



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

BnO 1650.1
B 07-1
FEB 05 2021

BATTALION ORDER 1650.1

From: Commanding Officer, Headquarters Battalion
To: Distribution List

Subj: PERSONAL AWARDS

Ref: (a) MCO 1650.19J
(b) SECNAV M-1650.1
(c) MCO P1610.7F Ch 2
(d) TECOMO 1650.1C

Encl: (1) TECOM-HQ Bn Awarding Authorities
(2) Sample Letter of Appreciation
(3) Sample Military Outstanding Volunteer Service Medal (MOVSM)
Authorization Letter
(4) Sample Letter of Continuity
(5) Instructions for Completing Citations (Opening/Closing Sentences)
(6) Sample Justification Letter (COFC, MM)
(7) Awards Board Guidance
(8) Sample Expedite/Lateness Letter

1. Situation. A tenet of proper leadership and morale is timely, appropriate, and judicious recognition of superb accomplishments beyond that normally found within proficiency and conduct markings or fitness reports. Exceptional cases of specific achievements merit special recognition through presentation of personal awards. By various memorandums of agreement, it is agreed that Headquarters Battalion (HQ Bn) will establish, manage, and execute a personal awards program for the Marines and Sailors assigned to the battalion command post (MCC 01E), Training and Education Command (TECOM) Headquarters Staff (MCC 086), and the Marine Air Ground Task Force (MAGTF) Staff Training Program (MSTP) (MCC 084). All other supported organizations will establish, manage, and execute their own personal awards programs for their respective Marines and Sailors.

2. Mission. To establish policy, outline procedures, and provide guidance for the submission of award recommendations for members of HQ Bn using Headquarters Marine Corps' Improved Awards Processing System (iAPS). This Order will also clarify award handling and routing procedures between HQ Bn and its higher headquarters, TECOM.

3. Execution

a. Commander's Intent. To ensure that a uniformed awards policy exists to guide commanders in the preparation and submission of awards in order to appropriately recognize deserving individuals in a timely manner. The character and integrity of personal awards will be preserved. In accordance with the Commandant's guidance, awards will be reserved for those Marines and Sailors who clearly exceed routine performance standards, stand out from their peers, and whose actions merit special recognition.

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

b. Concept of Operations. The goal of the HQ Bn awards program is to recognize exemplary performance. Award originators will log onto the iAPS website, register online if not already registered, and submit the Personal Award Recommendation (NAVMC 11533) with a summary of action and proposed citation. The originator must be a Commissioned Officer or a civilian, equivalent to a GS-11 or above, and senior in grade or billet to the recommended awardee. Company Commanders, reviewers, and board members should carefully consider the level of responsibility of Marines recommended for personal decorations, while cognizant of individual award criteria, and recommend the award commensurate with the responsibility/level of performance. Routine use of awards at detachment is discouraged; distinctive service should be the only benchmark considered. Letters of Appreciation, Certificates of Appreciation, Meritorious Masts, and Certificates of Commendation will not be processed via iAPS, and will be processed in accordance with the references and this order.

(1) Timelines. Prepare and submit awards per the enclosures prior to the recipient's departure, change of command, or retirement ceremony. Awards submitted late will not be expedited as a routine matter. Requests for expedited processing must be accompanied by a letter signed by the Company Commander, or Battalion Commander for awards requiring higher approval, explaining the circumstances. Timelines must account for the approval-authority level, which can be found in Enclosure (1).

(2) Letter of Appreciation (LOA). Requesting sections may prepare and submit recommendations for LOAs desiring the Commander's signature; however, per reference (a), any officer senior to a Marine whose performance is considered noteworthy or commendable beyond the usual requirements of duty may issue an LOA. Enclosure (2) is a sample LOA.

(3) Military Outstanding Volunteer Service Medal (MOVSM). Per reference (b), the MOVSM recognizes service provided to a community over time, not for a single act or achievement. Community service must be of a sustained nature over a period of at least three years. Community service must be direct and consequential; mere attendance at meetings or events does not qualify. Multiple awards of the MOVSM during a single tour of duty are not authorized. Leaders must ensure that the service to be recognized is provided to the community, voluntary in nature, and has no discernible nexus to a military mission. Service must also be selfless; for example, coaching one's own child's team does not meet the spirit and intent of the award. The commander shall certify that the eligibility requirements have been met, and that the member's service has been honorable throughout the award period. Enclosure (3) is a sample MOVSM authorization letter.

(4) Letter of Continuity (LOC) for Personal Awards. When a reporting senior is detaching and believes an individual merits recognition, a Letter of Continuity recognizing the individual's accomplishments for the observed period should be completed and retained within the command, pending detachment of the individual. When the individual detaches prior to the reporting senior and the individual has not completed a standard tour of duty, then the Letter of Continuity should be submitted to the new command and reporting senior. At the conclusion of the individual's standard tour, if the current reporting senior feels the individual deserves recognition, then the standard tour accomplishments should be combined with the Letter of Continuity to justify a personal award. Enclosure (4) is a sample LOC.

(5) Certificate of Commendation (COFC). Any commander that has the authority to approve the Navy and Marine Corps Achievement Medal is authorized to present a COFC based on a letter of recommendation. An example letter of recommendation can be found at Enclosure (6). The citation, written in third person, will be double-spaced on plain bond paper and must not exceed nine horizontal lines of type.

(6) Meritorious Mast (MM). 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 will be awarded. Enclosure (6) may also be used for MM recommendations.

(7) Meritorious Service Recognition. Meritorious service denotes performance clearly above what is normally required or expected considering the individual's grade, rate, training and/or experience, and sustained so as to demonstrate a high state of performance of duty.

(a) Summary of Action (SOA). The SOA serves as a chronology of events substantiating the award. Originators should avoid generalities and excessive use of superlatives. Originators should present an objective summary giving specific examples of the superior performance and manner of accomplishments, paying particular attention to qualifying and quantifying the superior results and benefits derived. Merely reciting the satisfactory accomplishment of billet requirements to expected standards is insufficient for meritorious recognition.

(b) Citation of Award. The citation will be written in accordance with the references and within the provisions of this order. The proper opening and closing sentences will be utilized for all awards as per enclosure (5). The body of the citation will summarize the SOA as concisely as possible, while highlighting the awardee's most significant accomplishments.

(c) Transfer. Awards may be submitted in recognition of superlative performance of duty upon the individual's reassignment to a new command. This recognition should not be routine or automatic. The superlative nature of the service rendered will be the reason for submission, not the individual's reassignment alone. Specific achievement awards may not be used to support a transfer award; neither the SOA nor the citation issued for the period of meritorious service shall mention the specific achievement previously recognized.

(d) Specific Achievement (Impact Award). A specific achievement (or impact) award may be authorized for exceptional performance over a period of short duration, which is generally no longer than 6 months.

(e) Awards Presented at the Time of Retirement. If an individual is recommended for an award upon retirement or transfer to the Fleet Reserve or Fleet Marine Corps Reserve, the SOA should only reflect service at the last duty station, or service that has not previously been recognized. However, it is appropriate to include a statement in the citation reflecting the member's total number of years of service. For example: "Master Sergeant Smith's superior performance of duty during this tour highlights the culmination of "XX" years of honorable and dedicated service."

(8) Timetable for Awards Submission. Award recommendations must reach the HQ Bn Adjutant according to the following timelines.

<u>AWARD:</u>	<u>DAYS BEFORE PRESENTATION:</u>
Letter of Appreciation	30
Meritorious Mast*	30
Certificate of Commendation*	30
Navy and Marine Corps Achievement Medal*	60
Navy and Marine Corps Commendation Medal*	60
Meritorious Service Medal**	120
Legion of Merit**	150

*Denotes if submitted to HQ Bn CO for signature.

**Denotes awards need to be sent to next level of command for approval.

(a) Awards submitted outside of these timelines will be considered late awards. Justification for the delay will be explained via a letter signed by the company or battalion commanding officer and attached to the award package in iAPS. A sample letter is included in Enclosure (8).

(b) Awards will be processed and awarded prior to an individual's transfer or retirement from their present command.

(c) Awards that must be forwarded to higher headquarters will be submitted in compliance with the preceding timetable.

(9) Awards Board. The HQ Bn awards board will consider all personal awards submitted for approval by the HQ Bn Commanding Officer, as per enclosure (7), but will not consider awards that require CG, TECOM approval. Awards boards will be conducted electronically via iAPS. The board members will vote to approve, disapprove, upgrade, downgrade, or revise all recommendations submitted. The awards board will be guided in the performance of its duties by the references and this Order. The awards boards are standing boards, and will consider awards as needed. Awards will not be forwarded for signature until all voting members have cast their vote. The boards will be comprised of the following members:

(a) Enlisted Board: Company First Sergeants (Headquarters Company, Manpower & Recruiting Company, Combat Development Company, and Systems Company); when absent, the Company Gunnery Sergeants will be used as temporary voting members.

(b) Officer Board: Company Commanders (Headquarters Company, Manpower & Recruiting Company, Combat Development Company, and Systems Company); when absent, Bn Staff officers will be used as temporary voting members.

c. Tasks

(1) Company Commanders, HQ Bn Staff, and Award Originators

(a) Originate, review, and endorse awards within iAPS. All award originators must review the references and this Order to ensure adherence to eligibility criteria and that all administrative requirements are met.

(b) Company Commanders will be assigned as Endorsers, Originators, and Reviewers. First Sergeants will be Reviewers and Preparers on behalf of their respective Company Commander. Company Gunnery Sergeants will be assigned as Reviewers.

(c) Award originators must route awards through their respective company leadership, prior to the award reaching the Battalion-level. Company Commanders must establish internal procedures for screening, reviewing, and routing awards via iAPS through the Company to the Battalion.

(2) Awards Boards Members

(a) All board members will be notified via iAPS and an e-mail notification sent by the Bn S-1 of their requirement to log into iAPS and submit their vote on an award. The duration of the board will not be longer than five business days. Unless extenuating circumstances are communicated to the Adjutant or Bn Commanding Officer, boards will not be closed until all board members have voted. In rare circumstances, boards may be closed earlier, at the discretion of the Bn Commanding Officer or Adjutant, in order to meet compressed timelines.

(b) Carefully read each award submitted to the board and cast a vote within five business days of notification. Particular attention should be paid to the scope of responsibility of the individual, the level of performance, and most importantly, the measurable impact and benefits derived from the individual's efforts. Also consider the quality of the write-up. Recommend that the award be awarded at the recommended level, upgraded to a higher award, downgraded, not awarded, or that the write-up be adjusted/improved to support a particular recommendation. If unable to cast a vote due to unusual circumstances, provide justification, as soon as possible, to the Bn Adjutant or Bn Commanding Officer.

(3) HQ Bn S-1/Adjutant. Upon receipt of an award recommendation, review the award submission for accuracy and content. Return unacceptable submissions to the originator for revision. Acceptable awards will be boarded, then prepared for review by the Sergeant Major, Executive Officer, and the HQ Bn Commanding Officer. Once an award has been approved by the Bn Commanding Officer, produce the certificate for his signature. Forward endorsed awards requiring higher-level approval to the TECOM "Unit Awards Administrator".

d. Coordinating Instructions

(1) General Instructions

(a) Awards must be prepared in accordance with this Order, enclosure (5), and the references.

(b) Incomplete or insufficiently supported awards will be returned for corrections. Timeliness, accuracy, conciseness, and factual justification are foremost in all award recommendations.

(c) Awards will generally not be expedited when submitted late. On a case by case basis, awards may be requested to be expedited with the inclusion of a justification letter, per enclosure (8).

(d) Award submissions cannot include periods of time previously recognized by an impact award (including a Certificate of Commendation).

(e) For transfer awards, originators must attach within iAPS proficiency and conduct marks or the reporting senior's redacted report list depicting the awardee's report average relative to the RS's profile.

(f) Awards that require CG, TECOM approval (Meritorious Service Medal, Legion of Merit, or higher) will be boarded by TECOM.

(2) Proper Documentation. Ensure documentation of the award is included in fitness reports, per references (b) and (c).

4. Administration and Logistics

a. Forward award submission to the HQ Bn S-1 "Unit Awards Administrator" using iAPS. Care must be taken to ensure you select the intended recipient. Confirm receipt via telephone call or email.

b. Submit inquiries regarding this Order to the HQ Bn S-1.

5. Command and Signal

a. Command. This Order is applicable to all Marines and Sailors assigned to HQ Bn Command Post (MCC 01E), TECOM Headquarters Staff (MCC 086) and MSTP (MCC 084).

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


E. J. DANIELSON

Distribution List: A

Awarding Authorities

Award	Cert Comm and below	MOVSM	NMCAM	NMCCM	MM	LM	Higher than LM
Authority	HQ Bn	HQ Bn	HQ Bn	HQ Bn	TECOM	TECOM	CMC (MMMA)

Sample Letter of Appreciation

1650
(Office Code)
Date

From: Commander
To: Rank Name
Via: Appropriate Chain of Command

Subj: LETTER OF APPRECIATION

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

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

3. Thank you for a job well done!

I. M. COMMANDING

Copy to:
Files

Sample Military Outstanding Volunteer Service Medal (MOVSM)
Authorization Letter

1650
(Office Code)
Date

From: Commanding Officer, Headquarters Battalion
To: Award Recipient
Via: Appropriate Chain of Command

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

Ref: (a) SECNAVNOTE 1650 of 12 Apr 94

1. In accordance with the reference, you are authorized to wear the Military Outstanding Volunteer Service Medal (bronze star in lieu of 2nd award/silver star in lieu of 6th award) for outstanding public service with (name of organization) for the period _____ through _____.

2. Remarks by awarding authority.

I. M. COMMANDING

Copy to:
Files

Sample Letter of Continuity

NO LETTER HEAD UTILIZED FOR THESE LETTERS

1650
(Office Code)
Date

From: Commanding Officer/Division Head/OIC/etc.

To: Whom It May Concern

Subj: LETTER OF CONTINUITY FOR SERGEANT I. M. MARINE EDIPI/MOS
USMC

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

I. M. HISBOSS

Copy to:
Files

Award Citation Mandatory Opening and Closing Sentences

Legion of Merit

1. Maximum Lines: 23
2. Maximum characters: 1,650
3. Capitalization: Natural
4. Font: Courier New
5. Font Size: 12 pitch
6. Layout: Portrait
7. Opening line:

"For exceptionally meritorious conduct in the performance of outstanding service as (billet title), (staff section / division), (unit) from (month and year) to (month and year)."

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

"(Rank and Names)'s superior performance of duties culminated (his / her) (insert total years of service) years of honorable and dedicated military service."

9. Closing line:

"(Rank and Name)'s (trait), (trait), and (adjective) dedication to duty reflected great credit on (him / her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service."

Meritorious Service Medal

1. Maximum Lines: 23
2. Maximum characters: 1,650
3. Capitalization: Natural
4. Font: Courier New

5. Font Size: 12 pitch

6. Layout: Portrait

7. Opening line:

"For outstanding meritorious service as (billet title), (staff section / division), (unit) from (month and year) to (month and year)."

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

"(Rank and Names)'s superior performance of duties culminated (his / her) (insert total years of service) years of honorable and dedicated military service."

9. Closing line:

"(Rank and Name)'s (trait), (trait), and (adjective) dedication to duty reflected great credit on (him / her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service."

Navy and Marine Corps Commendation Medal

1. Maximum Lines: 8

2. Maximum characters: 1,250

3. Capitalization: All Capital Letters

4. Font: Times New Roman

5. Font Size: 10 pitch

6. Layout: Landscape

7. Opening line:

"MERITORIOUS SERVICE WHILE SERVING AS (BILLET TITLE), (COMPANY), HEADQUARTERS BATTALION, TRAINING AND EDUCATION COMMAND, FROM (MONTH AND YEAR) TO (MONTH AND YEAR)."

8. Closing line:

"(RANK AND NAME)'S (TRAIT), (TRAIT), AND (ADJECTIVE) 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."

Navy and Marine Corps Achievement Medal

1. Maximum Lines: 8
2. Maximum characters: 1,250
3. Capitalization: All Capital Letters
4. Font: Times New Roman
5. Font Size: 10 pitch
6. Layout: Landscape
7. Opening line:

"PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF (HIS / HER) DUTIES WHILE SERVING AS (BILLET TITLE), (COMPANY), HEADQUARTERS BATTALION, TRAINING AND EDUCATION COMMAND, FROM (MONTH AND YEAR) TO (MONTH AND YEAR)."

8. Closing line:

"(RANK AND NAME)'S (TRAIT), (TRAIT), AND (ADJECTIVE) 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."

Certificate of Commendation

1. Maximum Lines: 8

2. Capitalization: All Capital Letters

3. Layout: Landscape

4. Opening lines:

"PROFESSIONAL ACHIEVEMENT AND OUTSTANDING PERFORMANCE OF DUTY WHILE SERVING AS (BILLET TITLE), (COMPANY), HEADQUARTERS BATTALION, TRAINING AND EDUCATION COMMAND, FROM (MONTH AND YEAR) TO (MONTH AND YEAR)."

5. Closing line:

"(RANK AND NAME)'S (TRAIT), (TRAIT), AND (ADJECTIVE) DEDICATION TO DUTY REFLECTED CREDIT ON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

MERITORIOUS MAST

1. Maximum Lines: 14

2. Capitalization: All Capital Letters, Bold, Full Justification

3. Layout: Portrait

4. Opening line:

"DURING THE PERIOD OF (MONTH AND YEAR) THROUGH (MONTH AND YEAR), (GRADE AND NAME) PERFORMED (HIS/HER) DEMANDING DUTIES IN AN OUTSTANDING MANNER WHILE SERVING AS (COMPANY), HEADQUARTERS BATTALION, TRAINING AND EDUCATION COMMAND."

Sample Commander's Certificate of Commendation Request Letter

NO LETTER HEAD UTILIZED FOR THESE LETTERS

1650
(Office Code)
Date

From: Rank/Title Name, Activity, Location
To: Commanding Officer, Headquarters Battalion
Via: Commanding Officer, XX Company

Subj: COMMANDER'S CERTIFICATE OF COMMENDATION

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

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

I. M. HISBOSS

Copy to:
Files

Enclosure (6)

HQ Bn Awards Board Guidance

The Awards Board is designed to support the Commanding Officer by reviewing award nominations in order to validate if the statements of significance and standards of performance have been adequately met in order to satisfy the criteria for the award being recommended.

Individuals assigned to the board will take this designation seriously and keep in mind they are the final screening process for the Commanding Officer. The Awards Board will commence for a period of no more than five working days, in which the members will carefully make their recommendations based on the best interest of the Marine Corps, the Base, and the Battalion.

Once the voting is complete, the Adjutant will consolidate the member recommendations and votes for final disposition.

Awards Board Guidance: Each award submission should be read in its entirety prior to the convening of the Board. This will allow sufficient time for each Board member to have basic familiarity with each award nomination. The following items should be considered when conducting your review:

Cause and Effect: How did the Marine distinguish himself/herself through meritorious performance? Did the Marine exceed expectations or perform above and beyond the scope of their assigned duties? These contributions should be highlighted throughout the SOA. They are also referred to as the "So what" data points which should not read like fitness report bullets, but as a narrative that captures the scope and scale of what the Marine did and its effect or outcome.

Quantifiable Comments: The award nomination should provide sufficient qualitative and/or quantitative data (e. g., numbers, percentages, etc.) to illustrate/justify the subjective statements in the narrative articulating significant impact of the Marine's actions and/or relative value. Statistics without context, analysis, or evaluative comment are generally insufficient for the Board to be able to make an informed vote. For example:

- "What was the final result of their outstanding leadership and hard work?" It could be that meritorious promotions increased or Non-Judicial Punishments went down within the Command.

-(GOOD) Annual training for the Company improved during their tenure from 20% to 60%.

-(BAD) Annual training for the Company is at 60%.

Impact and Influence: The award nomination should clearly state how the Marine contributed to the success of the Marine Corps, command, or unit. For example:

-Did the Marine establish policy, engineer a process for systemic improvements, or implement plans to make the organization safer or more efficient?

-Did the Marine make a positive impact on the organization and contribute to the efficiency of the unit? Has a significant impact been made to mission accomplishment?

-Does the award nomination adequately capture the exemplary achievements and significant changes within the organization that are "above-and-beyond" expectations?

-How did the Marine inspire others through leadership?

Awards with regards to Rank and Billet: Award nominations are performance-based and not based upon rank or billet. However, the award nomination should clearly indicate whether the Marine was filling a senior billet and/or working outside of their Military Occupational Specialty (MOS).

Citation: The citation should be crafted from the strongest points of the SOA. When reviewing the citation, think to yourself, "Does the citation flow well and will it make sense when read out loud?"



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO
1650
B 07-1
28 Dec 20

From: Commanding Officer, Headquarters Battalion
To: Commanding General, Training and Education Command

Subj: REQUEST TO EXPEDITE AWARD IN THE CASE OF LIEUTENANT COLONEL
JOHN DOE, UNITED STATES MARINE CORPS; IAPS CASE
ID# 0123456

Ref: (a) SECNAVINST 1650.1J
(b) SECNAV M-1650.1
(c) MCO 1650.19J w/Ch 1
(d) MARADMIN 065/20

1. Per the references, I respectfully request expedited award processing for the subject named award.
2. The presentation date is scheduled for:
3. The occasion for presentation is:
4. The reason for this award's lateness is:

5. The following information is provided:
 - a. Award origination date:
 - b. Originating Command:
 - c. Gaining Command:
 - d. Service Member's transfer date:
6. The point of contact concerning this matter is..

I. M. COMMANDER

Enclosure (8)