



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 1650.1D Ch 1
1B
JUL 16 2015

COMBAT CENTER ORDER 1650.1D Ch 1

From: Commanding General
To: Distribution List

Subj: AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J w/Ch 1
(c) MCO 7042.6C
(d) MCO 1900.16
(e) MARADMIN 203/05
(f) MARADMIN 042/08
(g) MARADMIN 514/09
(h) CDCO 1650.1H
(i) TECOMO 1650.1A

Encl: (1) Sample Letter of Continuity
(2) Award Specific Summary of Action (SOA) and Citation Requirements
(3) Personal Information for Award Nominee (CC 1650/3)
(4) 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 1650.1C.

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

(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.

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

Enclosure (1)

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(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 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 (which is generally 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 is reassigned within the same unit or receives permanent change of assignment orders within the awarding authority of MAGTPTC, 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 reassignment or transfer of the reporting senior or the member. Enclosure (1) is a sample letter of continuity.

(e) References (a) and (e) authorize commanding officers in the grade of colonel or colonels listed on the command slate as being authorized to award Navy and 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.

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

(g) 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.

(h) Per reference (g), commanders are not authorized to approve the Military Outstanding Volunteer Service Medal in cases where the Marine has not completed a minimum sustained period of outstanding voluntary service of three years. Commanders may, however, issue letters of continuity detailing the period of voluntary service to those Marines prior to transferring. This allows the gaining command to include the previous period if the Marine continues the same voluntary service to the community at the new command. Additionally, commanders must ensure that the service provided has no nexus to a military mission (i.e. Toys for Tots, military recruiting, etc.). The authority to award the medal is commanding officers and commanders with NA approval authority.

(i) 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.).

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

(1) Ensure every effort is made to have awards submitted on time so that the award can be presented 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 Improved Awards Processing System (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) The SOA serves as a chronology of events and substantiating details pursuant to the award. Originators should: avoid generalities and excessive use of superlatives; present an objective summary giving specific examples of the performance and manner of accomplishments, along with the results and benefits derived; and include actions and subsequent impact on the unit's mission. The use of templates is not appropriate for individual awards and therefore not authorized. Each SOA will be specific to the actions and impacts of the individual receiving the award.

(4) The proposed award citation should highlight all aspects of the individual's performance that are of the utmost significance. Submit proposed citations following the format outlined in enclosure (2), paying particular attention to mandatory opening and closing sentences. The proposed citation must be unclassified and contain no abbreviations.

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. 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.

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(b) The G-1 Adjutant will convene awards boards as required to ensure board members have ample time (which is generally 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) 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.

1. In order to meet the CG's intent as stated in paragraph 4a(1) of this Order; if an award is submitted inside the timelines listed in this Order, the originator shall; through email, phone conversations, and personal meetings, remain attached to the process to ensure streamlined routing, making every effort to present the award on time.

2. If the award has been originated within the required timeline, but, in the opinion of any individual in the routing process, it becomes apparent that the award may not be completed in time to meet the presentation date listed in iAPS (due to multiple corrections, etc.), that individual:

a. Will notify the MAGTFTC, MCAGCC Staff Secretary.

b. Through email, phone conversations, and personal meetings, remain attached to the process to ensure streamlined routing, making every effort to present the award on time.

(c) Enclosure (2) 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 enclosure (3) (see paragraph 5b).

2. Flag certificate using enclosure (4) (see paragraph 5b). 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 8345-00-656-1435 for retirement purposes only, per reference (d).

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

(f) Award recommendations shall 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 per references (h) and (i)]

5. Administration and Logistics

a. Per reference (a), paragraph 221.2, personnel involved in the submission and processing of awards shall not comment on any case under consideration, and all award recommendations shall be handled on a "FOR OFFICIAL USE ONLY" basis until the awards are officially announced or actually presented.

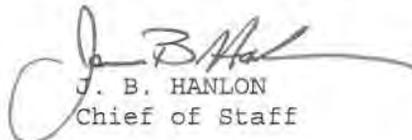
b. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of all directives can be found at: <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

c. Forms. Enclosures (3) and (4) 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.

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.


J. B. HANLON
Chief of Staff

Distribution: A

Enclosure (1)



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 1650.1D Ch 1
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JUL 16 2015

COMBAT CENTER ORDER 1650.1D Ch 1

From: Commanding General
To: Distribution List

Subj: AWARDS PROGRAM

Encl: (1) New Page inserts to CCO 1650.1D

1. Situation. To transmit new page inserts to the basic order.
2. Execution
 - a. Remove letterhead page, and replace with corresponding page in the enclosure.
 - b. Remove page 5, and replace with corresponding page in the enclosure.
3. Summary of Changes. This revision contains minor administrative changes as follows:
 - a. Updates the letterhead page.
 - b. Adds a new paragraph to the Administration and Logistics paragraph.
 - c. Adds the distribution line to the signature page.
4. Filing Instructions. File this transmittal immediately behind the signature page of the basic order.


J. B. HANLON
Chief of Staff

Distribution: A

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SAMPLE LETTER OF CONTINUITY

COMMAND LETTER HEAD

1650
XX
Date

From: Commanding Officer/Assistant Chief of Staff/Reporting Senior/etc.

To: Whom it may concern

Ref: (a) CCO 1650.1D

Encl: (1) Proposed summary of action
(2) Proposed citation

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

1. From March 2012 to March 2015, Sergeant Marine served as the Training Noncommissioned Officer-in-Charge, Headquarters Battalion. During this time, I served as Sergeant Marine's Officer-in-Charge and direct supervisor. Sergeant Marine made significant contributions 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 documented in a fitness report. Enclosures (1) and (2) contain a proposed summary of action and citation that summarize Sergeant Marine's actions and how those actions affected the unit's missions during this period. This report is intended to summarize these accomplishments for future recognition.

2. Point of contact for this letter is Major I. M. Commanding at (000) 000-000 or via email at i.m.commanding@usmc.mil.

I. M. COMMANDING

Enclosure (1)

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Award Specific Summary of Action (SOA) and Citation RequirementsLegion 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 (Month Year to 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, from (Month Year to 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 (Month Year to 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

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Aviation Weapons and Tactics Squadron One, Yuma, Arizona), Marine Air Ground Task Force Training Command, from (Month Year to 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 (MONTH YEAR TO MONTH YEAR). (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, FROM (MONTH YEAR TO MONTH YEAR). (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.

Enclosure (2)

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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 (MONTH YEAR TO MONTH YEAR). (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 the/an/a (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, FROM (MONTH YEAR TO MONTH YEAR). (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) . . .

Enclosure (2)

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), 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)

Enclosure (2)

MAR 24 2015

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.

Enclosure (2)

MAR 24 2015

Personal Information for Award Nominee

CCO 1650.1D

PERSONAL INFORMATION FOR AWARD NOMINEE

TO BE PREPARED BY UNIT ADMINISTRATION, NOT THE AWARDEE

INSTRUCTIONS: Please fill in all of the applicable information regarding the award nominee. The collected information will be used to prepare a Certificate of Appreciation for immediate family members (i.e., spouse and children) to be signed by the Commanding General.

1. FULL NAME OF SERVICE MEMBER

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

3. FULL NAME(S) OF CHILD(REN) (Ex: Richard A. Thompson)

4. RETIREMENT CEREMONY DATE

OFFICE USE ONLY			
5. DATE REQUEST RECEIVED	6. DATE COMPLETED	7. DATE POC CONTACTED	8. DATE OF PICKUP

9. RECEIVED BY (PRINT)

10. RECEIVED BY (SIGN)

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Combat Center Flag Request

CCO 1650.1D

COMBAT CENTER FLAG REQUEST

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 1564, 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 1900.10: NSN 8345-00-858-436. All other flags must be purchased with personal funds.

INFORMATION FOR CERTIFICATE

1. FIRST NAME 2. MI 3. LAST NAME 4. RANK

5. YEARS OF SERVICE 6. OCCASION: a. RETIREMENT DATE FLAG TO BE FLOWN

b. IN MEMORY c. OTHER (describe below)

8. COMMENTS OR ADDITIONAL INFORMATION

POC INFORMATION

9. NAME 10. UNIT 11. PHONE NUMBER

ADMINISTRATION OFFICE USE ONLY

12. DATE RECEIVED 13. DATE CERT. SIGNED 14. DATE POC CONTACTED DATE OF PICKUP

RECEIVED

16. RECEIVED BY (PRINT)

17. RECEIVED BY (SIGN)