



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

BnO 1650.1G  
HQBN  
20 Aug 24

BATTALION ORDER 1650.1G

From: Commanding Officer  
To: Distribution List

Subj: AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1J  
(b) MCO 1650.19J Ch 1  
(c) CCO 1650.1J

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

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

2. Cancellation. BnO 1650.1F.

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

4. Execution

a. Commander's Intent and Concept of Operations

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

(2) Concept of Operations

(a) References (a) through (c) establish policy, delineate eligibility requirements, and provide general administrative procedures regarding recognition, decorations, and awards for military service personnel.

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

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

Enclosure (2)

(c) Mid-tour awards are not appropriate. When a Marine, Sailor, or reporting senior is reassigned within the same unit or receives permanent change of assignment orders within the awarding authority of an MCC administratively within the HqBn hierarchy 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 member upon the reassignment or transfer of the reporting senior or the member. Enclosure (1) is a sample letter of continuity.

(d) 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 recognized 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 this time.

(e) The Commanding General's (CG) approval is required before approving any award for a member that has been the subject of administrative or punitive proceedings (i.e. adverse fitness reports, administrative action, nonjudicial punishment, court martial, etc.).

(f) Per reference (b), "end of tour" awards are not an actual term in the awards system nor program. However, it is looked as a "meritorious" award. With that said, the program does not 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 (2) for further details.

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), 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 the 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 to identify appropriate board members for Alpha and Bravo company awards submissions.

(c) 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 section/directorate representative for presentation.

c. Coordinating Instructions

(1) It is critical 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.

(a) The board members vote on each submission presented based on eligibility requirements and merit of the accounting in the Summary of Action (SOA). The board will not improve nor edit the submission to correct grammar, spelling, etc. The board's purpose and tasks are to recommend approval, disapproval, upgrade, or downgrade of a submission. All voting representative comments will be made via iAPS unless there is a system restriction. In those situations, forward a specific recommendation and justification, if required to the Battalion Adjutant Office via e-mail. Comments provided in iAPS or via email must be clear, concise, and provide relevant information as to why a recommendation was made. A specific recommendation is required. A board member must provide justification when recommending an award to be upgraded, downgraded, or when recommending that no award be approved. Nominations for the Meritorious Service Medal (MM) and above will be boarded in person monthly with a section/directorate/unit representative present to answer potential inquiries from the assigned board members. The Chief of Staff will chair the in-person awards boards. Those unable to attend in person can link in via Microsoft Teams or telephone.

(b) The Adjutant Office will convene awards boards as required to ensure board members have ample time (which is generally one week) to review and act on submissions. There is no minimum or maximum number of award submissions required to convene a board. Boards will generally be created on Fridays and closed 5 businessdays later.

(c) Vote Submissions. A minimum of three votes must be posted in iAPS prior to award approval or further review to the CG. It is expected to include at least one officer and one enlisted vote of the four. Awards for an officer recipient, will require a minimum of one enlisted board member's vote. Awards for an enlisted recipient, will require a minimum of two enlisted board members' votes.

(2) Award Submission and Processing

(a) Sections must ensure timely submission of award recommendations via iAPS. Ensure that explanation comments are entered in the iAPS record when any award submission is outside of the specified timelines as shown in paragraph 2(f). All personal military decorations (PMD) will be submitted via iAPS to include meritorious masts, letters of appreciations, and certificate of commendations per reference (e).

(b) The originator should always consider the CO's schedule, the individual's date of detachment, the level of award they are recommending and ensure the award is well written and submitted in accordance with the required timeline as shown in paragraph 2(f).

1. If the award has been submitted late and/or past the required award submission timeline, the originator will:

(a) Notify the Battalion Adjutant and Administrative Chief. Submit through iAPS (provide a comment on why the award is submitted short of the timeline), email, phone conversations, and personal meetings, remain attached to the process to ensure streamlined routing, making every effort to present the award on time.

(b) Enclosure (2) is provided to assist award writers with preparing awards for submission. It contains award specific requirements for the proper formatting of the SOA and citation.

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

(d) Award submissions will be reviewed and endorsed by their OIC to ensure quality and adequate justification for the award.

(e) Award recommendations will be submitted to the Adjutant Office in accordance with the following timeline:

<u>Award</u>	<u>Company CO</u>	<u>MAGTFTC, MCAGCC</u>
Legion of Merit (LM) or higher	165 days	150 days
LM (retirement only)	135 days	120 days
MM	75 days	90 days
NC	40 days	60 days
NA	40 days	30 days
LOA and below	30 days	45 days

(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.

(4) Impact Awards. These types 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.

(7) 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

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 as "Controlled Unclassified Information (CUI)" until the awards are officially announced or presented.

b. Directives issued by this Command are published and distributed electronically. Electronic versions of HQBN directives can be found at <https://www.29palms.marines.mil/Units/Headquarters-Battalion/#orders>

6. Command and Signal

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

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

N. M. ROLLINS

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 ores
- Section OICs

Bravo Company

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

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 1650.1H

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

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

1. From March 2012 to March 2015, Sergeant Marine served as the Training Noncommissioned Officer in Charge, Headquarters Battalion. During this time, I served as Sergeant Marine's Officer in Charge, 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)

Award Specific Summary of Action (SOA) and Citation Requirements

**Legion of Merit (LM)**

**SOA**

- Paragraph format
- Limited to 2 pages



**Citation**

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

**Citation Opening**

For exceptionally meritorious conduct in the performance of outstanding service as (billet), (specific unit), Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center from (Month Year to Month Year).

**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**

- Paragraph format
- Limited to 2 pages



**Citation**

- UPPER- and lower-case type (regular capitalization)
- No acronyms
- Font is Courier New size 12
- Maximum of 23 lines with a total of 1650 characters

**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 outstanding meritorious service as (billet), (specific unit), Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center from (Month Year to Month Year).

**Citation Closing**

Same as LM.

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

**SOA**

- Paragraph or bullet format
- Limited to 2 pages



**Citation**

- UPPER case type 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” (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 LASTNAME) ...

**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 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 United States Naval Service.”

**Navy and Marine Corps Achievement Medal (NA)**

**SOA**



- Bullet format or narrative format
- Limited to 2 pages

**Citation**

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

**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 which does not justify a NC.

**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 FROM (MONTH YEAR TO MONTH YEAR). (RANK LASTNAME) . . .

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

“FOR” (preprinted on certificate)  
(PROFESSIONAL or HEROIC) ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES WHILE SERVING AS the/an/a (BILLET), (SPECIFIC UNIT), MARINE AIR GROUND TASK FORCE TRAINING COMMAND FROM (MONTH YEAR TO MONTH YEAR). (RANK LASTNAME)

...

**Citation Closing**

Same as NC.

**Certificate of Commendation (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 FROM (DAY MONTH YEAR TO DAY MONTH YEAR). DURING THIS PERIOD, (RANK LASTNAME) . . .

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

“FOR” (preprinted on certificate)

SUPERIOR PERFORMANCE OF DUTY WHILE SERVING AS (BILLET), (SPECIFIC UNIT), MARINE AIR GROUND TASK FORCE TRAINING COMMAND 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 ON (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 Last Name’s) superior performance of duties highlights the culmination of (20) years of honorable and dedicated servic**