



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788200
TWENTYNINE PALMS CA 92278-8200

BnO 1650.1F
HQBN
20 Sep 21

BATTALION ORDER 1650.1F

From: Commanding Officer
To: Distribution List

Subj: HEADQUARTERS BATTALION AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1J
(b) SECNAVINST M-1650.1
(c) MCO 1650.19J W/CH 1
(d) MARADMIN 065/20
(e) CCO 1650.1H

Encl: (1) Authorized Endorsers
(2) Award Specific Summary of Action (SOA) and Citation Requirements
(3) Sample Letter of Continuity

1. Situation. This Order sets forth policy and establishes procedures for implementing the awards program for Headquarters Battalion (HQBN) in accordance with the references.

2. Cancellation. BnO 1650.1E.

3. Mission. To establish policy and guidance in support of the awards program.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. It is imperative to recognize HQBN Marines and sailors timely through the awards program for exceptional achievement. No award is tied to a specific rank or billet, and a Marine or Sailor's performance is the decisive factor in determining appropriate award. The end state is timely and efficient recognition of deserving performance. It is unacceptable for a Marine or Sailor deserving of an award to depart HQBN prior to receiving an award.

(2) Concept of Operations

(a) Reference (a) establishes policy for awarding military decorations, medals, and ribbons.

(b) Reference (b) provides guidance for implementing military award policy and provides general administrative procedures.

(c) References (c) and (d) establish submission timelines and guidelines for Marine Corps awards.

(d) Reference (e) provides guidance on awards submitted to the Commanding General, Marine Air Ground Task Force Training Command. It

includes procedures for awards boards, timelines for routing awards, as well as procedures for the submission of unusual and late awards.

(e) All members of the awards process will adhere to the guidelines and references of this Order to ensure awards are effectively and efficiently processed.

b. Tasks

(1) Originator

(a) Submit all awards that are Navy and Marine Corps Achievement Medals and higher via the Improved Awards Processing System (iAPS).

(b) Seek the Battalion Commander's approval, through the chain of command, before submitting any award for a Marine or sailor that has been the subject of administrative or punitive proceedings: i.e. nonjudicial punishment, adverse fitness report, court-martial, etc.

(c) Inform the Battalion Adjutant and Battalion Executive Officer of any award submission outside of the prescribed timeline, and add a late justification statement in iAPS when forwarding the award to the next step in the approval process.

(2) Authorized Endorsers. Enclosure (1) contains all authorized endorsers within HQBN. Assistant Chiefs of Staff (AC/S)s, or Directors or Deputy Directors in their absence, will endorse all award recommendations and forward them, within five working days, to the appropriate Company Commander.

(3) Company Commanders. Ensure award recommendations meet the spirit and intent of this Order and all applicable references prior to endorsement. All unit awards must be submitted to the unit awards administrator (UAA) within five working days of receipt.

(4) S-1/Unit Awards Administrator(UAA)

(a) Ensure the award is administratively accurate via iAPS, and provide feedback to the originator, as needed.

(b) Establish awards boards as required. Work in conjunction with the Adjutant and the Battalion Executive Officer in order to identify appropriate board members for both Alpha and Bravo company awards submissions.

(c) Maintain an accurate, up to date awards tracker.

(d) Once battalion-level awards are approved, provide the award citation, Battalion Commander's endorsement, folder, and medal/appropriate insignia (i.e. gold star in lieu of additional award) to a unit representative for presentation.

c. Coordinating Instructions

(1) It is critical that awards submissions are prepared correctly and reviewed for grammatical errors. The originator of the award should ensure sufficient lead-time to facilitate timely processing. All awards will be submitted to the respective Company Commander within the following timelines. These timelines are established based on those outlined in reference (e) for submission to Resource Management Directorate Manpower,

Marine Air Ground Task Force Training Command(MAGTFTC), Marine Corps Air Ground Combat Center(MCAGCC), with "days" defined as calendar days before date of presentation, :

<u>Award</u>	<u>Company CO</u>	<u>MAGTFTC, MCAGCC</u>
Legion of Merit or higher	165 days	150 days
Meritorious Service Medal	75 days	60 days
Navy and Marine Corps Commendation Medal	60 days	45 days
Navy and Marine Corps Achievement Medal	40 days	30 days
Certificate of Commendation	40 days	30 days

(2) In order to process Navy and Marine Corps Commendation Medals and above, refer to the guidelines in reference (e).

(3) HQBN Awards Board. Per reference (b), HQBN will establish an awards board to ensure the prompt and equitable processing of all award recommendations.

(a) Navy and Marine Corps Achievement Medal recommendations will be processed through the HQBN Awards Board. The senior member of the board will be the respective Company Commander

(b) The UAA will convene awards boards as required and provide board members at least five working days to review award recommendations and cast votes. A minimum of three votes must be attained in iAPS prior to forwarding any award recommendations to the Battalion Commanding Officer for determination.

(c) Navy and Marine Corps Commendation Medal recommendations and above will not be processed through the HQBN Awards Board. These will be endorsed by the HQBN Commanding Officer and forwarded to the Commanding General (CG) to be screened through the CG's awards board process.

(4) Impact Awards. These type of awards are to be originated within 45 days of the act, achievement, or service upon which it is based.

(5) Valor Awards. Valor award nominations should be originated within 45 days upon which it is based.

(6) Letter of Continuity. The Reporting Senior (RS) for the Marine or Sailor will use a letter of continuity to summarize the member's performance under that RS. In the event of a RS's transfer or of the Marine or Sailor's transfer of billet within HQBN, a letter of continuity will be forwarded via email or hard copy to the new RS. See enclosure (3) for a sample.

(5) iAPS Access. The link for iAPS can be found at <https://www2.manpower.usmc.mil/iaps/>. Contact the UAA for iAPS questions.

5. Administration and Logistics. Directives issued by this Command are published and distributed electronically. Electronic versions of HQBN directives can be found at [https://vce.tecom.usmc.mil/sites/msc/magtftc/HQBN/Battalion%20Directives/Form s/Default%20View.aspx](https://vce.tecom.usmc.mil/sites/msc/magtftc/HQBN/Battalion%20Directives/Form%20s/Default%20View.aspx).

6. Command and Signal

a. Command. This Order is applicable to active duty, reserve, and civilian personnel assigned to HQBN.

b. Signal. This Order is effective the date signed and supersedes all previous versions.


A. S. MARTINEZ

Distribution: A

AUTHORIZED ENDORSERS

ALPHA COMPANY

- Chief of Staff
- Staff Secretary
- Installation Adjutant
- All AC/Ss and Deputy AC/Ss
- Deputy Command Inspector General
- Battalion Executive Officer
- Company Commander
- Directorate OICs
- Section OICs

BRAVO COMPANY

- All AC/Ss and Deputy AC/Ss
- Director, TTECG
- Deputy Director, TTECG
- Company Commander
- Directorate OICs
- Section OICs

HQBN Award Specific Summary of Action (SOA) and Citation Requirements

Navy and Marine Corps Achievement Medal (NMCAM/NA)



SOA

- 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)
(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 Closing: (two options)

- (RANK LASTNAME'S) PROFESSIONALISM(ATTRIBUTE), PERSEVERANCE(ATTRIBUTE), 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.
- BY (HIS/HER) PROFESSIONALISM, PERSEVERANCE, AND DEDICATION TO DUTY, (RANK LASTNAME) REFLECTED CREDIT UPON (HIMSELF/HERSELF) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Certificate of Commendation (COC/CF)

SOA

- Not required

Citation

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

Citation Opening:

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

Citation 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.**

Navy and Marine Corps Commendation Medal and higher awards

- Refer to reference (e) for SOA and citation requirements.

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

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

Ref: (a) BnO 1650.1E

Encl: (1) Proposed summary of action

(2) Proposed citation

1. From March 2012 to March 2016, 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 summarizes 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 (XXX) XXX-XXXX or via email at i.m.commanding@usmc.mil.

I. M. COMMANDING

Enclosure (3)