



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1650.1C
1B
JUN 05 2013

COMBAT CENTER ORDER 1650.1C

From: Commanding General
To: Distribution List

Subj: AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J
(c) MCO 7042.6C
(d) MARADMIN 203/05
(e) MCO 1900.16F
(f) CDCO 1650.1H

Encl: (1) Award Specific Summary of Action (SOA) and Citation Requirements
(2) Personal Information for Award Nominee (CC 1650/3)
(3) Combat Center Flag Request (CC 5060/1)

1. Situation. This Order sets forth policy and establishes procedures for implementing the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Awards Program in accordance with the references.

2. Cancellation. CCO 1650.1B.

3. Mission. To publish guidelines and procedures in support of the Awards Program.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To recognize service members through the awards program for exceptional meritorious service or achievement and acts of heroism not involving actual combat.

(2) Concept of Operations

(a) Reference (a) establishes policy, delineates eligibility requirements, and provides general administrative procedures.

(b) References (b) and (c) establish policies concerning decorations and awards for personnel assigned to Non Fleet Marine Force units.

(c) Recognizing personnel through awards cultivates good morale and esprit de corps. To preserve the integrity and meaning of personal awards, caution must be exercised to ensure that the awards program is not

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used to recognize action more appropriately appraised through the performance evaluation system. Special achievement or impact awards are appropriate to recognize exceptional performance over a period of short duration (no longer than 12 months). This Order is not an attempt to restrict awards recognizing specific acts or outstanding achievements also known as impact awards.

(d) Mid-tour awards are not appropriate. When a Marine, Sailor, or reporting senior receives a permanent change of assignment or reassignment aboard MAGTFTC, MCAGCC, a letter of continuity shall be used to document exceptional performance for consideration at the end of a tour. The originator should provide a letter of continuity to the new reporting senior and the respective member upon the transfer or reassignment of the reporting senior or the member.

(e) Timely recognition demands that awards be presented prior to a member's departure from the unit.

(f) References (a) and (d) authorize commanding officers in the grade of colonel or colonels listed on the command slate as being authorized to award Navy-Marine Corps Commendation Medals (NC) and below. Per reference (a), the number of NCs that may be presented by commanders in the grade of colonel is limited to one per every 50 Marines or Sailors per table of organization per calendar year.

(g) Commanding officers authorized to award Navy-Marine Corps Achievement Medals (NA) or higher will establish awards board procedures, and ensure prompt and equitable processing of award submissions and approvals.

(h) Commanders in the chain of command may recommend a lower award than that originally recommended or no award, but such commands may not approve a lower award and stop further transmittal of the submission 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 do not agree that an individual is not deserving of an award. The submission must be forwarded to the awarding authority as the award was originally recommended.

(i) Reference (a) provides guidance on the Military Outstanding Volunteer Service Medal. The volunteer service should be for a 3-year period, which need not be consecutive, beginning after 31 December 1992, and has been for the good of the civilian community and/or the military family community. The volunteer service should be significant, of a sustained and direct nature, produce tangible results, and reflect favorably on the military service and the Department of Defense. The authority to award the medal is commanding officers and commanders with NA approval authority.

(j) Subordinate commanders are directed to seek the Commanding General's (CG) approval before approving any award for a member that has been the subject of administrative or punitive proceedings (i.e. adverse fitness reports, nonjudicial punishment, court martial, etc.).

b. Subordinate Element Missions. Commanding Officers, Assistant Chiefs of Staff (AC/S), Deputy AC/S, Special Staff Officers, and Officers In Charge will:

(1) Ensure every effort is made to have awards submitted through the Improved Awards Processing System (iAPS) in time to present the award to the Marine, Sailor, or civilian employee before they leave the unit.

(2) The G-1 Adjutant's office provides guidance on the mechanics of iAPS, and on the awards board "process" to ensure compliance with standards, uniformity, timeliness, and appropriate routing of submissions. The G-1 Adjutant does not write awards or relieve an originator of the responsibilities contained in this Order to submit a relevant and administratively sound recommendation. The G-1 Adjutant has the authority to return award submissions to originators if they do not meet required elements set forth in the references and this Order. If an award submission is returned, it will be accompanied by an explanation with specific corrective guidance.

(3) Citations will contain relevant highlights of an individual's performance. Each submission shall be evaluated on the merits of the detailed justification submitted in the SOA, as it is written. Citations written with generalities, broad or vague terminology, and abundance of adjectives, or replication of job descriptions fail to provide adequate rationale for an award. If accomplishments highlighted in the citation and detailed in the SOA do not justify the award requested, the awards board will recommend disapproval to the CG.

c. Coordinating Instructions

(1) MAGTFTC, MCAGCC Awards Board and Members. The awards board ensures the equitable application of standards for awards. It functions in an advisory capacity only. The CG relies on the board's advice and recommendation regarding quality, both on the profundity and merit. The awards board will consist of 10 members under MAGTFTC, MCAGCC five officers and five enlisted. The board members will be rotated every six months.

(a) The board members vote on each submission presented on the basis of eligibility requirements and merit of the accounting in the SOA. The board will not improve or edit the submission to correct grammar, spelling, etc. The board's purpose and task is to recommend approval, disapproval, upgrade, or downgrade of a submission as it is presented to them. All voting and voting representatives' comments will be made via iAPS, unless there is a system restriction. In those situations, forward a specific recommendation and justification, if required to the G-1 Adjutant via email for insertion into iAPS. Comments provided in iAPS or via email must be clear, concise, and provide relevant information as to why a recommendation was made. A specific recommendation is required. A board member must provide justification when recommending an award be upgraded or downgraded or when recommending that no award be approved.

(b) The G-1 Adjutant will convene awards boards as required to ensure board members have no less than one week to review and take action on submissions. There is no minimum or maximum number of award submissions required to convene a board.

(c) Board results will only be released to the approving authority.

(d) Vote Submissions. A minimum of five votes must be posted in iAPS prior to the award being forwarded for further review to the CG.

(2) Award Submission and Processing

(a) Commands and organizations subordinate to the CG, MAGTFTC, MCAGCC must ensure timely submission of award recommendations via iAPS.

(b) The originator should always consider the CG's schedule, the individual's date of detachment, the particular level of award they are recommending, and ensure that the award is well written and submitted in accordance with the required timeline.

(c) Enclosure (1) is provided to assist award writers with preparing awards for submission. It contains award specific requirements for the proper formatting of the SOA and citation.

(d) Originators shall ensure the following are requested, as desired, for retirees:

1. Family certificates using the Personal Information for Award Nominee Form [see paragraph 4c(4)].

2. Flag certificate using the Combat Center Flag Request Form [see paragraph 4c(4)]. The completed form and flag need to be delivered to the MAGTFTC, MCAGCC Adjutant's office five working days prior to presentation. Flags can be purchased through GSA using NSN 9345-00-656-1435 or 8345-00-656-3234 for retirement purposes only, per reference (e).

(e) Award submissions will be reviewed and endorsed by their chain of command including their respective Commanding Officer, Assistant Chief of Staff, Special Staff Officer, or Officer In Charge in order to ensure quality and adequate justification for the respective award.

(f) Award recommendations should be submitted to the MAGTFTC, MCAGCC, Adjutant office in accordance with the following timeline:

<u>Award</u>	<u>Days Before Detachment</u>
Legion of Merit (LM) or higher	150
Legion of Merit (retirement only)	120
Meritorious Service Medal	60
Navy Marine Corps Commendation Medal	45
Navy Marine Corps Achievement Medal	30
Certificate of Commendation	30

(LM award submission requirements are dictated by higher headquarters)

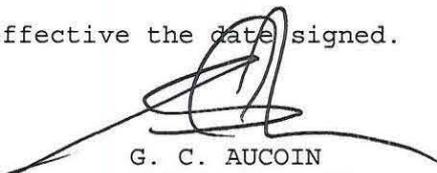
(4) Forms. Enclosures (2) and (3) can be obtained from the Naval Forms On Line web site at <http://navalforms.documentservices.dla.mil/web/public/home>. Use the forms tab to access the search page; the number or title can be entered in the keyword search.

5. Administration and Logistics. Distribution statement A directives issued by the CG are distributed via e-mail upon request and can be viewed at: <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/CCO.aspx>.

6. Command and Signal

a. Command. This Order is applicable to active-duty, reserve, and civilian personnel aboard the Combat Center and commands and organizations subordinate to the CG, MAGTFTC, MCAGCC.

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



G. C. AUCOIN
Chief of Staff

Award Specific Summary of Action (SOA) and Citation Requirements

Legion of Merit (LM/LM)



SOA

- paragraph format
- limited to 4 pages

Citation

- Regular capitalization
 - no acronyms
 - Limited to 1800 characters (with spaces)
- [Word Document: go to Tools / Word Count / Characters (with spaces)]

Citation Opening:

For exceptionally meritorious conduct in the performance of outstanding service as (billet), (specific unit), Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center, Twentynine Palms, California, from (Day Month Year to Day Month Year). During this period, (Rank LastName) . . .

Citation Opening for MCMWTC and MAWTS-1:

For exceptionally meritorious conduct in the performance of outstanding service as (billet), (Marine Corps Mountain Warfare Training Center, Bridgeport, California, or (Marine Aviation Weapons and Tactics Squadron One, Yuma, Arizona), Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center, from (Day Month Year to Day Month Year). During this period, (Rank LastName) . . .

Citation Closing: (two options)

- (Rank LastName's) exemplary professional competence, vision, and loyal devotion to duty reflected great credit upon (him/her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.
- By (his/her) exemplary professional competence, vision, and loyal devotion to duty, (Rank LastName) reflected great credit upon (himself/herself) and upheld the highest traditions of the Marine Corps and the United States Naval Service.

Meritorious Service Medal (MSM/MM)



SOA

- paragraph format
- limited to 3 pages

Citation

- UPPER and lower case type (regular capitalization)
 - no acronyms
 - Limited to 1800 characters (with spaces)
- [Word Document: go to Tools / Word Count / Characters (with spaces)]

Citation Opening:

For outstanding meritorious (achievement or service) as (billet), (specific unit), Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center, Twentynine Palms, California, from (Day Month Year to Day Month Year). During this period, (Rank LastName) . . .

Citation Opening for MCMWTC and MAWTS-1:

For outstanding meritorious (achievement or service) as (billet), (Marine Corps Mountain Warfare Training Center, Bridgeport, California, or (Marine

Aviation Weapons and Tactics Squadron One, Yuma, Arizona), Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center, from (Day Month Year to Day Month Year). During this period, (Rank LastName) . . .

Citation Closing: (two options)

- (Rank LastName's) exceptional professional ability, steadfast initiative, and selfless dedication to duty reflected great credit upon (him/her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.
- By (his/her) exceptional professional ability, steadfast initiative, and selfless dedication to duty, (Rank LastName) reflected great credit upon (himself/herself) and upheld the highest traditions of the Marine Corps and the United States Naval Service.

Navy and Marine Corps Commendation Medal (NMCCM/NC)



SOA

- paragraph or bullet format
- limited to 2 pages

Citation

- UPPER case type only (ALL CAPS)
 - no acronyms
 - Limited to 1250 characters (with spaces)
- [Word Document: go to Tools / Word Count / Characters (with spaces)]

Citation Opening:

"FOR" (preprinted on certificate)
(MERITORIOUS or HEROIC) (SERVICE or ACHIEVEMENT) WHILE SERVING AS (BILLET), (SPECIFIC UNIT), MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER, TWENTYNINE PALMS, CALIFORNIA, FROM (DAY MONTH YEAR TO DAY MONTH YEAR). DURING THIS PERIOD, (RANK LASTNAME) . . .

Citation Opening for MCMWTC and MAWTS-1:

"FOR" (preprinted on certificate)
(MERITORIOUS or HEROIC) (SERVICE or ACHIEVEMENT) WHILE SERVING AS (BILLET), (SPECIFIC UNIT), (MARINE CORPS MOUNTAIN WARFARE TRAINING CENTER, BRIDGEPORT, CALIFORNIA, OR (MARINE AVIATION WEAPONS AND TACTICS SQUADRON ONE, YUMA, ARIZONA), MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER, FROM (DAY MONTH YEAR TO DAY MONTH YEAR). DURING THIS PERIOD, (RANK LASTNAME) . . .

Citation Closing: (two options)

- (Rank LastName's) exceptional professional ability, steadfast initiative, and selfless dedication to duty reflected great credit upon (him/her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.
- By (his/her) exceptional professional ability, steadfast initiative, and selfless dedication to duty, (Rank LastName) reflected great credit upon (himself/herself) and upheld the highest traditions of the Marine Corps and the United States Naval Service.

Navy and Marine Corps Achievement Medal (NMCAM/NA)



SOA

- bullet format
- limited to 1 page

Citation

- UPPER case type only (ALL CAPS)
- no acronyms
- Limited to 1250 characters (with spaces)

[Word Document: go to Tools / Word Count / Characters (with spaces)]

Citation Opening:

“FOR” (preprinted on certificate)
(PROFESSIONAL or HEROIC) ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES WHILE SERVING AS (BILLET), (SPECIFIC UNIT), MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER, TWENTYNINE PALMS, CALIFORNIA, FROM (DAY MONTH YEAR TO DAY MONTH YEAR). DURING THIS PERIOD, (RANK LASTNAME) . . .

Citation Opening for MCMWTC and MAWTS-1:

“FOR” (preprinted on certificate)
(PROFESSIONAL or HEROIC) ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES WHILE SERVING AS (BILLET), (SPECIFIC UNIT), (MARINE CORPS MOUNTAIN WARFARE TRAINING CENTER, BRIDGEPORT, CALIFORNIA, OR (MARINE AVIATION WEAPONS AND TACTICS SQUADRON ONE, YUMA, ARIZONA), MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER, FROM (DAY MONTH YEAR TO DAY MONTH YEAR). DURING THIS PERIOD, (RANK LASTNAME) . . .

Citation Closing: (two options)

- (RANK LASTNAME’S) PROFESSIONALISM, PERSEVERANCE, AND UNTIRING DEVOTION TO DUTY REFLECTED CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.
- BY (HIS/HER) PROFESSIONALISM, PERSEVERANCE, AND UNTIRING DEVOTION TO DUTY, (RANK LASTNAME) REFLECTED CREDIT UPON (HIMSELF/HERSELF) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Certificate of Commendation (COC/CF)

SOA

- not required

Citation

- UPPER case type only (ALL CAPS)
- no acronyms
- Limited to 10 lines of text (Landscape, Times New Roman Font, size 9)

Citation Opening:

“FOR” (preprinted on certificate)
SUPERIOR PERFORMANCE OF DUTY WHILE SERVING AS (BILLET), (SPECIFIC UNIT), MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER, TWENTYNINE PALMS, CALIFORNIA, FROM (DAY MONTH YEAR TO DAY MONTH YEAR). DURING THIS PERIOD, (RANK LASTNAME) . . .

Citation Opening for MCMWTC and MAWTS-1:

“FOR” (preprinted on certificate)
SUPERIOR PERFORMANCE OF DUTY WHILE SERVING AS (BILLET), (SPECIFIC UNIT),
MARINE AIR GROUND TASK FORCE TRAINING COMMAND, (MARINE CORPS MOUNTAIN WARFARE
TRAINING CENTER, BRIDGEPORT, CALIFORNIA, OR (MARINE AVIATION WEAPONS AND
TACTICS SQUADRON ONE, YUMA, ARIZONA), MARINE CORPS AIR GROUND COMBAT CENTER,
FROM (DAY MONTH YEAR TO DAY MONTH YEAR). DURING THIS PERIOD, (RANK LASTNAME)
. . . .

Citation Closing:

(RANK LASTNAME’S) EXEMPLARY PERFORMANCE AND DEDICATION TO DUTY REFLECTED
CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE
MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Awards Presented at the Time of Retirement

The Navy and Marine Corps do not have a retirement award, nor is it appropriate to recommend an award for the entire career of a service member. However, the occasions of one’s retirement or transfer to the Fleet Marine Corps Reserve are significant achievements that warrant consideration for an award. If such an individual is recommended for an award, it shall only recognize 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: **(Rank LastName’s) superior performance of duties highlights the culmination of (20) years of honorable and dedicated service.**



Meritorious Civilian Service Medal (CivMM)

SOA

- bullet format
- Limited to 2 pages

Citation

- UPPER and lower case type (regular capitalization)
- no acronyms
- Limited to 14 lines of text (Portrait, Times New Roman Font, size 9)

Citation Opening:

“For” (preprinted on certificate)
Outstanding meritorious service while serving as (billet), (specific unit),
Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat
Center, Twentynine Palms, California, from (Day Month Year to Day Month
Year). During this period, (Mr./Ms. LastName) . . .

Citation Closing: (two options)

- (Mr./Ms. LastName’s) exceptional ability, perseverance, and untiring devotion to civilian government service reflected credit upon (him/her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

- By (his/her) exceptional ability, perseverance, and untiring devotion to duty, (Mr./Ms. LastName) reflected credit upon (himself/herself) and upheld the highest traditions of the Marine Corps and the United States Naval Service.

Personal Information for Award Nominee

PERSONAL INFORMATION FOR AWARD NOMINEE

TO BE PREPARED BY SUPERVISOR, NOT THE AWARDEE

INSTRUCTIONS: Please fill in *all* of the applicable information regarding the award nominee. The collected information will be used in a personal letter written from the Commanding General and addressed to the award recipient.

1. FULL NAME OF HONOREE (Ex: Danielle R. Thompson)

2. "GO-BY" OR NICKNAME OF HONOREE (Ex: Danielle goes by "Dani")

3. FULL NAME OF SPOUSE (Ex: Danielle R. Thompson)

4. "GO-BY" OR NICKNAME OF SPOUSE (Ex: Danielle goes by "Dani")

5. FULL NAME(S) OF FAMILY MEMBER(S) (Ex: Richard A. Thompson)

6. "GO-BY" OR NICKNAME(S) OF FAMILY MEMBER(S) (Ex: Richard goes by "Ricky")

7. MEMORABLE/HEROIC ACHIEVEMENTS THAT WARRANT AN AWARD

8. JOB TITLE(S) HELD WHILE STATIONED ABOARD THE COMBAT CENTER

9. NUMBER OF YEARS SERVED ABOARD THE COMBAT CENTER

10. OCCASION FOR AWARD
 RETIREMENT PCS CA CIVILIAN HONOREE

11. FUTURE DUTY STATION (HOME ADDRESS FOR RETIREES)

SAMPLE

Combat Center Flag Request

COMBAT CENTER FLAG REQUEST				
<p>The Combat Center does not provide flags to be flown for individuals. Bring a flag and the information requested below to the Adjutant Office, Bldg 1554, Rm. 122. Except for retirements, flags cannot be purchased with official funds (i.e. from the GSA store) for individuals. There is a flag approved for retiree presentation, per MCO P1900.16F: NSN 9345-00-656-1435 or 8345-00-656-3234. All other flags must be purchased with personal funds.</p>				
INFORMATION FOR CERTIFICATE				
1. FIRST NAME	2. MI	3. LAST NAME	4. RANK	
5. YEARS OF SERVICE	6. OCCASION: <input type="checkbox"/> a. RETIREMENT <input type="checkbox"/> b. IN MEMORY <input type="checkbox"/> c. OTHER (describe below)		7. DATE FLAG TO BE FLOWN	
8. COMMENTS OR ADDITIONAL INFORMATION				
POC INFORMATION				
9. NAME				
10. UNIT		PHONE NUMBER		
OFFICE USE ONLY				
12. DATE REQUEST RECEIVED	13. DATE CERT. SIGNED	14. DATE POC CONTACTED	15. DATE OF PICKUP	
RECEIVED BY (PRINT)				
RECEIVED BY (SIGN)				

CC 5060/1 (2-12)

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