



ORIGINAL ORDERS

UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 1650.12L

ADJ

07 JUL 2004

DIVISION ORDER 1650.12L

From: Commander
To: Distribution List
Subj: 3D MARINE DIVISION AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1G
(b) MCO 1650.19J
(c) MARFORPACO 1650.4F
(d) ForO 1650.9E
(e) MarAdmin 248/01
(f) DivO P5000.3K

Encl: (1) Examples of Citation Opening/Closing Sentences
(2) Division Award Issuing Authority Matrix
(3) Personal Award Recommendation (HQMC APS 1650 (EF))
(4) Instructions For Completing the Personal Award Recommendation (HQMC APS 1650 (EF))
(5) Timetable for Submission of Personal Awards

1. Situation. To establish policy and procedures for the administration of the 3d Marine Division Awards Program per references (a) through (f).

2. Cancellation. DivO 1650.12K and CG Policy Memo 1-98.

3. Mission

a. The references provide specific information for use in the preparation and submission of award recommendations.

b. The references authorize the Commanding General, 3d Marine Division to award the Navy and Marine Corps Commendation Medal (NMCCM), Navy and Marine Corps Achievement Medal (NMCAM), and Commanding General's Certificate of Commendation to members of 3d Marine Division.

c. Reference (a) authorizes commanding officers with Special Court-Martial Convening Authority (SPCMCA) to award the NMCAM and lower awards.

4. Execution

a. Commanders Intent and Concept of Operations

07 JUL 2004

(1) Commanders Intent

(a) Awards will be initiated by commissioned officers to recognize specific achievements and sustained exceptional performance. Awards will not be used where documentation of superior performance in fitness reports/performance appraisals are appropriate. Awards must be substantiated by facts supporting exceptional acts or periods of performance above the high standards expected of military members. Although the documentation requirements appear stringent, supervisors should not be dissuaded from recommending deserving personnel for personal awards.

(b) Locally authorized awards for specific acts or periods of sustained exceptional performance will be emphasized. Normally, award recommendations are submitted near the end of an individual's regular tour of duty; however, impact awards recognizing specific meritorious acts or achievements, distinct from normally assigned duties, should be bestowed as soon as possible. Additionally, life-saving acts or acts of heroism for which the criteria for Navy-Marine Corps Medal is not met, the NMCAM or NMCCM should be considered.

(2) Concept of Operations

(a) An awards board will be created to review awards to ensure compliance with the policies contained herein. The Chief of Staff (C/S) and the Division Adjutant will facilitate the Division Awards Program accordingly and establish a system of Bylaws to assist with its nuances to include a grievance process. These bylaws will reflect the intent of the current Commanding General and will be enforced by the President of the Board.

(b) The Awards Board will be a standing board, chaired by the C/S; hereafter, referred to as the President and will be comprised of the following members:

President	Chief of Staff, 3d MarDiv *
Member	XO, HQBN
Member	XO, 3d Marines
Member	XO, 4 th Marines
Member	XO, 12 th Marines
Member	XO, Combat Assault Battalion
Member	XO, 3d Reconnaissance Battalion
Member	Division Surgeon **
Member	Division Sergeant Major #
Member	Command Master Chief ##
Recorder	Designated By Division Adjutant

* Non-voting member, will only vote to break ties

** Will only vote on Navy Awards

07 JUL 2004

- # Will only vote on enlisted awards
- ## Will only vote on Navy enlisted awards

NOTE: The Awards Board may be electronic (i.e. e-mail), conference setting or a combination of both.

(c) The Awards Board will evaluate all recommendations to ensure that they meet the criteria outlined in reference (a) and this Order. Results of the Board are not to be divulged to anyone outside of the realm of privilege. The realm of privilege is limited to the Commanding General, Board Members, and Commanding Officers, and Originators.

(d) Board members of the originating command will not vote on their respective award. For example, the XO, HQBN will not vote on awards submitted by HQBN. The respective NAVMC 1650 submitted predicates the recommendations of that particular Major Subordinate Element.

b. Major Subordinate Element (MSE) Missions

(1) Submit all awards utilizing the HQMC Awards Processing System (HQMC APS). Originators will logon to the HQMC APS website at <https://lnwebl.manpower.usmc.mil/manpower/mm/mmma/awardsref.nsf?open>, register on-line, submit an electronic NAVMC 1650 to include a Summary of Action (SOA) and proposed citation via the chain of Command to the appropriate awarding authority. Complete instructions for utilizing the HQMC APS are provided in enclosure (4) of this Order.

(2) Recommendations for awards must be initiated by an officer senior to the individual being recommended. In the event that an officer other than the individual's Battalion Commander originates a recommendation, the recommendation will be forwarded to the awarding authority via the individual's Battalion Commander. All proposed award citations that are poorly written will be returned to the originator for rewrite. Enclosure (1) provides examples of opening and closing statements.

(3) Commanding Officers will make every effort to submit award recommendations in such a manner as to affect bestowment prior to an individual's transfer date. Late recommendations will be fully justified at the end of the SOA explaining the circumstances. Late award recommendations are those submitted after the established cutoffs listed in enclosure (5) of this Order.

(4) "Hot" Boards. When extenuating circumstances make it impossible for an originator to meet the timelines established in enclosure (5), The Chief of Staff may enact a "Hot" Board to expedite the awards approval process. This authority shall be utilized only when the routine schedule of a normal Awards Board will not allow for bestowment prior to departure. The "Hot" Board will be limited to

07 JUL 2004

NMCCMs only. Each MSE will be limited to one (1) award each per "Hot" Board.

(5) If the period covered on the award recommended overlaps with a period for an award listed in block 19 of enclosure (3), a copy of the OPNAV 1650/3, SOA, and citation of the previously recognized award must be forwarded with the current award recommendation. If a copy of the previous award is not available, then the originator will make an appropriate comment in the "Document History" section of the electronic OPNAV 1650/3.

(6) Award recommendations for personnel in attached or supporting units are the responsibility of the commander of the supporting unit. The guidelines of reference (e) describe procedures for submission of awards on personnel who are temporarily assigned to 3d Marine Division.

(7) Multiple recommendations for superior achievement awards stemming from the same act or incident should be forwarded simultaneously and indicated as such in block 21 of APS 1650.

(8) The Commanding General's Certificate of Commendation will be awarded based on the commanding officer's letter of recommendation. A request for a Certificate of Commendation awarded by the Commanding General, III Marine Expeditionary Force or higher authority will be submitted per reference (b). The proposed citation, written in third-person, will be double-spaced on plain bond paper and must not exceed nine (9) horizontal typed lines.

(9) Letters of Appreciation intended for recognition of individuals assigned to external units/commands will only be signed by the Commanding General, his/her designated representative or regimental commanders for UDP marines. Subordinate commands or officers senior to the Marine/Navy personnel being awarded may award Letters of Appreciation to personnel assigned to internal units or may submit a proposed letter for the Commanding General's signature.

(10) Recommendations for posthumous awards will be addressed in all cases to the Secretary of the Navy via the Chain of Command.

(11) Recommendations for awards to foreign military personnel will be in strict compliance with Chapter 6 of reference (a).

(12) Retirement and/or transfer to the Fleet Marine Corps Reserve are significant milestones for which only an individual's performance will be evaluated as to the appropriateness of a personal award. Be advised, there are no provisions in the awards system for personal decorations based solely upon cumulate years of service. Every effort will be made to submit retirement awards in a timely manner as prescribed in this Order. The SOA will contain a brief

07 JUL 2004

synopsis of the individual's combat service history, if applicable, and total years of service.

(13) Upon change of reporting senior, the current reporting senior may, if they consider an individual's performance truly distinctive, leave the new reporting senior a letter of continuity highlighting the individual's performance of duty. This letter may be considered for a possible award recommendation upon the individual's detachment from the unit via Retirement, Permanent Change of Station (PCS), or Permanent Change of Assignment (PCA) Orders. A copy of the letter of continuity should be given to the individual being recognized.

NOTE: Letters of Continuity (LOC) pass from reporting senior to reporting senior, not from unit to unit.

(14) Recommendations for the Presidential Unit Citation, Navy Unit Citation, or Meritorious Unit Citation will be prepared and submitted per references (a) and (b). Units whose performance clearly places them significantly above other units performing similar missions should be nominated for unit awards. Awards will be prepared at the next higher headquarters and submitted via the Chain of Command.

c. Coordinating Instructions

(1) All NMCCM and higher award recommendations within 3d Marine Division will be considered by the Awards Board with exception to the following:

Regimental, Separate Battalion Commanders and their Sergeants
Major
Division Awards Board Members

(2) Award recommendations for Division Staff Personnel will be submitted to the Commanding Officer, Headquarters Battalion for approval or forwarding to higher headquarters with exception to the following:

Assistant Chiefs of Staff, their Deputies, and Senior Enlisted
Members
Lieutenant Colonels and above
Division Sergeant Major
Command Master Chief
Aide-de-camp
Staff Secretary
Protocol Officer
Special Staff as designated by reference (f) (i.e.,
Adjutant, Equal Opportunity Advisor, Personnel Officer, etc.)

07 JUL 2004

5. Administration and Logistics

a. Administration. The Division Adjutant will:

(1) Prepare the Board precepts and provide awards packages to the Awards Board members for recommendation.

(2) Publish bylaws in accordance with the wishes of the Board President.

(3) Provide a Recorder for the Board.

(4) Ensure that Awards Board recommendations are expeditiously processed and adhere to the provisions of this Order.

(5) Within one week following the Board, review all awards for format and prepare for the Commanding General's review and signature, and/or forwarding to higher headquarters; whichever is applicable.

b. Logistics. The Division Adjutant will ensure liaison is made with the AC/S, G-6 for any video teleconferencing requirements with 3d Marine Regiment. All costs for awards supplies will be borne by the Division Adjutant and/or the respective MSE. Issuing authorities for awards are indicated in enclosure (2).

6. Command and Signal

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

b. Command. This Order is applicable to all units within 3d Marine Division.


G. M. DALLAS

Distribution: B

EXAMPLES OF CITATION OPENING/CLOSING SENTENCES

LEGION OF MERIT

The president of the United States takes pleasure in presenting the LEGION OF MERIT to:

**COLONEL UNION T. STATES
UNITED STATES MARINE CORPS**

for service as set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service while serving as....

...By his outstanding leadership, commendable innovations, and inspiring dedication to duty, Rank Name reflected great credit upon himself/herself and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

For the President,

MERITORIOUS SERVICE MEDAL

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Gold Star in Lieu of the Third Award) to:

**MASTER GUNNERY SERGEANT ALPHA B. MARINE
UNITED STATES MARINE CORPS**

For service as set forth in the following

CITATION:

For outstanding meritorious service while serving as...

ENCLOSURE (1)

DivO 1650.12L
07 JUL 2004

...upheld the highest traditions of the Marine Corps and the United States Naval Service.

For the President,

NAVY AND MARINE CORPS COMMENDATION MEDAL
(SINGLE CITATION/CERTIFICATE)

THE SECRETARY OF THE NAVY HAS AWARDED THE NAVY AND MARINE CORPS COMMENDATION MEDAL TO

GUNNERY SERGEANT DESERVE A. MEDAL
UNITED STATES MARINE CORPS

FOR

MERITORIOUS SERVICE WHILE SERVING AS...STAFF SERGEANT SAILORS' PERSONAL INITIATIVE AND SELFLESS DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIM/HER AND WERE (WAS) IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

NOTE: Navy and Marine Corps Commendation Medal's single citation/certificate will be typed only in the **upper case**,

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL
(SINGLE CITATION/CERTIFICATE)

THE SECRETARY OF THE NAVY HAS AWARDED THE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL TO

STAFF SERGEANT WANNA B. MARINE
UNITED STATES MARINE CORPS

FOR

PROFESSIONAL ACHIEVEMENT WHILE SERVING AS...
DURING THIS PERIOD STAFF SERGEANT SAILORS' PERSONAL INITIATIVE

ENCLOSURE (1)

AND SELFLESS DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIM/HER AND WERE (WAS) IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

NOTE: Navy and Marine Corps Achievement Medal's single citation/certificate will be typed only in the **upper case**,

RETIREMENT AWARD

The president of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Gold Star in Lieu of the Second Award) to:

**MASTER GUNNERY SERGEANT STATES B. CORPS
UNITED STATES MARINE CORPS**

For service as set forth in the following

CITATION:

For outstanding meritorious service while serving as...
...His/Her superior performance of duty during this tour is the hallmark of a career devoted to accomplishing broad and diverse tasks, highlighting the culmination of # Years of honorable dedicated Marine Corps Service/Naval service. By his/her exceptional professional ability, personal initiative, and total dedication to duty, RANK, NAME reflected great credit upon himself/herself and upheld the highest traditions of the Marine Corps and the United States Naval Service.

07 JUL 2004

DIVISION AWARD ISSUING AUTHORITY MATRIX
AWARDS FOR NAVY AND MARINE CORPS PERSONNEL

	LM	MM	AM	NMCM	NMCCM	NMCAM	CERT COMM
CMC (MMMA)	X	X	X	X	X	X	
U.S. COMMFORPAC	*X	X	X	X	X	X	
CG, III MEF		X		X	X	X	X
CG, 3D MARDIV					X	X	X
CO'S WITH SPCM						X	X

* Retirement Award only.

ENCLOSURE (2)

PERSONAL AWARD RECOMMENDATION

DivO 1650.12L

Save
(Click here to save the 1650 as a draft)

Submit
(Click here to submit to next reviewer/endorser/approver)

07 Jul 2004
Close
(Click here to return to the home page - your work will not be saved)

Need Help? [Help File](#) [Tutorial](#)

**** ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED. COMPLETE MAILING ADDRESS IS REQUIRED****

PREPARER'S EMAIL ADDRESS:

FORWARDING EMAIL ADDRESS:

CARBON COPY EMAIL ADDRESS:

Search Email Addresses

COMMENTS:

FROM ADDRESS: <input style="width: 95%; height: 40px;" type="text"/>	TO (Awarding Authority) ADDRESS: <input style="width: 95%; height: 20px;" type="text"/>
14. EXP OF ACTIVE DUTY: <input style="width: 95%; height: 20px;" type="text"/>	

COMMAND POC EMAIL ADDRESS: <input style="width: 95%; height: 20px;" type="text"/>	PHONE NUMBER: <input style="width: 95%; height: 20px;" type="text"/>	IF RETIREMENT, NUMBER OF YEARS: <input style="width: 95%; height: 20px;" type="text"/>
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1. SOCIAL SECURITY NUMBER: <small>Click here to populate form (for Marines only)</small> <input style="width: 95%; height: 20px; border: 1px solid black;" type="text" value="123456789"/>	2. DESIG/NEC/MOS: <input style="width: 95%; height: 20px;" type="text"/>	15. EST. DATE OF DETACHMENT/CEREMONY: <input style="width: 95%; height: 20px;" type="text"/>
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3. NAME (Last Suffix, First MI): <input style="width: 95%; height: 20px;" type="text"/>	<input type="radio"/> RETIREMENT <input checked="" type="radio"/> TRANSFER <input type="radio"/> TERMINAL LEAVE <input type="radio"/> IMPACT AWARD
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4. COMPONENT (USMC, USMCR, etc.): <input style="width: 95%; height: 20px;" type="text"/>	16. NEW DUTY STATION (Home address if separation anticipated): ADDRESS: <input style="width: 95%; height: 20px;" type="text"/>
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5. RANK: <input style="width: 95%; height: 20px;" type="text"/>	17. UNIT AT TIME OF ACTION/SERVICE: <input style="width: 95%; height: 20px;" type="text"/>	18. DUTY ASSIGNMENT: <input style="width: 95%; height: 20px;" type="text"/>
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6. WARFARE DESIGNATOR: <input style="width: 95%; height: 20px;" type="text"/>	7. UIC/RUC: <input style="width: 95%; height: 20px;" type="text"/>	19. PREVIOUS PERSONAL DECORATIONS AND PE RECOGNIZED (exclude Purple Heart and Combat Ac Ribbon): <input style="width: 95%; height: 20px;" type="text"/>
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8. RECOMMENDED AWARD: <input style="width: 95%; height: 20px;" type="text"/> <small>Click here for award criteria</small>	9. SPECIFIC ACHIEVEMENT (Impact Award): <input style="width: 95%; height: 20px;" type="text" value="No"/>	<input style="width: 95%; height: 20px;" type="text"/> <small>Click here for award codes</small>
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10. HEROIC MERITORIOUS HEROIC POSTHUMOUS MERITORIOUS POSTHUMOUS MIA

11. NUMBER OF AWARD OF RECOMMENDED MEDAL: <input style="width: 95%; height: 20px;" type="text" value="1"/>	20. PERSONAL AWARDS RECOMMENDED NOT YET APPROVED: <input style="width: 95%; height: 20px;" type="text" value="None"/>
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12. ACTION DATE/MERITORIOUS PERIOD: yyyy <input style="width: 20px;" type="text"/> mm <input style="width: 20px;" type="text"/> dd <input style="width: 20px;" type="text"/> To: yyyy <input style="width: 20px;" type="text"/> mm <input style="width: 20px;" type="text"/> dd <input style="width: 20px;" type="text"/>	21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: <input style="width: 95%; height: 20px;" type="text" value="None"/>
--	---

13. GEOGRAPHIC AREA OF ACTION/SERVICE: <input style="width: 95%; height: 20px;" type="text" value="CONUS"/>	
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22. I certify the facts contained in the summary of action are: known to me a matter of record

NAME, GRADE, TITLE OF ORIGINATOR: <input style="width: 95%; height: 20px;" type="text"/>	SIGNATURE: <input style="width: 95%; height: 20px;" type="text"/>	DATE: <input style="width: 95%; height: 20px;" type="text"/>
---	--	---

23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). (Attach additional sheets only as necessary)

VIA COMMAND <small>(to be completed by originator)</small>	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE
1	<input style="width: 95%; height: 20px;" type="text"/>	<input type="radio"/> YES	ENCLOSURE (3)	

		<input checked="" type="radio"/> NO	DivO 1650, 12L 07 JUL 2004
2		<input type="radio"/> YES <input checked="" type="radio"/> NO	
3		<input type="radio"/> YES <input checked="" type="radio"/> NO	

24. TO BE COMPLETED BY AWARDING AUTHORITY			
DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE
	<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input checked="" type="radio"/> NO	

HQMC APS 1650 (EF)

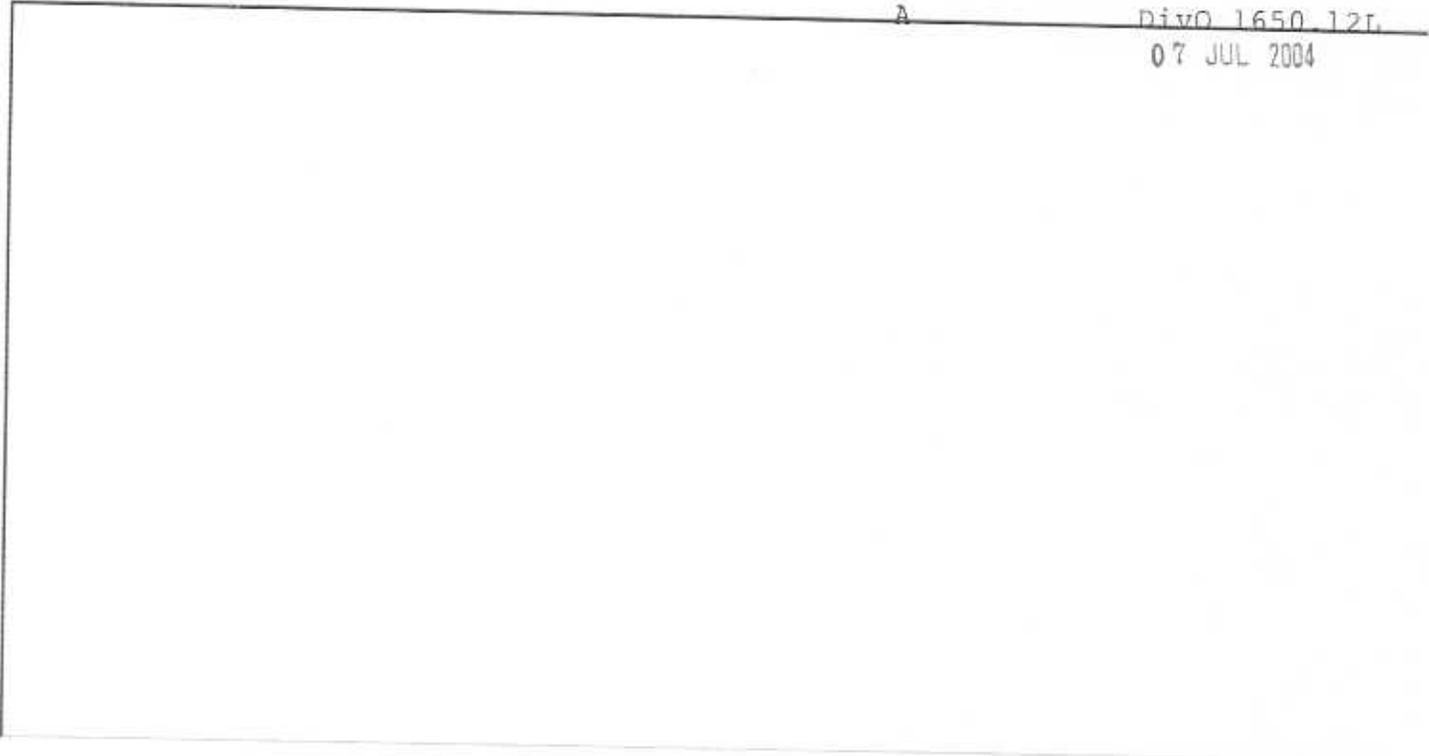
Document History:

[Click here for information on automating spellcheck.](#)

Summary of Action:

Citation:

ENCLOSURE (3)



Save

(Click here to save the 1650 as a draft)

Submit

(Click here to submit to next reviewer/endorser/approver)

Close

(Click here to return to the home page - your work will not be saved)

INSTRUCTIONS FOR COMPLETING PERSONAL AWARDS RECOMMENDATION
(HQMC APS 1650 (EF))

* Logon to the Headquarters Marine Corps Awards Processing System at:

<https://lnwebl.manpower.usmc.mil/manpower/mm/mmna/awardsref.nsf?open>

** Click on the "Submit an Award" option. A window will pop up asking for your User Name and password. Enter it exactly as you did when you registered on HQMC website.

*** Preparer's Email Address: Enter the entire email address of the preparer/originator. Example:
Hairstonrl@3div.usmc.mil.

**** Forwarding Email Address: Enter the complete email address of the next person/unit mailbox in the chain of command.

***** Carbon Copy Email Address: Awards recommendation 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 block will be sent an email from the HQMC APS which contains a link to the award allowing them access to the award. When the link is clicked, the user will be asked to input their user name and password.

***** Comments: A comment box has been provided for the commander or via addressee to add relevant information to the award. All comments will be listed after that endorsee in the document history box at the bottom of the APS 1650 and will be a permanent part of the award submission.

From address: The billet and address of the Originator:

Example: Adjutant; AC/S, G-1
3d MarDiv
Unit 35801
FPO AP 96602-5801

To (Awarding Authority) address: Enter billet of authorized awarding authority for the **Awards Recommended**.

Legion of Merit (End of tour)
- Commandant of the Marine Corps (MMMA)

ENCLOSURE (4)

DivO 1650.12L

07 JUL 2004

Legion of Merit (Retirement)

- Commander, Marine Forces Pacific, Camp H M Smith, HI

Meritorious Service Medal

- Commanding General, III Marine Expeditionary Force

Navy and Marine Corps Commendation Medal

- Commanding General, 3d Marine Division

Navy and Marine Corps Achievement Medal

- Commanding Officer, Headquarters Battalion, 3d MarDiv

Commanding POC Email address: Enter Email address of the command point of contact. This email address will receive a carbon copy Email of all endorsements.

Example: hairstonrl@3dDiv.usmc.mil

Phone Number: Enter DSN or commercial number of individual/Command 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 view, only the last four digits will be visible on the APS 1650.

Block 2. DESIG/NEC/MOS

(1) DESIG is for Naval Officer designator, such as 1630, 100, ECT.

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

(3) MOS. This is for the USMC Military Occupational Specialty.

Block 3. Name: Type the last name and any suffixes (i.e. Jr., Sr., II, III, ect.) following by a comma (,), the first name then the middle initial. **Once saved, this box cannot be changed.**

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

ENCLOSURE (4)

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. For USN personnel, enter the appropriate warfare designation.

Block 7. UIC/RUC. Enter the appropriate UIC/RUC for the Command.

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

Block 9. Specific Achievement: This field will be automatically filled in when **block 15** is Marked.

Block 10. Action basis: The default is "Meritorious." Check the appropriate block.

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

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. 19980630 - 20010223) for the entire period. The ending date is not the terminal leave date but the end of service.

Block 13. Geographical Area of Action/Service: Select OCONUS if the meritorious action was performed overseas.

Block 14. Expiration of Active Duty: Enter the member's Expiration of Active Duty Service date, or indefinite if applicable, in year-month-day format (i.e. 20030801).

Block 15. Estimated Date of Detachment/Ceremony. Date will be entered in eight-digit year-month-date format (i.e. 20010801) for the expected presentation/ceremony date.

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

07 JUL 2004

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

(3) Terminal Leave. Click 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. (Impact award period should not exceed 6 months.)

Block 16. New Duty Station

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

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

Block 17. Unit at Time of Action/Service. Enter the command name 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 awards followed by the 4-digit year month action period (e. g. NA 9705-0011). This does **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 accordingly.

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

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

Block 23. Forwarding endorsements by Via addressees. The originator is required to fill out the Via addressees prior to forwarding.

ENCLOSURE (4)

Example: Via: CO, HQBN, 3d MarDiv
Via: CG, 3d MarDiv
Via: CG, III MEF

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

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

Block 24. Approval Box. The 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), they can do the following:

"Click on the drop down menu for the "Disposition of Basic Recommendation." They will only be authorized to approve awards commensurate with their rank and billet."

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.

ENCLOSURE (4)

DivO 1650.12L

07 JUL 2004

(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.

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.

Signing the award:

a. The first person that is required 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 pressed and will print under the signature their rank, billet, and command as it was entered when they registered on the database.

b. Once the award has been "originated", the "Endorse the Award" and "Approved the Award" options will appear in blocks 23 and 24 respectively. The same guidelines apply for signatures in these blocks.

c. Every via in the chain of command is required to endorse
ENCLOSURE (4)

the award prior to forwarding it to the next person in the chain of command.

Approving the award:

To approve the award. The same rules apply except that the database does another search to ensure that the person approving the award has the authority and been given access to approve the award. (see enclosure (2)).

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.

ENCLOSURE (4)

TIMETABLE FOR SUBMISSION OF PERSONAL AWARDS

Letter of Appreciation

- not less than **30 days** prior.

Certificate of Commendation

- not less than **30 days** prior.

Navy and Marine Corps Achievement Medal

- not less than **45 days** prior.

Navy and Marine Corps Commendation Medal

- not less than **45 days** prior.

Meritorious Service Medal

- not less than **90 days** prior.

All higher medals -

- not less than **120 days** prior.