations for commands that report directly to the CMC. Typically, the unit recognized will be asked by its higher headquarters unit to provide documentation to assist in the preparation of the nomination.

b. Recommendations for unit awards shall be forwarded through the chain of command to CMC (MMMA) via the HQMC APS. In the event the recommended unit has operated under a joint Commander for any portion of the period included in the recommendation, that joint Commander should endorse the recommendation. The MUC is endorsed via the appropriate chain of command to CMC (MMMA) for adjudication. Award recommendations for the NUC and PUC will be endorsed and forwarded to the Secretary of the Navy.

c. The recommendation must include a complete list of attached and direct support units eligible for the award and a by-name list of eligible support personnel from other than attached and direct support units with the period of their performance. If civilians are being recommended, a by-name listing is required as well.

d. The recommendation shall include an estimate of the total number of personnel who would be eligible for the award should it be approved.

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e. Unless otherwise noted, students and personnel TAD/TDY are not included in unit awards. If these personnel are to be included in the award, their names need to be clearly specified in the original submission.

f. The recommendation shall include a list of existing and/or pending unit awards falling within the time frame of the recommendation for component/supporting units.

g. The degree to which "surge" efforts exceed routine operations shall be the basis for judgment by the awarding authority in determining whether those accomplishments deserve recognition by awarding the MU (equivalent to the Bronze Star Medal in combat or Meritorious Service Medal in peacetime); the NU (equivalent to the Silver Star in combat or Legion of Merit in peacetime); or the PU (equivalent to the Navy Cross). The endorsing Commander should include a description of the impact that the recommended unit had upon the command to substantiate the recommendation. If a Commander feels that the award of a MU is not justified, a recommendation of the SecNav Letter of Commendation or CMC Certificate of Commendation is appropriate.

### 3. Procurement of Streamers

a. Once a unit award has been approved, requisitions for streamers shall be forwarded to CMC (HD) indicating the funding code and stock number for each streamer ordered. Once CMC (HD) has validated and authenticated the request, it shall be forwarded to Marine Corps Logistics Base, Albany, Georgia, for direct delivery to the requesting organization.

b. Requisitions for streamer set attachments (NSN 8345-00082-2328) shall be forwarded directly to the Commanding General (Code 872/MAU), Marine Corps Logistics Bases, Albany, Georgia 31704-5001.

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# DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT  
THE SECRETARY OF THE NAVY HAS AWARDED THE

## NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

RANK AND GRADE OF INDIVIDUAL  
UNITED STATES MARINE CORPS

FOR

PROFESSIONAL ACHIEVEMENT WHILE SERVING

FROM \_\_\_\_\_ TO \_\_\_\_\_ 1995. DURING THIS PERIOD,

CONSISTENTLY PERFORMED HIS DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

BECAUSE OF HIS DILIGENT EFFORTS AND INDEPTH KNOWLEDGE, HE WAS RESPECTED AND ADMIRER BY ALL WHO OBSERVED HIM AND CONTRIBUTED SIGNIFICANTLY TO THE ACCOMPLISHMENT OF THE \_\_\_\_\_'S MISSION. \_\_\_\_\_'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF AND WAS KEPT WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

GIVEN THIS 26TH DAY OF NOV 19 96



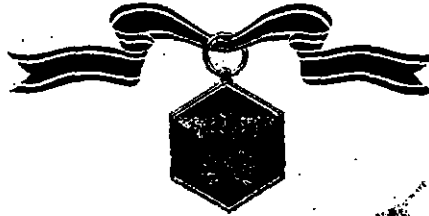
FOR THE SECRETARY OF THE NAVY  
I. M. MARINE  
LIEUTENANT COLONEL, U.S. MARINE CORPS  
COMMANDING OFFICER, MARINE FIGHTER  
ATTACK SQUADRON 241

SAMPLE AWARDS CERTIFICATE

ENCLOSURE (4)

05 FEB 2001  
MCO 1650.191

ENCLOSURE (4)



0 5 FEB 2001

MCO 1650.191

SAMPLE AWARDS CERTIFICATE

# DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT  
THE SECRETARY OF THE NAVY HAS AWARDED THE

## NAVY AND MARINE CORPS COMMENDATION MEDAL

(GOLD STAR IN \_\_\_\_\_ OF \_\_\_\_\_ SECOND AWARD)

RANK AND NAME OF INDIVIDUAL  
UNIT AND DATE MARINE CORPS

FOR

MERITORIOUS SERVICE WHILE SERVING AS \_\_\_\_\_

\_\_\_\_\_, FROM \_\_\_\_\_ DURING  
THIS PERIOD, \_\_\_\_\_ COMPLETELY PERFORMED HIS DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL  
MANNER. THROUGH HIS TECHNICAL \_\_\_\_\_ WISDOM AND UNQUESTIONED VERACITY, HE \_\_\_\_\_  
RESPECTED AND ADMIRABLE BY ALL WHO \_\_\_\_\_ HIM. \_\_\_\_\_'S INITIATIVE, PERSEVERANCE, AND TOTAL  
DEDICATION TO DUTY REFLECTED \_\_\_\_\_ UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE  
MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

GIVEN THIS 11TH DAY OF DEC 19 96



FOR THE SECRETARY OF THE NAVY

I. M. GREEN  
LIEUTENANT GENERAL, U.S. MARINE CORPS  
I MARINE EXPEDITIONARY FORCE

Procedures for submitting awards via the HOMC APS

1. Registering on the HOMC APS

a. Logon to the Headquarters Marine Corps Awards Processing System at:  
<http://awards.manpower.usmc.mil>

b. Click on the "Registration" option.

c. A window will pop up which states that the only personnel required to register are:

(1) All officers/civilians who originate awards.

(2) Those enlisted Marines who aid in processing awards.

d. If the user falls into one of the above categories, click on "Click here to register or to update your registration."

e. Under "New User" click "New Registration."

f. A site called "M&RA Site Registration" will appear and the user will need to enter their User Name Information.

(1) For login purposes, the User Name is the first name, middle initial (not required), and last name as entered in the User Name Information box.

(2) The password is case sensitive and must be at least 6 characters. It will not change unless the user updates it.

g. Follow the directions for completing Contact Information, General Registration Information, and command information.

h. Awarding authorities e.g. Commanding Officers (XO acting), Commanding Generals (CoS acting) etc., must click on the awarding authority box that corresponds with the level of delegated awarding authority authorized. Awarding authorities must have a valid, military email address.

i. The user will receive a confirmation email with all of their user information included in one to three hours. *\*\*Note: In order to keep the registration database at a minimum, unless the*

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User is an awarding authority or Board Member of the HQMC Awards Board, their registration information will be valid for only 6 months. Users will be required to re-register after the six months is up.

## 2. Creating a New Award

- a. Log-on to the HQMC APS at: <http://awards.manpower.usmc.mil>.
- b. Click on the "Submit an Award" option. A window will pop up asking for the "User Name" and "password." They should be entered exactly as when the user registered on the website.
- c. Preparer's Email Address: Enter the entire email address of the preparer/originator. An address book of all registered users is available if the user does not know the forwarding Email address.

Example: [MarineSN@manpower.usmc.mil](mailto:MarineSN@manpower.usmc.mil).

- d. Forwarding Email Address: Enter the complete email address of the next person/unit mailbox in the chain of command.
- e. Carbon Copy Email Address: Award recommendations will be sent as an information only copy to this addressee.

*\*\*Note: All email addresses noted in the preparer, forwarding, and carbon copy email address blocks will be sent an email from the HQMC APS which contains a link to the database allowing them access to the award. When the link is clicked, the user will be asked to input their user name and password.*

f. Comments: A comment box has been provided for any user to add relevant information to the award. All comments will be listed after that endorsee's name in the document history box at the bottom of the APS 1650 and will be a permanent part of the award submission.

### The Personal Awards Recommendation Form - HQMC APS 1650 (EF)

**From address:** The billet and address of the Originator:

Example: Commanding Officer  
WFTBN, MCRD PISC

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**To (Awarding Authority) Address:** Enter the billet and command of the authorized awarding authority for the recommended award.

Example: Commanding General, 1st Marine Expeditionary Brigade

**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: DepotAwards@MCRDSD.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

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warfare designation.

**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).

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(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: Commanding Officer, 2d Bn, 2d Mar  
Via 2: Commanding Officer, 2d Marines  
Via 3: Commanding General, 2d MarDiv

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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](mailto:Awards@manpower.usmc.mil) to have the signature removed.*

**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:

a. 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.

b. 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.

c. 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:

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

(b) NC: Can be written in bullet format or paragraph format and will be limited to two pages.

(c) MM/NM: Must be written in paragraph format and will be limited to three pages. For the NMCM, attachments, (e.g. police reports, medical reports etc.) can either be scanned and attached or forwarded via mail.

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

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(e) OV: There is no requirement for a SOA for the Military Outstanding Volunteer Service Medal (OV). 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:

(a) NA/NC: All capital letters, Times New Roman, 9 point, Landscape style, 9 lines of text, 1250 characters.

(b) MM/NM/LM: Regular capitalization, Times New Roman font, 12 point, Portrait style, 24 lines of text on command letterhead or star stationary.

### 3. Signing the award

a. **Originating the Award.** The first person that is required to sign the award is the originator. Block 22 of the APS 1650 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 clicked and will print, under the signature, their rank, billet, and command as it was entered when they registered on the database.

b. **Endorsing the Award.** Once the award has been "Originated", the "Endorse the Award" icon will appear in block 23. The same guidelines apply for signatures in this block. Every via in the chain of command is required to endorse the award by clicking on the icon and either saving or submitting the award to the next person in the chain of command.

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an email from the HQMC APS indicating an "in-process award." The body of the Email will contain a link to the subject award on the HQMC APS. When the link is clicked, the recipient's browser will open and they will be required to provide their user name and password prior to continuing.

5. Administrative actions. All administrative actions (preparation of citation/certificate) must be completed prior to forwarding the award to CMC (MMMA). *\*\*Note: Any changes made to the proposed citation prior to printing must be reflected on the original recommendation prior to forwarding to HQMC.*

6. Forwarding Awards to CMC (MMMA). All awards must be forwarded to CMC (MMMA) for action. There are two types of awards processed:

a. Field Approved Awards. When command action is completed on Field Approved Awards, the command can click the icon below the HQMC APS 1650 (EF) that reads, "Submit directly to HQMC (MMMA)." A disclaimer will pop up indicating that once the award is forwarded to HQMC, the command will no longer have access to the award. Once the award is received at MMMA, it will be processed and forwarded to MMSB for entry into the Marine's OMPF or forwarded to the Chief of Naval Operations for entry into the sailors personnel file.

b. Awards for CMC approval. For awards that require CMC approval, the same action occurs. Submit the award to HQMC using the "Submit directly to HQMC (MMMA)" link at the bottom of the HQMC APS 1650 (EF). Once received, the award will be submitted to the HQMC Awards Board and then to CMC for approval. Once the award is approved, it will be forwarded to MMSB for entry into the Marine's OMPF.

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