MILITARY AWARDS QUICK REFERENCE GUIDE

Reference: SECNAVINST 1650.1J/SECNAV M-1650.1 also refer to MARADMIN 132/22

• MERITORIOUS SERVICE MEDAL (MSM)

60 Days prior to transfer/retirement

• LEGION OF MERIT (LOM)

120 Days prior to retirement, to allow at least 30 days at each endorser and 60 days at the final awarding authority.

150 Days prior to transfer, to allow at least 30 days at each endorser and 60 days at the final awarding authority.

These timeline dates are reflective of the actual last day in the command, not the service members retirement date. Please note the “end of action” date on separation or retirement awards is the date of presentation or a date prior to the commencement of terminal leave, whichever comes first.

**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-11 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).

**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. Admin oversight is NOT a viable justification.

ADMINISTRATIVE/FORMAT GUIDELINES:

* MSM CITATION = COURIER NEW/Font Size 12, Sentence Case.
* Awarding Authority is CG MCIEAST-MCB CAMLEJ

-Citation length. Maximum 23 lines from “For” to “Service”, justified, not to exceed 1670 characters.

-**Citation Opening Sentence**. “For outstanding meritorious service while serving as (billet, unit) from (Month Year) to (Month Year).”

-**Citation Closing Sentence**. Rank/Name’s superior performance of duties culminated his/her (insert total years of service) years of honorable and dedicated military service. By his/her determination, perseverance, and selfless dedication to duty, Grade/Name reflected great credit upon himself/herself and upheld the highest traditions of the Marine Corps and the United States Naval Service.”

\*Retirement Only\*

* LOM CITATION = COURIER NEW/Font Size 12, Sentence Case, not to exceed 1670 characters same as the MSM.
* Awarding Authority is CMC for MCIEAST commands. They must go via COMMCICOM as an endorser so allow 30 days as described previously.

-**Citation Opening Sentence**. “For exceptionally meritorious conduct in the performance of outstanding service while serving as (billet, unit) from (Month Year) to (Month Year).”

-**Citation Closing Sentence**. Rank/Name’s superior performance of duties culminated his/her (insert total years of service) years of honorable and dedicated military service. By his/her determination, perseverance and selfless dedication to duty, Grade/Name reflected great credit upon himself/herself and upheld the highest traditions of the Marine Corps and the United States Naval Service.”

\*Retirement Only\*

**SUMMARY OF ACTION FOR LOM AND MSM**

**\*\*\*** PER THE SECNAV ALL SOA’S WILL BE LIMITED TO 2 PAGES, HQMC HAS PASSED GUIDANCE THAT THE SOA FOR ALL AWARDS CAN BE TIMES NEW ROMAN FONT, PITCH 10 IN ORDER TO FIT MORE INFORMATION AND STAY WITHIN THE 2 PAGE LIMIT. YOUR CITATION STILL NEEDS TO MEET SECNAV REQUIREMENTS. LOM/MSM CITATION REMAINS COURIER NEW, PITCH 12 (Sentence Case) NOT TO EXCEED 1670 CHARACTERS AND NA/NC REMAINS TIMES NEW ROMAN, PITCH 10 (UPPERCASE) NOT TO EXCEED 1250 CHARACTERS. ORIGINATORS MUST CHECK CONTENT LENGTH OF THE SOA BY USING THE “PRINT PDF” BUTTON IN IAPS, TO VERIFY THAT THE SOA DOES NOT EXCEED TWO PAGES, PER MARADMIN 080/21.**\*\*\***

* NA AND NC SOA/CITATION = TIMES NEW ROMAN/Font Size 10, All uppercase type
* Per MARADMIN 132/22 paragraphs 3.b.1. Pitch can deviate between 8 to 12 point and 3.b.2. Margins will be between 0.5” and 1.0.” Disregard the 8 line requirement until it is updated in SECVNAV 1650, HQMC allows for a deviation which adds several more lines.
* Awarding Authority is Commanding Officer (Col and LtCol) with proper Awarding Authority

-**NAM Citation Opening Sentence**. “Professional achievement in the superior performance of his or her duties…”

-**NC Citation Opening Sentence**. “Meritorious achievement (or service) while serving as...”

-**NAM/NC Citation Closing Sentence.** **Standard Closing Sentence**. There are only two formats for the closing sentence. Choose either one or the other, but do NOT mix the wording of both together. If you do, the result will be a grammatically incorrect sentence.

(a) Begin with the individual’s name: “Rank/Name *attribute*, *attribute*, and dedication to duty reflected credit on *him/her* and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.”

(b) Beginning with the three attributes: “By her/his attribute, attribute, and dedication to duty, Rank/Name reflected credit upon herself/himself and upheld the highest traditions of the United States Naval Service.”

(c) Note that with the NC and NAM, it is “credit,”not “great credit.”