



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 1650.1K

G-1 A

JUL 09 2025

COMBAT CENTER ORDER 1650.1K

From: Commanding General
To: Distribution List

Subj: AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1J
(b) MARADMIN 077/25
(c) MCO 1650.19J Ch 1
(d) CCO 7042.2E
(e) MARADMIN 093/25
(f) DoDM 5110.04 Vol 1
(g) CCO 5216.9M
(h) MAGTFTC, MCAGCC Awards Admin Guidance
(i) MARADMIN 024/22
(j) TECOMO 1650.1D
(k) MCO 1900.16 Ch 2
(l) MARADMIN 0514/09
(m) MARADMIN 099/18
(n) MARADMIN 513/17
(o) CCO 1650.3E
(p) TECOMO 12450.2B
(q) CCBul 12451

Encl: (1) Award Specific SOA and Citation Guidelines
(2) Letter of Continuity Template
(3) Expedite Letter Template
(4) Personal Information for Award Nominee (CC 1650/3)
(5) 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 (MAGTF) Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Awards Program in accordance with the references.

2. Cancellation. CCO 1650.1J.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To recognize Servicemembers through the awards program for exceptional meritorious service or achievement and acts of heroism. Timely recognition and a demand that awards are presented prior to a Servicemember's departure from the unit.

(2) Concept of Operations

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

(a) References (a) through (O) establish policy, delineates eligibility requirements, and provide general administrative procedures regarding recognition, decorations, and awards for military service personnel. Recognizing personnel through an awards program cultivates good morale and esprit de corps to include the promotion of career advancement and retention which greatly benefits the Marine Corps and individuals. 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.

(b) Delegated Authority

1. Reference (a) authorizes a Commanding Officer (CO) in the grade of O-6 to award the Navy and Marine Corps Commendation (NC) Medal and any award below a NC. Reference (b) is the latest guidance that established delegation authority.

2. COs 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.

3. Commanders in the chain of command may recommend a lower award than the originally recommended award or may recommend no award to be awarded. Commanders in the chain of command may not halt the processing of an award and return it to the originator simply because they do not agree that an individual is deserving of an award or agree with the level of award originated. Award recommendations must be forwarded to the awarding authority as originated via Improved Awards Processing System (iAPS) for a Certificate Commendation (CF) and above.

(c) Adverse Material. Subordinate commanders are directed to seek Commanding General (CG) approval before approving any award for a Servicemember that was subject to administrative or punitive proceedings (i.e. adverse fitness reports, administrative action, nonjudicial punishment, court martial, etc.).

(d) Impact Awards. Impact awards are used to recognize a specific achievement and appropriate to recognize exceptional performance generally no longer than 12 months. An impact award may be a result of a single event.

(e) Meritorious Awards

1. Per reference (c), "end of tour" awards are not an actual term in the awards system nor program. However, it is referred to as a "meritorious" award. With that said, the program does not officially have a "retirement award." However, for the occasion of a Marine's retirement, the meritorious action period is the time that he/she was in the command they are currently with prior to retirement, not the individual's entire career. See enclosure (1) for further details.

2. An individual shall not receive overlapping awards for the same time frame which cover the same acts of service. However, an impact award may occur during a meritorious award time frame. If this is the case, the meritorious award will not mention the specific actions taken or recognize contributions during the impact award timeframe. Instead, it may mention such general discussions such as the awardee was an augmentee for a deployment or passed such inspections during that said time.

3. Mid-Tour Awards are not Appropriate. When a Servicemember or a reporting senior is reassigned within the same unit or receives orders to transfer within the awarding authority of 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 Servicemember upon the reassignment or transfer of the reporting senior or the Servicemember. Enclosure (2) is a sample letter of continuity.

(f) Command Coins. Command coins will be utilized and processed in accordance with reference (d).

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

(1) Timeliness. Develop internal controls to identify all personnel detaching from the command. If a Servicemember's accomplishments are award worthy, ensure every effort is made to submit award recommendations in a timely manner so the award is presented to the Servicemember prior to departing the unit in accordance to reference (e). Ensure an explanation is justified with a comment provided in the iAPS when any award is originated and/or endorsed outside of the listed timelines as shown in paragraph 4c(3)(b). All CFs and above will be routed via iAPS for timely approval.

(2) Summary of Action (SOA). The SOA serves as a chronology of events and substantiates award worthy recognition. 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 are 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. SOAs are limited to two pages in a iAPS Portable Document Format Navy Marine Corps form print out which is equivalent to four pages in a word document per reference (e). Refer to reference (f) and (g) for official correspondence writing guidance regarding number formatting, acronyms, symbols, spacing, and more.

(3) Citation. The proposed award citation should highlight all aspects of the individual's performance that are of the utmost significance listed in the SOA. Submit proposed citations following the format outlined in enclosure (1), paying particular attention to mandatory opening and closing sentences. The proposed citation must be unclassified and contain no abbreviations or acronyms.

c. Coordinating Instructions

(1) iAPS and Board Facilitation. The G-1 Manpower Adjutant (Adj) Office manages iAPS user permissions, provides iAPS guidance, maintains iAPS, and facilitates the awards board "process" to ensure compliance with standards, uniformity, timeliness, and appropriate routing of submissions. The Adj Office does not write awards nor relieve an originator of the responsibilities contained in this Order to submit a relevant and administratively sound award recommendation. The Adj Office has the authority to return award submissions down to originators if an award does 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.

(2) Awards Boards and its 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 recommendation regarding quality and merit. The awards board may consist of up to 30 members (8 primary, 14 alternate, and 8 optional tertiary). Tertiary members will only vote when the primary member or alternate is unable to. The awards board is comprised of personnel assigned to the following staff positions and tertiary members may be appointed at the discretion of the primary member such as the Chief of Staff (C/S) or Assistant Chief of Staff (AC/S):

<u>Staff Office</u>	<u>Primary Member</u>	<u>Alternate Members</u>
Command Deck	C/S	Sergeant Major and/or CG Admin Chief
G-1	AC/S	Deputy and/or Senior Enlisted Advisor (SEA)
G-3/5	AC/S	Deputy and/or SEA
G-4	AC/S	Deputy and/or SEA
G-6	AC/S	Deputy and/or SEA
G-7	AC/S	Deputy and/or SEA
G-8	AC/S	Deputy and/or SEA
Staff Judge Advocate (SJA)		Deputy and/or SJA Chief

(a) Board Member Actions. Board members vote on each submission presented on the basis of eligibility requirements and merit based on the information in the SOA and citation. The board will not improve nor edit the submission to correct grammar, spelling, etc. The board's purpose and task are to recommend approval, disapproval, upgrade, or downgrade of a submission as it is presented to them in iAPS. All voting member comments will be made via iAPS. Comments provided in iAPS 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 to be upgraded, downgraded, or when recommending that no award be approved. Nominations for the Meritorious Service Medal (MM) and above may be boarded in person at discretion of the CG or C/S. If an in person board is mandated, a unit representative will be present to answer potential inquiries from the assigned board members. The C/S will chair the in-person awards boards or appoint another AC/S to do so. Those expected to physically attend an in person board may join via Microsoft Teams or telephone.

(b) Adj Office Actions. The Adj Office will convene awards boards as required to ensure board members have ample time (which is generally one week) for board members to review and take action on submissions. There is no minimum or maximum number of award submissions required to convene a board. Boards will generally be created once or twice a week and closed 5 business days later.

(c) Vote Requirements. A minimum of four votes must be posted in iAPS prior to the award being forwarded for further review to the CG. It is expected to include at least one officer and one enlisted vote out of the four total votes.

(3) Award Submissions and Processing

(a) Awards Drafting Guidance. Enclosure (1) is provided to assist award preparers and/or originators. It contains award specific requirements for the proper formatting of the SOA and citation. Review reference (f), (g), and (h) for detailed guidance when writing correspondence and awards.

(b) iAPS Submissions. All personal military decorations will be submitted via iAPS to include meritorious masts, letters of appreciations, and certificate of commendations per reference (i). Award submissions will be reviewed and endorsed by their chain of command including their respective CO, AC/S, Director, Special Staff Officer, and/or OIC in order to ensure quality and adequate justification for the respective award in respect to paragraph 4c(3)(c).

(c) Timely Submissions. Commands, organizations, and originators who submit awards to the CG, MAGTF/TC, MCAGCC must ensure timely submissions of award recommendations via iAPS. Ensure that explanations are entered in the iAPS history and comments when any award submission is outside of the specified timelines depicted below. The originator should always consider awarding authority availability, the individual's date of detachment, the particular level of the award recommended, and ensure that the award is well written and submitted in accordance with the required timeline below. If the award is submitted late in reference to the required timeline below, the subordinate command and/or originator will notify the MAGTF/TC, MCAGCC Staff Secretary (SSEC) along with the G-1 Adj Office via email, phone, and/or Microsoft Teams. Submit the award via iAPS with a comment on why the award is submitted short of the timeline. For an expedited process to the timeline below, the originator, AC/S, and/or the CO must submit an expedited request letter using enclosure (3) as an example template.

<u>Award</u>	<u>Days Before Presentation</u>
Distinguished Service Medal or higher	180
Legion of Merit (LM) or higher	150
LM (retirement only)	120
MM or lower	60

NOTE: LM and higher award submission requirements are dictated by higher Headquarters per reference (j)

(d) Retirement Certificates and Flags. Originators shall ensure the following are requested, as desired, for retirees:

1. Family Certificates. Use enclosure (4) and submit to the CG's Admin Office. (see paragraph 5.c.).

2. Flag Certificates. Use enclosure (5) and submit to the CG's Admin Office. The completed form and flag to be presented needs to be delivered to the SSEC five working days prior to the requested fly date. Flags may be purchased through General Services Administration using National Stock Number 8345-00-656-1435 for retirement purposes only, per reference (k). See paragraph 5.c.

(e) Military Outstanding Volunteer Service Medal (MOVSM). The iAPS incorporated a block to prevent origination of an MOVSM if the period of the award being recommend is less than three years. Commanders may 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, Funeral Details, Color Guard, etc.). The authority to award the medal are COs with NA approval authority. See reference (l) for more details.

(f) Navy, Joint, and other Service Commands. Reference (a) through (n) provide joint awards guidance. All current and future MARADMIN publications may be found at <https://www.marines.mil/News/Messages/MARADMINS/> for further detailed guidance on these types of awards.

1. Joint Billet. The recipient must be assigned to a billet in a Joint Command or Joint Task Force Headquarters with a joint manning document (JMD) number to be eligible for this award.

2. Other Service Billet. The recipient must be assigned to a billet on another service's equivalent of a Table of Organization (T/O) to establish eligibility for awards from that Service. T/O document is required to be attached in iAPS for award approval.

3. Required Documents for Joint/Other Service Billets

a. For permanently assigned personnel, ensure that the JMD and a copy of the recipient's orders are attached to the iAPS record.

b. Temporary assigned personnel in a temporary additional duty (TAD) status, in a combat area service, assigning the recipient by name (not unit) to another service's command for six months or more in a combat area (e.g. receiving imminent danger pay); ensure that these TAD orders are attached to the iAPS record.

4. Erroneously awarded. If a Marine is erroneously presented another service's award or joint award; The Commander may, at their discretion, use the erroneous award as supporting documentation for an impact meritorious Department of the Navy (DON) award as appropriate.

(g) Valor Awards (Combat and Non-Combat)

1. Timeliness Requirements. Pursuant to references (e), (m) and (n), all valor award recommendations (combat and non-combat) will be submitted within the following timeline and guidance:

a. Required to be originated within 45 days of the end date of action.

b. Origination after the 45-day period requires the originator to provide a detailed comment justifying the delay in origination. Such comments should be reviewed by the chain of command to ensure the explanation of circumstances accurately account for the delay in origination.

c. Valor awards are required to be processed within 10 days at each level of command to the awarding authority.

d. Should this 10-day requirement be exceeded, commands are required to provide a detailed comment justifying the delay in routing. Such comments should be reviewed by the chain of command to ensure the explanation of circumstances accurately account for the delay in routing.

2. Document Requirements

a. All valor award recommendations require two signed witness statements that are notarized.

b. The only acceptable SOA format will be the new "Standard Valor Award Key Information" format via iAPS. For those questions

that do not apply, enter "Not Applicable." Do not amend the overall format. See reference (n) for additional requirements.

3. Notification Requirements. Pursuant to reference (n), commanders are required to notify the chain of command up to the awarding authority of the award being recommended upon endorsement and routing of the award.

a. Commands must use the "Notification To" box to notify the official with authority to approve the nominated award and the commanders endorsing the nomination.

b. Having awareness once this is done, the award authority and chain of command are expected to monitor the progress of all valor award recommendations to ensure timeliness requirements are met.

c. Use of the "Notification To" Box. This requires the originating command to review the chain of command and level of the recommended award to ensure the proper routing of the award.

(1) This Box requires the use of the routing chain of command iAPS Unit Identification Code (UIC) and should be sent to all UICs appropriate for routing each specific award depending on the chain of command.

(2) There is no limit on the number of UICs allowed in this tool. Once sent, all Unit Awards Administrators for each command will be notified via e-mail that a valor award recommendation has been originated.

(3) Upon receipt of this notification the chain of command must commence tracking procedures to ensure timeliness requirements per reference (n) are met.

d. The highest command notification in iAPS can be sent to CMC (HQMC, MMMA). Notification for awards of the Silver Star or higher will be sent to MMMA at UIC M54000.

(h) Impact Awards. These types of awards are to be originated within 45 days of the act, achievement, or service upon which it is based. An example of an impact award is the NA given by the CG to the winners of Noncommissioned Officer/Marine of the Year competition per reference (o).

(i) Unit Awards. All unit awards will be submitted in iAPS with citation and SOA complete in accordance with the references. A Microsoft Excel document will be uploaded as an attachment which will include Electronic Data Interchange Personal Identifiers, rank, full name, and grade type. This roster and SOA will include the total count of individuals nominated for the unit award to include count of each grade type (Marine Officers, Marine Enlisted, Navy Officers, Navy Enlisted, Civilians, Contractors, Other).

(j) DON Awards for Foreign Members. Required documents for awards for Foreign Members are as follows:

1. A Naval Criminal Investigative Service Counterintelligence Check is required. Send requests for background checks to:

NAVAL CRIMINAL INVESTIGATIVE SERVICE
ATTN: CODE 22
27130 TELEGRAPH ROAD
QUANTICO, VA 22134-2253

2. A United States Military Service Award Recommendation Concurrence letter is required from the respective Country's Embassy Defense Attaché. This letter must be specific to the individual and is only good for 12 months.

(k) DON Civilian Awards. See references (p) and (q). DON Civilian Awards will be originated by a supervisor and directly submitted to the Human Resources Office (HRO). HRO routes to the Adjutant Office for CG endorsement. HRO will provide further support for submission requirements.

5. Administration and Logistics

a. Per reference (a), 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 Combat Center directives can be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant>.

c. Forms. Enclosures (4) and (5) may be obtained from the Adjutant Office website at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-forms>.

6. Command and Signal

a. Command. This Order is applicable to active duty and reserve military personnel and commands and organizations subordinate to the CG, MAGTF/TC, MCAGCC.

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


M. H. CLINGAN

DISTRIBUTION: A

Award Specific Summary of Action (SOA) and Citation Guidelines**Legion of Merit (LM)****SOA**

- Paragraph format
- Limited to 2 pages

**Citation**

- Regular/natural case
- No acronyms
- Font is Courier New size 12
- Maximum of 23 lines with a total of 1650 characters

Citation Opening for HqBn, MCTOG, and MCLOG

"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 from (Month Year to Month Year). Rank Last Name"

Citation Opening for MCMWTC, MAWTS-1, EWTGLANT, and EWTGPAC

Remove "Marine Corps Air Ground Combat Center" from citation opening above.

Citation Closing

1. "(Rank and Name)'s professionalism, perseverance, and loyal dedication to duty reflected great credit on him/her and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service."
2. "By his/her attribute, attribute, and adjective dedication to duty, (Rank and Name) reflected great credit upon him/herself and upheld the highest traditions of the Marine Corps and the United States Naval Service."

Meritorious Service Medal (MM)**SOA**

- Same as LM

**Citation**

- Same as LM

Criteria

May be awarded by the Secretary of the Military Department concerned to any Servicemember, or to any member of the armed forces of a friendly foreign nation, who has distinguished themselves by outstanding meritorious achievement or service. The service or achievement must have an impact beyond the member's immediate area of responsibility.

Citation Opening for HqBn, MCTOG, and MCLOG

"For outstanding meritorious service while serving as (billet), (specific unit), Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center from (Month Year to Month Year). Rank Last Name..."

Citation Opening for MCMWTC, MAWTS-1, EWTGLANT, and EWTGPAC

Remove "Marine Corps Air Ground Combat Center" from citation opening above.

Citation Closing

Same as LM.

Navy and Marine Corps Commendation Medal (NC)**SOA**

- Same as LM and MM

**Citation**

- UPPER case only (ALL CAPS)
- No acronyms
- Times New Roman font with size 10 font for citation paragraph
- No more than 8 typewritten lines

Criteria

The NC is a multi-purpose decoration that may be awarded to any person who, while serving in any capacity with the Navy or Marine Corps, distinguishes himself or herself by heroic or meritorious achievement or service. To merit this award, the acts or services must be accomplished or performed in a

manner above that normally expected, and sufficient to distinguish the individual above those performing similar services. A single achievement or a period of service worthy of special recognition, but not justifying the MM, or the Air Medal when combat is not involved.

Citation Opening for HqBn, MCTOG, and MCLOG

"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 FROM (MONTH YEAR TO MONTH YEAR). (RANK LAST NAME)..."

Citation Opening for MCMWTC, MAWTS-1, EWTGLANT, and EWTGPAC

Remove "Marine Corps Air Ground Combat Center" from citation opening above.

Citation Closing

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

2. "BY HIS/HER ATTRIBUTE, ATTRIBUTE, AND DEDICATION TO DUTY, (RANK AND NAME) REFLECTED CREDIT UPON HIM/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

Navy and Marine Corps Achievement Medal (NA)

SOA

- Same LM, MM, and NC

Citation

- Same as NC

Criteria

The NA is a multipurpose decoration that may only be awarded to members of the Armed Forces in paygrades O-4 and below. The award may be authorized for specific achievement (i.e., as an impact award) or for sustained meritorious service. The performance shall be of such merit as to warrant more tangible recognition than is possible by a fitness report or performance evaluation, but does not justify a NC.

Citation Opening for HqBn, MCTOG, and MCLOG

"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 FROM (MONTH YEAR TO MONTH YEAR). (RANK LAST NAME)..."

Citation Opening for MCMWTC, MAWTS-1, EWTGLANT, and EWTGPAC

Remove "Marine Corps Air Ground Combat Center" from citation opening above.

Citation Closing

Same as NC.

Certificate of Commendation (CF)

SOA

Not required, may be a copy and paste from the citation

Citation

Same as NC

Citation Opening for HqBn, MCTOG, and MCLOG

"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 FROM (DAY MONTH YEAR TO DAY MONTH YEAR). (RANK LAST NAME) . . ."

Citation Opening for MCMWTC, MAWTS-1, EWTGLANT, and EWTGPAC

Remove "Marine Corps Air Ground Combat Center" from citation opening above.

Citation Closing

"(RANK LAST NAME'S) EXEMPLARY PERFORMANCE AND DEDICATION TO DUTY REFLECTED CREDIT ON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

Meritorious Mast**SOA**

Not required

Citation

- Natural case
- No acronyms
- Limited to 8 lines of text (Landscape, Times New Roman Font, size 10)
- Use official USMC Meritorious Mast Certificate/Form

Citation Opening for HqBn, MCTOG, and MCLOG

"Meritorious performance while serving as (billet), (specific unit), Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center from (Month Year to Month Year). Rank Last Name"

Citation Opening for MCMWTC, MAWTS-1, EWTGLANT, and EWTGPAC

Remove "Marine Corps Air Ground Combat Center" from citation opening above.

Citation Closing

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

Letters of Appreciation: standard letter format or professional letter

Certificate of Appreciation: any professional certificate style format

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 Servicemember. 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 culminated his 20 years of honorable and dedicated military service.**

For Other Services

Review SECNAV M-1650.1 appendix 2E on page 2-98 for closing statement specifics.

Letter of Continuity Template

COMMAND LETTER HEAD

1650
XX
Date

From: Commanding Officer/Assistant Chief of Staff/Reporting Senior/etc.
To: Whom it may concern

Ref: (a) CCO 1650.1K

Encl: (1) Proposed SOA
(2) Proposed Citation

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

1. From March 2024 to March 2025, Sergeant Marine served as the Training Noncommissioned Officer in Charge, Headquarters Battalion. During this time, I served as Sergeant Marine's Officer in Charge, Reporting Senior, 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 (2)

Expedite Letter Template

COMMAND LETTER HEAD

1650
XX
Date

From: Commanding Officer
To: Commanding General

Subj: REQUEST TO EXPEDITE AWARD IN CASE OF SERGEANT DEVIL A. DOG
0123456789/1111 USMC

Ref: (a) SECNAVINST 1650.1J
(b) MCO 1650.19J
(c) TECOMO 1650.1D
(d) CCO 1650.1K

1. Per the references, I request expedited award processing for the subject named award.
2. The reason for this award's tardiness is due to unit tempo and administrative oversight.
3. The following information is provided.
 - a. Award occasion: Transfer
 - b. Award origination date: 15 August 2022
 - c. The presentation date: 31 August 2022
4. The point of contact for this matter is Captain Motivated Adjutant at motivated.adjutant@usmc.mil or (760) 830-8630.

I. M. COMMANDING

Personal Information for Award Nominee

CCO 1850.1D

PERSONAL INFORMATION FOR AWARD NOMINEE			
TO BE PREPARED BY UNIT ADMINISTRATION, NOT THE AWARDEE			
INSTRUCTIONS: Please fill in <i>all</i> 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 CERT SIGNED	7. DATE POC CONTACTED	8. DATE OF PICKUP
9. RECEIVED BY (PRINT)			
10. RECEIVED BY (SIGN)			
SAMPLE			

Combat Center Flag Request

CCO 1650.1 (series)

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 Command Deck, Bldg 1554, Rm. 107. 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 8345-00-656-1435. 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	8. OCCASION: 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		11. PHONE NUMBER	
ADMINISTRATION		OFFICE USE ONLY	
12. DATE REQUEST RECEIVED	13. DATE CERT SIGNED	14. DATE POC CONTACTED	15. DATE OF PICKUP
RECEIPT			
16. RECEIVED BY (PRINT)			
17. RECEIVED BY (SIGN)			
SAMPLE			