



UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
1019 ELLIOT ROAD
QUANTICO, VIRGINIA 22134

TECOMO 1650.1A
C 460

JUN 03 2014

TRAINING AND EDUCATION COMMAND ORDER 1650.1A

From: Commanding General
To: Distribution List

Subj: MILITARY AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H
(b) SECNAVNOTE 1650 of 12 Apr 94
(c) MCO 1650.19J W/CH 1
(d) MCO 7042.6C
(e) CDCO 1650.1H
(f) MARADMIN 461/00
(g) MARADMIN 514/09
(h) MARADMIN 042/08

Encl: (1) TECOM Awarding Authorities
(2) Instructions for Completing the Personal Awards Information Recommendation, NAVMC 11533 (EF)
(3) Award Citation Mandatory Opening and Closing Sentences
(4) Sample Letter of Appreciation
(5) Sample Military Outstanding Volunteer Service Medal Authorization Letter
(6) Sample Certificate of Commendation Authorization Letter
(7) Sample Letter of Continuity
(8) Amplifying Guidance for MARADMIN 042-08
(9) User permissions beyond the normal scope

1. Situation. Revise the current policies and procedures governing the administration of the Military Awards Program within Training and Education Command (TECOM) in accordance with the references.
2. Cancelation. TECOMO 1650.1
3. Mission. To inform and instruct TECOM Headquarters (HQ) and its Major Subordinate Commands (MSC) of administrative procedures and regulations for the submission of personal awards in order to streamline the approval process and ensure timely presentation.
4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commanding General (CG), TECOM, encourages the submission of award recommendations, but emphasizes the need to preserve the character, prestige, and meaning of personal awards. Recognition of individuals through personal awards promotes increased morale and esprit de corps amongst all personnel. Awarding authorities are detailed

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in enclosure (1). Caution will be exercised to ensure the Military Awards Program does not replace recognition more appropriately given through fitness reports or other administrative means.

(2) Concept of Operations. Except for Letters of Appreciation (LOA), Meritorious Mast (MM), and Certificates of Commendation (CERTCOM), award originators will use the Headquarters, U. S. Marine Corps (HQMC) Improved Award Processing System (iAPS) website to submit personal award recommendations (NAVMC 11533) with Summary of Action (SOA) and proposed citation. The iAPS website can be found at: www.manpower.usmc.mil/iaps. For awards on Officers who are O-6s and below, the originator must be a commissioned officer or General Schedule (GS) employee senior in grade to the recommended awardee. In situations where the GS employee or military personnel is not senior in grade but is the direct supervisor of the intended recipient, contact the G-1, Adjutant for guidance. Enclosure (2) provides detailed instructions on how to complete the personal awards recommendation form. Sample award citation opening and closing sentences are provided in enclosure (3).

(a) Permissions

1. Per reference (h), the Deputy G-1 and the G-1 Adjutant will serve as Trusted Assistants (TA) for CG, TECOM and are authorized to sign award recommendations for endorsement or approval in iAPS on the CG's behalf. The TAs will appoint at least one Unit Awards Administrator (UAA) for the TECOM HQ to assign appropriate user permissions as requested. Per paragraph 4.B. of reference (h), UAAs will process all requests for iAPS permissions for all other iAPS users within this HQ to include: Endorsers, Reviewers, Board Members, and civilians authorized to originate, endorse, or review awards.

2. All commissioned officers will automatically receive originator permissions upon registering in iAPS but must request additional permissions, such as endorser, preparer, or reviewer, through the UAA. Civilian supervisors who are Reporting Seniors for fitness reporting and enlisted personnel acting in an administrative capacity must request originator, endorser, preparer, and reviewer permissions.

3. When requesting permissions beyond the normal scope as an originator, one must access the website found in paragraph 4a.(2) and select the tab at the top of the screen labeled my permissions. Once selected the, requestor must check the desired permission(s) and provide justification in the justification block. The description of various permissions beyond the normal scope can be found in enclosure (9).

4. Managing local permissions in iAPS is an ongoing responsibility of the UAA and must be managed aggressively. UAAs are the key to the successful and timely processing of awards and are therefore expected to log into iAPS daily to process permission requests and manage user accounts for the personnel within their unit. To assist with this effort, permission requests for civilians, enlisted personnel, and commissioned officers requesting additional permissions will be accompanied by an authorization letter. This letter will be sent to the G-1 Adjutant via email from the requesting user's division director justifying the requirement of

the request. Request for permissions which do not include director authorization will be disapproved. Authorization letters will be maintained as part of the official command files.

(b) Timetable for Awards Submission. Timeliness, accuracy, conciseness, and factual justification are principal in all award recommendations. Award recommendations must reach the TECOM, G-1 according to the following presentation timelines:

<u>AWARD</u>	<u>DAYS BEFORE PRESENTATION</u>
LEGION OF MERIT (TRANSFER) OR HIGHER	120
LEGION OF MERIT (RETIREMENT ONLY)	90
MERITORIOUS SERVICE MEDAL	60
NAVY AND MARINE CORPS COMMENDATION MEDAL	45
NAVY AND MARINE CORPS ACHIEVEMENT MEDAL	45

1. Awards submitted outside of published timelines will be considered late and will require justification via separate correspondence (email) prior to processing. Justification for late awards will include a detailed processing timeline along with specific comments from the originator. All late award justifications will be forwarded from the Division Director (TECOM HQ) or MSC Chief of Staff (C/S) to the G-1, Adjutant prior to submission. Do not provide justification in the history and comments section within iAPS.

2. Awards which must be forwarded to higher headquarters will be submitted in compliance with references (a) and (b).

(c) TECOM Awards Board. The TECOM awards board will be an electronic board processed through the iAPS program. The list of board members will be compiled and maintained by the G-1, Adjutant.

1. Board composition

a. The Board will consist of both Commissioned Officers and Senior Enlisted members of the TECOM HQ.

b. The board members will be solicited from available Division representatives. The member must be senior or equivalent to the service member being recognized.

c. All awards boards will have a minimum of five voting members.

d. All awards will require a majority vote prior to being closed and processed.

2. All awards presented to the board will be reviewed by the President of the board and the Senior Enlisted Advisor prior to final submission and signature.

3. The Awards Board will consist of the C/S, as the President of the board, the SgtMaj as the senior enlisted advisor, and a minimum of five other members chosen from the following TECOM staff directorates:

<u>STAFF DIRECTORATE</u>	<u>AWARDS BOARD BILLET</u>	<u>AWARD RECOMMENDATIONS ON WHICH TO VOTE</u>
C/S	PRESIDENT	NON-VOTING
SERGEANT MAJOR	SENIOR ENLISTED ADVISOR	NON-VOTING
DIRECTOR (OR REP), G-1	MEMBER (VOTING)	ALL
DIRECTOR (OR REP), G-3/5/7	MEMBER (VOTING)	ALL
DIRECTOR (OR REP), G-6	MEMBER (VOTING)	ALL
DIRECTOR (OR REP), G-8	MEMBER (VOTING)	ALL
DIRECTOR (OR REP), MTESD	MEMBER (VOTING)	ALL
DIRECTOR (OR REP), TECD	MEMBER (VOTING)	ALL
DIRECTOR (OR REP), MSTP	MEMBER (VOTING)	ALL
STAFF JUDGE ADVOCATE	MEMBER (VOTING)	ALL
G-1 CLERK	SCRIBE	NON-VOTING

4. Awards boards will be initiated the first day of every week consisting of all awards recommendations received the week prior. The G-1, Adjutant is responsible for initiating an electronic board via iAPS and selecting the board members as appropriate. During the board, members will be assigned unit awards administrator permissions in order to review comments and recommendations made by other members. Upon closure of the board, this permission will be removed from board members and reassigned prior to the next board.

5. Board members will be given three working days to review, comment, and concur/non-concur on all recommendations for the Marine Corps Achievement Medal (NMCAM) and higher, to include the Military Outstanding Volunteer Service Medal (MOVSM), prior to the recommendation being forwarded to CG, TECOM (with exception of those awards earned via other applicable programs (i.e. CMC Combined Awards, Awards for MOS recognition) within the command).

6. Staff Directorate membership is effective the date this Order is signed. Individuals assigned to the board will understand the importance of their role as they are the final screening process for CG, TECOM. Board members will carefully make their recommendations based on the best interest of the Marine Corps and the service members being recommended for each award being considered.

7. Boards members will review and discuss each award in its entirety using iAPS. Upon consideration of each award, board members will vote either concur or non-concur. If majority of votes is "concur", it will be recommended for approval; however, the final approval authority rests with CG, TECOM. Once the voting is complete, the G-1, Adjutant will consolidate the member votes for the CGs consideration. The G-1, Adjutant will ensure all awards have been properly prepared with an endorsement or final disposition.

(d) Summary of Action (SOA). 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 uses of templates are not appropriate for individual awards and are not authorized. Each SOA will be specific to the actions and impacts of the individual receiving the award.

1. Awards Presented at the End of Tour. End of tour award recognition should not be routine or automatic. The exceptional nature of the service rendered will be the reason for submission, not the individual's reassignment alone. Justification for award recommendation should be based on exceptional nature of service and not based on the individual's reassignment, transfer, or retirement.

2. Specific Achievement. A specific achievement (or impact) award may be authorized for exceptional performance over a period of short duration, which is generally no longer than 12 months.

3. 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. Additionally, the following sentence is required in the citation reflecting the member's total number of years of service. "Superior performance of duties as typified above highlight the culmination of 20 years of honorable and dedicated Marine Corps Naval service."

(e) Citation. The proposed award citation should highlight all aspects of the individual's performance that are of the utmost significant. Submit proposed citations following the format outlined in enclosure (3), paying particular attention to mandatory opening and closing sentences. The proposed citation must be unclassified and contain no abbreviations.

(f) Letter of Appreciation (LOA). Per reference (b), any officer senior to a Marine whose performance is considered noteworthy or commendable beyond the usual requirements of duty may issue an LOA. Enclosure (4) is a sample LOA. Subordinate commanders or officers senior to the military personnel being awarded may award LOAs to personnel assigned to their respective commands. LOAs intended for recognition of individuals assigned to external units shall be signed by the commander or his/her designated representative only. LOAs issued by non-DoD civilian personnel will be submitted to the proposed recipient's chain of command for approval.

(g) Meritorious Mast (MM)

1. Whenever the performance of an enlisted Marine is considered noteworthy, commendable, or the Marine demonstrates exceptional industry, judgment, or initiative, the senior person who has observed the Marine's performance shall make a report of it to the Marine's Commander (battalion or equivalent echelon). These reports shall be carefully considered and, if appropriate, an MM will be awarded.

2. Use the NAVMC 10935 form as a means of recognizing efforts that warrant recognition with an MM. Do not forward copies of approved MMs to CMC (MMMA). A copy, however, should be forwarded to CMC (MMSB) for inclusion into the Marines Official Military Personnel File.

(h) Certificate of Commendation (CERTCOM). CERTCOMs may be issued by all general officers as well as commanders who have authority to approve the NMCAM. All other officers desiring to make a recommendation shall submit a letter of recommendation to a general officer or commander with the appropriate approving authority. The proposed citation, written in third person, will be double-spaced on plain bond paper and must not exceed nine (9) horizontal lines of text. Enclosure (6) is a sample recommendation letter required to be signed by the unit commander before being submitted to the awarding authority.

(i) Military Outstanding Volunteer Service Medal (MOVSM)

1. Per reference (f), commanders are not authorized to approve the MOVSM in cases where the Marine has not completed a minimum of three years of sustained outstanding voluntary service. 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 of volunteer service if the Marine continues service to the community at the new command. Additionally, commanders must ensure that the voluntary service being recognized is provided to the community, voluntary in nature, and has no discernible interconnection to a military mission per reference (g). The MOVSM recognizes service provided to a community over time; multiple awards of the MOVSM during a single tour of duty are not authorized. The commander shall certify that the eligibility requirements have been met and that the member's service has been honorable throughout the award period.

2. Awarding Authority. The awarding authority shall issue a letter of authorization which includes the period recognized and the organization(s) for which the qualifying service was performed, as well as any commendatory remarks desired by the awarding authority. For Navy personnel, copies of the approved OPNAV 1650/3 will be forwarded to NPC (PERS-312). For Marine Corps personnel, a copy of the approved iAPS award recommendation will automatically be forwarded to the Manpower Management Support Branch for inclusion in the Marine's official military record. No citation or certificate will be issued. Enclosure (5) is a sample MOVSM authorization letter.

(j) Letter of Continuity (LOC). A LOC may be submitted in recognition of exceptional performance of duty upon the individual's reassignment to a new command outside or within TECOM.

1. In general, a letter of continuity should be prepared when it is believed that an individual is deserving of recognition but is reassigned within the same geographical location and not executing permanent change of station orders.

2. The letter of continuity will be prepared in letter format with a proposed summary of action enclosed, citation and forwarded under separate cover to the individual's new reporting senior. If at the end of the Marine's tour, the new reporting senior recommends an end of tour award, the information contained in the letter of continuity should be used in the preparation of the award. Enclosure (7) is a sample letter of continuity.

(k) Awards for Personal Staff. Commanders may not approve awards for any member who is considered "personal staff" (e.g., Aide, Assistant Chief of Staff, Sergeant Major). These awards must be submitted to the next senior commander authorized to approve personal awards.

(l) Reconsideration of an Award Previously Disapproved or Downgraded. Recommendations for awards previously considered by awarding authority may be reconsidered only upon the presentation of new and relevant material that was not available at the time the original recommendation was considered.

b. Subordinate Element Mission

(1) C/S. Act as the Board President/Senior Member for all TECOM awards boards and provide guidance and oversight for the Military Awards Program as needed.

(2) Sergeant Major

(a) Serve as a non-voting member for all TECOM awards boards.

(b) Act as senior enlisted advisor for all awards.

(3) Division Directors and Staff Judge Advocate

(a) Appoint, in writing, one field grade officer to act as a voting member on the TECOM awards board. This officer will represent the division from which they are assigned.

(b) Appoint, in writing, one field grade officer to act as an alternate board member in the event the primary is unable to complete the required actions.

(c) On a case by case basis, a Company Grade officer can serve as a division's voting member or alternate with prior approval from the C/S.

(4) G-1, Adjutant

(a) Provide a quarterly report to the C/S, SgtMaj, and Division Directors identifying all personnel scheduled to depart the TECOM HQ. This report will be provided no later than the 15th day of October, January, April, and July.

(b) Receive and consolidate all award recommendations from the previous week and initiate an electronic awards board via iAPS no later than 1200, on the first day of each week.

(5) MSCs. The CG, Training Command; CG, Education Command; CG, Marine Corps Recruit Depot (MCRD) Parris Island; CG, MCRD San Diego, and CG, Marine Air Ground Task Force Training Command will establish a Military Awards Program to ensure proper submission of all military awards for deserving personnel within their respective commands and at a minimum ensure the following:

(a) Strictly adhere to the submission timelines outlined in paragraph 4.a(2)(b) and provide detailed justification when said timelines cannot be met.

(b) Develop internal controls to identify all personnel detaching from the command. For all awards requiring action by CG, TECOM, as indicated in enclosure (1), ensure recommendations are forwarded using Unit Identification Code M30010 via iAPS.

(c) Ensure all awards are in compliance with this Order and the references therein.

(d) Ensure all TAs and UAAs within your organization are familiar with and adhere to the guidance in enclosure (8).

(e) Ensure all awards have been reviewed by the MSC G-1 or designated award administrator prior to the award being forwarded to CG, TECOM for processing.

(f) Board and endorse all awards at the MSC first general level officer level prior to being forwarded to CG, TECOM for consideration.

c. Coordinating Instructions. Division Directors and MSC Commanders will provide a list of all detaching personnel expected to be recognized by CG, TECOM or HHQ to the TECOM Adjutant no later than the last day of every quarter (31 December, 31 March, 30 June, and 30 September).

5. Administration and Logistics. The G-1, Adjutant will maintain a database to track all awards. The G-1, Adjutant will evaluate all incoming recommendations to ensure the criteria outlined in references (a) and (b) are met.

6. Command and Signal

a. Command. This Order is applicable to all elements of TECOM.

b. Signal. This Order is effective immediately.



T. M. MURRAY

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TECOM AWARDING AUTHORITIES

AWARDING AUTHORITY	LM (TRANSFER) OR HIGHER	LM (RETIREMENT)	MM	NMCCM	NMCAM	MOVSM	CERTCOM MERITOURIOUS MAST LOA
CMC (MMVA)	X	X	X	X	X	X	X
CG MCCDC		X	X	X	X	X	X
CG TECOM			X	X	X	X	X
CG TRNGCMD			X	X	X	X	X
CG EDCOM			X	X	X	X	X
CG MCRDPI			X	X	X	X	X
CG MCRDSD			X	X	X	X	X
CG MAGTFTC			X	X	X	X	X

**Note: Awards for Members of a Flag or General Officer's Immediate Personal Staff.

Award recommendations for immediate staff (e.g., Executive Assistant, Aide, Flag Secretary, etc.) shall be forwarded to the next higher awarding authority in the chain of command for appropriate action.

INSTRUCTIONS FOR COMPLETING THE PERSONAL AWARDS INFORMATION
RECOMMENDATION FORM, NAVMC 11533 (EF)

From address: The billet and address of the Originator:

Example: Director G-1, Training and Education Command

To (Awarding Authority) Address: Enter the billet and command of the authorized awarding authority for the recommended award.

Example: Commanding General, Training & Education Command

Command Point of Contact (POC) Email Address: Enter the Email address of the command POC or Unit Organizational Mailbox. This email address will receive a carbon copy email of all endorsements.

Example: TECOM_ADJ@usmc.mil

Phone Number: Enter Defense Switched Network or commercial number of the individual/command listed in the command POC box.

Block 1. Social Security Number: Enter the complete social security number in the following format: 123456789 - *NOTE - No spaces/hyphens. Once saved, this box cannot be changed. On the follow-on views, only the last four digits will be visible on the iAPS 11533.

Block 2. DESIG/NEC/MOS

(1) DESIG stands for Naval Officer designation, such as: 1630, 1100, etc.

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

(3) MOS stands for the USMC Military Occupational Specialty.

Block 3. Name: Type the last name and any suffixes (i.e. JR., SR., II, III, etc.) followed by a comma (,), the first name then the middle initial. Once saved, this box cannot be changed.

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

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 except Naval Aviators or Naval Flight Officers. For US Navy personnel, enter the appropriate warfare designation.

Block 7. UIC/RUC: Enter the appropriate Unit Identification Code and Reporting Unit Code for the command.

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

Block 9. Specific Achievement: If block 15 is marked Impact Award, then "yes" will appear in this box.

Block 10. Action Basis: The default is "Meritorious." If different, check the appropriate box.

Block 11. Number of Award of Recommended Medal: The default is "1;" if this is the second or subsequent award, type in the appropriate number.

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. 19990101-20000321) for the entire period. For retirement or end of service awards, the ending date is the terminal leave date.

Block 13. Geographical Area of Action/Service: Select CONUS if the meritorious action was performed in the Continental United States, otherwise, OCONUS.

Block 14. EXP of Active Duty: Enter the member's expiration of active duty service date, or indefinite if applicable, in year-month-day format (i.e. 20020601)

Block 15. Est. Date of Detachment/Ceremony: The date will be entered in eight digit year-month-day format (i.e. 20010321) for the expected presentation/ceremony date.

(1) **Retirement.** Click this box if the member is retiring or transferring to the Fleet Marine Corps Reserve (FMCR). If retiring/transferring to FMCR, enter number of years of service in the box above Block 15.

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

(3) **Terminal Leave.** Click this box 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.

Block 16. New Duty Station:

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

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

Block 17. Unit at Time of Action/Service: Enter the name of the command 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 award code followed by the 4-digit year month action period (e.g. NA 9503-9806). Do 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 them accordingly.

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

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

Block 23. Forwarding Endorsements by Via addressees: The originator is required to fill out the Via addressees prior to forwarding. Do not enter the name of the Commander.

Example: Via 1: Director, G-1, TRNGCMD
Via 2: Commanding General, TRNGCMD

The Commander authorized to endorse the award will select the award that he/she recommends from the drop down menu and then click on the "Endorse the Award" icon in the signature portion of Block 23. After the award is forwarded/saved, 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.

Block 24: Approval Box: An 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), the following actions must be performed:

(1) Click on the drop down menu for the "Disposition of Basic Recommendation." Approval authorities will only be authorized to approve award commensurate with their Rank and Billet.

(2) Click on the "Approve the Award" link in the signature box. The database will sign that approval authority's name once the award has been forwarded/saved.

(3) Forward the award back to his/her administrative staff for processing (i.e. printing citation/certificate and forwarding to HQMC).

Summary of Action (SOA): An SOA will be written on all personal award recommendations with the following as guidance for length and type:

SOA:

(1) **LM:** Must be written in paragraph format, and will be limited to four pages.

(2) **MM:** Must be written in paragraph format, and will be limited to three pages.

(3) **NMCCM:** Can be written in bullet format or paragraph format, and will be limited to two pages.

(4) **NMCAM:** All NA recommendations (to include impact awards) will be written in bullet format, and limited to one page.

(5) **MOVSM:** There is no requirement for a SOA for the Military Outstanding Volunteer Service Medal (MOVSM). 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:

(1) **NMCAM/NMCCM:** All capital letters, Times New Roman font, 9 point, landscape style, 9 lines of text, and a maximum of 1250 characters.

(2) **MM/LM:** Natural capitalization, Times New Roman font, 12 point, Portrait style, 24 lines of text on command letterhead or star stationary, a maximum of 1800 characters.

Signing the Award:

(1) **Originating the Award:** The first person required to sign the award is the originator. Block 22 of the APS NAVMC 11533 (EF) 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.

(2) **Endorsing the Award:** Once the award has been "Originated", the "Endorse the Award" and "Approve the Award" options will appear in Blocks 23 and 24 respectively. The same guidelines apply for signatures in these blocks. Every via in the chain of command is required to endorse the award prior to forwarding it to the next person in the chain of command.

(3) **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 has been given access to approve the award.

AWARD CITATION FORMATTING AND MANDATORY SENTENCES

LEGION OF MERIT

1. Maximum Lines: 24
2. Capitalization: Natural
3. Font: Times New Roman
4. Font Size: 12 pitch
5. Layout: Portrait
6. Max Characters: 1800
7. Opening Line:

"For exceptional meritorious conduct in the performance of outstanding service as (billet title), (directorate), (unit), (location) from (month and year) to (month and year)."

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

"Superior performance of duties as typified above highlight the culmination of (insert total years of service) years of honorable and dedicated (Marine Corps/Naval) service."

9. Closing Line:

"(Grade and Name)'s dynamic direction, keen judgment, 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."

MARINE CORPS MEDAL

1. Maximum Lines: 24
2. Capitalization: Natural
3. Font: Times New Roman
4. Font Size: 12 pitch
5. Layout: Portrait
6. Max Characters: 1800

MERITORIOUS SERVICE MEDAL

1. Maximum Lines: 24

2. Capitalization: Natural
3. Font: Times New Roman
4. Font Size: 12 pitch
5. Layout: Portrait
6. Max Characters: 1800
7. Opening Lines:

"For outstanding meritorious service as (billet title), (directorate), (unit), (location) from (month and year) to (month and year)."

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

"Superior performance of duties as typified above highlight the culmination of (insert total years of service) years of honorable and dedicated (Marine Corps/Naval) service."

9. Closing Line:

"(Grade and Name)'s exceptional professional ability, leadership, and total 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."

NAVY AND MARINE CORPS COMMENDATION MEDAL

1. Maximum Lines: 9
2. Capitalization: All Capital Letters
3. Font: Times New Roman
4. Font Size: 9 pitch
5. Layout: Landscape
6. Max Characters: 1250
7. Opening Lines:

"MERITORIOUS SERVICE WHILE SERVING AS (BILLET TITLE), (DIRECTORATE), (UNIT), (LOCATION) FROM (MONTH AND YEAR) TO (MONTH AND YEAR)."

8. Closing Line:

"(GRADE AND NAME)'S ACCOMPLISHMENTS, PERSEVERANCE, AND 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."

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

1. Maximum Lines: 9
2. Capitalization: All Capital Letters
3. Font: Times New Roman
4. Font Size: 9 pitch
5. Layout: Landscape
6. MAX Characters: 1250
7. Opening Lines:

"PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES WHILE SERVING AS (BILLET TITLE), (DIRECTORATE), (UNIT), (LOCATION) FROM (MONTH AND YEAR) TO (MONTH AND YEAR)."

8. Closing Line:

"(GRADE AND NAME)'S PERSONAL INITIATIVE AND 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."

CERTIFICATE OF COMMENDATION

1. Maximum Lines: 9
2. Capitalization: All Capital Letters, Bold, Full Justified
3. Layout: Landscape
4. Opening Lines:

"PROFESSIONAL ACHIEVEMENT AND OUTSTANDING PERFORMANCE OF DUTY WHILE SERVING AS (BILLET TITLE), (DIRECTORATE), (UNIT), (LOCATION) FROM (MONTH AND YEAR) TO (MONTH AND YEAR)."

5. Closing Line:

"(GRADE AND NAME)'S PERFORMANCE AND DEDICATION TO DUTY REFLECTED CREDIT UPON 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 Justified
3. Portrait layout.

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 (BILLET), (DIRECTORATE), (UNIT), (LOCATION)."

SAMPLE LETTER OF APPRECIATION

From: Commander, Marine Corps Installations Command

To: Rank Name EDIPI#/0111 USMC

Subj: LETTER OF APPRECIATION

1. Please accept my sincere thanks for your outstanding support of our Facilities Operational Advisory Group meeting on 16 November 2013. I truly appreciated your participation. Your presentation on the NAVFAC perspective of the DON 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

From: Awarding Authority
To: Award Recipient
Via: Awardee's Commander/Commanding Officer

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 5th 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

SAMPLE CERTIFICATE OF COMMENDATION AUTHORIZATION LETTER

1650
Office Code
Date

From: Commanding Officer, Unit
To: Commander, Marine Corps Installations Command

Subj: COMMANDER'S CERTIFICATE OF COMMENDATION

Encl: (1) Proposed Citation for Lance Corporal I. M. Marine EDIPI#/MOS/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. COMMANDING

SAMPLE LETTER OF CONTINUITY

1650
Office Code
Date

From: Commanding Officer/Division Head/OIC/etc.
To: Whom It May Concern

Encl: (1) Proposed Summary of action
(2) Proposed Citation

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

1. From July 2011 to December 2013, Sergeant Marine served as the administration noncommissioned officer in charge in the active duty retirement section at Training and Education Command. During this time, I served as Sergeant Marine's section head and direct supervisor. 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. 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 regarding this letter is Major I. M. Commanding at (000) 000-0000 or via email at I.M.Commanding@usmc.mil.

I. M. COMMANDING

AMPLIFYING GUIDANCE FOR MARADMIN 042-08 "IMPLEMENTATION OF THE IMPROVED AWARDS PROCESSING SYSTEM (IAPS)"

Overview

MARADMIN XXX-08 announced the fielding plan of the new Improved Awards Processing System (iAPS) that will replace the current Awards Processing System (APS). The primary difference between iAPS and APS is that iAPS provides an increased ability for Unit Awards Administrators (UAAs) to better assist the commander in administering the military awards program in the command. UAAs must be assigned to every unit in iAPS that has an Awarding Authority assigned to it; usually the Squadron/Battalion and higher level units. UAAs typically come from the G-1/S-1 section and they are responsible for managing permissions of iAPS users within their unit and managing the flow of awards within their unit to ensure awards are processed in a timely manner.

The MARADMIN outlines HQMC established deadlines for user registration in iAPS. It is recommended that UAA register as soon as possible to allow the greatest amount of lead time to process user accounts within their local units and familiarize themselves with iAPS prior to the 1 March 2008 cutover to iAPS.

Unit Awards Administrator (UAA)

In accordance with paragraph 4A of the MARADMIN, at least one UAA must be designated at each Battalion/Squadron level unit and higher NLT 15 February 2008. To meet this requirement the initial designated UAA must login and register with iAPS at <https://www.manpower.usmc.mil/iaps>.

All iAPS users must have a valid Common Access Card (CAC) with certificate, a valid PIN for that CAC, and a card reader.

The first screen the UAA will reach in iAPS is the screen where you must associate yourself with a unit. Users can use the search functions to locate the appropriate unit to join in iAPS. The list of units available to join in iAPS is based on the presence of an awarding authority, which is typically limited to battalion and squadron level commanders or other command positions of battalion or squadron level command equivalency or higher.

iAPS users should select the unit of the first Awarding Authority within their chain of Command, or respective HQMC Department for personnel assigned to HQMC. (Example: all users at a company level unit will join the battalion unit)

UAA's at the MSC or MEF level commands have the ability to join either the primary unit (II MEF, 2nd MARDIV, etc.) or a Forward unit (II MEF FWD, 2nd MLG FWD, etc.) The addition of these FWD units is to facilitate the task organization that usually occur with the deployment of General Officer level Commands. UAA's within this category should select the garrison unit if they are in garrison and the FWD unit if they are deployed.

Commands below the MSC level do not have FWD units designated in iAPS. All users within those commands will join the same unit. This allows the lower level staffs to leverage personnel in garrison or deployed to assist in the processing of awards with that unit.

ENCLOSURE (f)

Marines assigned to Joint Commands will process awards in accordance with the policies and procedures established at that joint command, and will not be required to utilize iAPS. All awards that may require DON concurrence shall be physically or electronically mailed to MMMA-2 for further processing.

Marines assigned to other service commands will process awards in accordance with the established policies and procedures of that service, and will not be required to utilize iAPS. All awards that may require DON concurrence shall be physically or electronically mailed to MMMA-2 for further processing.

Marines assigned as Professors of Naval Science/Marine Officer Instructors with NROTC units will process awards in accordance with their awarding chain of command.

Marines assigned to Inspector-Instructor duty, site support, or detachments will register in iAPS with the UIC of the reserve command they are associated with; the UIC for the reserve command will be the only visible for iAPS registration. The general rule will be to register with that unit holding the service records of the Marine.

Marines assigned to Marine Corps Detachments located at the various school houses or other locations will have a UIC available to choose for that Marine Corps Detachment even though no awarding authority would customarily exist within that UIC. The Detachment Commander will appoint a Unit Award Administrator to manage awards originated with the detachment that will be forwarded to the next echelon in command for adjudication.

Marines assigned to Headquarters Marine Corps Departments or independent Divisions (i.e. Public Affairs) will register with the UIC for that Department or independent Division in iAPS even though no awarding authority exists within those UICs. The Deputy Commandants will need to appoint a Unit Award Administrator for their respective Department or Division in order to manage awards originated in that UIC.

After joining the appropriate unit, you must update your title to reflect the current billet (Example: S-1 Chief, 1stBn 5th Mar). Once you have finished updating the title, you must click on the "Submit" button.

After selecting the appropriate unit and updating your title, the next screen will be the Permissions/Roles screen. At the top of this page you will see your contact email address and phone number. If this information is incorrect please click on the update link to modify that information. (Note: when you change that information it may take up to 10 minutes to reflect in iAPS). After updating your email and phone number you should check the permission box next to the Unit Awards Administrator and enter a brief justification explaining your request. (Example: Assigned as the Unit Awards Administrator for unit xxxx). Once you are finished, click on the "Submit" button which will forward your UAA permissions request to HQMC-MMMA.

Because you are the initial UAA for you unit, your account request will have to be processed by HQMC-MMMA. They will monitor requests Monday through Friday 0730-1630 EST, but please allow 24 hours for them to process accounts during the initial iAPS registration period.

Once your request has been processed and your UAA permissions approved by HQMC-MMMA, an email alert will be sent to the email address that you updated in iAPS to

ENCLOSURE (8)

notify you that you can now log into iAPS and begin managing users for your unit, to include granting permissions for additional UAAs in your unit.

Awarding Authorities

In accordance with paragraph 4B of the MARADMIN, all Awarding Authorities must login and register with iAPS NLT 29 February 2008. Due to the PKI security associated with CAC's, Awarding Authorities must personally log into iAPS to register. However, iAPS allows the use of Trusted Assistants that may act on behalf of O-7's and above if so desired.

Unit Awards Administrators for Commanders that are O-6 and below should guide their Commanders through the same steps above to register with iAPS. However, when selecting permissions the Awarding Authorities should select the check box next to the Endorser role as well as the check box next to the Awarding Authority Role. Those requests will also be processed by HQMC-MMMA. Once processed, an email alert will be sent to the Awarding Authority email address only. (Note: There is no Trusted Assistant option available to commanders below the rank of O-7.)

Unit Awards Administrators for Awarding Authorities in the rank of O-7 and above have three options for processing awards.

The first option is for the Awarding Authority to personally log in to iAPS to process awards without using a Trusted Assistant.

The second option for O-7s and above is to appoint a Trusted Assistant to process all awards on their behalf. This allows O-7's and above to give their input verbally, in writing, or through email to an appointed Trusted Assistant who will log into iAPS on their behalf to endorse or approve awards. Trusted Assistants hold the same endorser or awarding permissions as the actual Awarding Authority; however, when a Trusted Assistant processes an award, the words "Trusted Assistant for General XXXX" will appear behind the Trusted Assistant's name.

The third option is to share the work load between a Trusted Assistant and the Awarding Authority. This allows actual Awarding Authorities to process awards personally, but also leverage the Trusted Assistant role whenever appropriate.

Unit Awards Administrators for O-7 and above Awarding Authorities should check with those Awarding Authorities to determine their wishes for processing awards in iAPS. If the Awarding Authority desires to register personally, they should follow the same registration steps used above.

Trusted Assistant must also personally register in iAPS. The Trusted Assistant should follow the same steps to register as listed for the UAA above. However, the Trusted Assistant should check the Endorser box, the Awarding Authority Box, and the Trusted Assistant Box. Once they check the Trusted Assistant Box, they will be prompted to select their General Officer from a drop down list. Trusted Assistant requests are also processed at HQMC-MMMA. Once processed an email alert will be sent to the Trusted Assistant's email address.

Managing Permissions for other Personnel Within the Unit

In accordance with paragraph 4B of the MARADMIN, Unit Awards Administrators will process all request for iAPS permissions for all other iAPS users within their unit by 29 February 2008.

Managing local permissions in iAPS is an ongoing responsibility of the Unit Awards Administrator and this task does not end on 29 February. UAAs are key to the successful

ENCLOSURE (2)

and timely processing of awards and are therefore expected to log into iAPS daily to process permission requests and manage user accounts for the personnel within their unit.

All officers in the unit will automatically have originator permissions in iAPS but must request additional permissions, such as endorser, reviewer or approval authority through their respective UAA. Civilian supervisors who are Reporting Seniors for fitness reporting can request originator, endorser, and reviewer permissions from their respective UAA. UAA's can manage permissions or process new requests by clicking on the Manage Users tab located in the top of the iAPS screen. Once there, the Unit Awards Administrator will see a roster of all iAPS users registered within their local unit. Administrators can click on each name to view the detailed permissions of the account and make modifications. Once the modifications are made the changes can be saved in iAPS by clicking on the Approve button located in the bottom of the screen.

Unit Awards Administrators can view pending requests by clicking on the Pending Users link found in the Alerts Box on the right hand side within the Manage Users tab.

Familiarizing Personnel with iAPS

In accordance with paragraph 4B of the MARADMIN, Commanders must ensure that their personnel who will be award originators, endorsers, reviewers, or board members are familiar with iAPS NLT 29 February 2008. Commanders can use the Introductory material found on the HQMC-MMMA web page at www.manpower.usmc.mil/awards to explain the basics of the new system.

ENCLOSURE (8)

USER PERMISSIONS BEYOND THE NORMAL SCOPE

The following will be considered when requesting permissions beyond the normal scope as an originator.

Preparer. This role is reserved for civilian and enlisted personnel acting in an administrative capacity only. Can only create draft awards and forward them to associated originators.

Originator. This role is reserved for Commissioned Officers or any designated Civilian supervisors who are Reporting Seniors for fitness reporting may be authorized to originate awards.

Reviewer. User(s) that are NOT in the official chain of command, but may still have input on an award recommendation. This role is typically reserved for personnel acting in an administrative capacity directed as the directorate point of contact for the military awards in their respective directorates.

Endorser. User(s) that are in the official chain of command of an award and must officially "endorse" an award recommendation (Company Commander, Battalion Commander, etc...). This permission will be granted to Division Directors or Deputy Directors in the absence of the Director. This role acts as the final directorate processing action. Once endorsed, the recommendation will be forwarded to the Unit Awards Administrator.

Trusted Assistant. For General Officer's only (share the General's endorsing permissions). This role is only granted to personnel directly identified in writing by the Commanding General.