



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788200
TWENTYNINE PALMS, CALIFORNIA 92278-8200

BnO 1650.1H
HQBN
1 APR 2026

BATTALION ORDER 1650.1H

From: Commanding Officer
To: Distribution List

Subj: AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1J
(b) MCO 1650.19J Ch 1
(c) CCO 1650.1K
(d) SECNAV M-1650.1

Encl: (1) Sample Letter of Continuity
(2) Authorized Endorsers
(3) Award Specific SOA and Citation Requirements
(4) Headquarters Battalion Awards Smart Pack

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 1650.1G.

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 and Sailors 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 (d) 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

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not an attempt to restrict awards recognizing specific acts or outstanding achievements also known as impact awards.

(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 a Monitored Command Code administratively within the HQBN hierarchy of Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center, 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 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 at 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.

b. Tasks

(1) Originator

(a) Submit all awards that are Certificates of Commendation and higher via the Improved Awards Processing System (iAPS) via iAPS Unit Identification Code (UIC) M35000.

(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.

(d) Personnel with Marine Air Ground Task Force (MAGTF)TC, Marine Corps Air Ground Combat Center (MCAGCC) Command Element (CE) iAPS accounts with UIC M35000A will be granted access in accordance with reference (c) via the G-1, Adjutant Office. Those personnel will route awards directly to the CG for approval or endorsement in accordance with reference (c).

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(2) Authorized Endorsers. Enclosure (2) contains all authorized endorsers within HQBN. Directors or Deputy Directors in their absence that use UIC 35000 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 weekly internal awards boards as required. Work in conjunction with the Adjutant and the Battalion Executive Officer to ensure timely voting on 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.

(d) If a higher awarding authority is required, the S-1 will route the award via iAPS the UIC M35000A for endorsement and/or approval for further processing.

c. Coordinating Instructions

(1) In determining whether to recommend an individual for a personal award, the primary consideration must be whether the individual has truly performed in an exceptional manner and met the eligibility criteria set forth in reference (a). Superior performance of normal duties should not be the sole basis for an award. Performance criteria for awards purposes consist of those actions which are above and beyond normal duties.

(2) The level of award recommendation should not be based on grade, billet, or time of service of the individual to be recognized. Except for the Navy and Marine Corps Achievement Medal, which is not authorized for individuals above the grade of Major, the appropriate level of an award is not associated with a particular grade; however, the award level is equated with an individual's degree of responsibility.

(3) 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.

(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. Comments provided in iAPS or via email must be clear, concise, and provide relevant information. Nominations for the Meritorious Service Medal and above will be boarded in person at the discretion of MAGTFTC, MCAGCC CE.

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(b) The Adjutant will convene in-person awards boards on a weekly basis. The board will be conducted as a battle rhythm event, usually following the weekly battalion legal meeting.

(c) Vote Submissions. A minimum of three votes must be received prior to award approval or further review to the CG. It is expected to include at least one officer and one enlisted vote. 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.

(4) 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 will be submitted via iAPS to include meritorious masts, letters of appreciation, and certificate of commendations per reference (b).

(b) The originator should always consider the Commanding Officer'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.

1. If the award has been submitted late and/or past the required award submission timeline, the originator will 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, and remain attached to the process to ensure streamlined routing, making every effort to present the award on time.

a. Enclosures (3) and (4) are provided to assist award writers with preparing awards for submission. They contain award specific requirements for the proper formatting of the SOA and citation.

b. Award submissions will be reviewed and endorsed by the next higher Officer in Charge to ensure quality and adequate justification for the award. Meritorious Service Medal submissions require endorsement from the respective AC/S in iAPS.

2. From September to May, award nominations must be submitted to arrive at the final awarding authority level for adjudication at least 60 days prior to the desired presentation date (except CF and below), per reference (d). Award recommendations will be submitted to the HQBN S-1 in accordance with the following timeline, depicted as days before requested presentation date:

1 September to 31 May

Award	HQBN S-1	MAGTFTC, MCAGCC
Distinguished Service Medal or higher	195 days	180 days
Legion of Merit (LM) or higher	165 days	150 days
LM (retirement only)	135 days	120 days
MM	75 days	60 days
NC	60 days	N/A
NA	60 days	N/A
CF and below	45 days	N/A

3. During the summer months (June through August), awards must be submitted to arrive at the final awarding authority level for adjudication at least 90 days prior to the desired presentation (except CF and below), per reference (b). Award recommendations will be submitted to the HQBN S-1 in accordance with the following timeline, depicted as days before requested presentation date:

1 June to 31 August

<u>Award</u>	<u>HQBN S-1</u>	<u>MAGTFTC, MCAGCC</u>
Distinguished Service Medal or higher	195 days	180 days
Legion of Merit (LM) or higher	165 days	150 days
LM (retirement only)	135 days	120 days
MM	105 days	90 days
NC	90 days	N/A
NA	90 days	N/A
CERTCOM and below	60 days	N/A

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

(a) Recommendations for the Navy and Marine Corps Achievement Medal and the Navy and Marine Corps Commendation Medal will be processed through the HQBN Awards Board. Recommendations for the Meritorious Service Medal and above will be processed through the MAGTFTC Awards Board.

(b) The UAA will convene awards boards on a weekly basis and will provide board members with at least five working days to review award recommendations prior to casting votes. A minimum of three votes must be attained prior to forwarding any award recommendations to the Battalion Commanding Officer for determination.

(6) Impact Awards. Impact awards shall be originated within 45 days of the act, achievement, or service upon which it is based.

(7) Valor Awards. Valor award nominations shall be originated no later than 45 days after the conclusion of the action period.

(8) 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 (1) for a sample.

(9) 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.

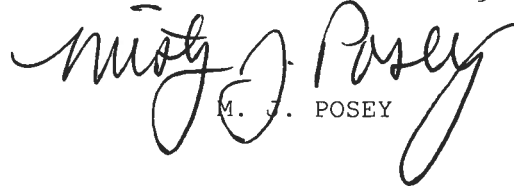
b. Directives issued by this Command are published and distributed electronically. Electronic versions of HQBN directives can be found at <https://www.29palms.marines.mil/Units/Headquarters-Battalion/#orders>

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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 on the date signed.


M. J. POSEY

DISTRIBUTION: A

1 APR 2026

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 (1)

1 APR 2016

Authorized Endorsers

Alpha Company

- Deputy Command Inspector General
- Battalion Executive Officer
- Company Commander
- Directorate or Section OICs

Bravo Company

- Director, TTECG
- Deputy Director, TTECG
- Company Commander
- Directorate or Section OICs

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). Rank Last Name..."

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 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 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 on the certificate

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 LAST
 NAME)..."

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 as 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 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 LAST NAME)..."

Citation Closing

Same as NC.

Certificate of Commendation (CF)**SOA**

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

Citation

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

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). (RANK LAST NAME)..."

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.

Meritorious Mast (MT)**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

"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 Closing

"(Rank Last 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."

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 culminated his/her (20) years of honorable and dedicated military service.**"



Awards Smart Pack



Compiled by Capt R. H. Yun, HQBN Adjutant
Revised 17 March 2026



Purpose



- Inform originators on the submission timelines associated with each award
- Educate units on what the proper opening and closing sentences are, in accordance with the BnO, CCO, and MCO
- Provide guidance on proper awards procedures in preparation for PCS season



iAPS Information



Headquarters Battalion, MAGTF-TC:

- Account Name:
 - HQ BN MAGTF TRNG COM 29
PALMS CA (R/U)
- UIC: M35000
- RUC: 015
- Awarding Authority Address:
 - COMMANDING OFFICER
HEADQUARTERS BATTALION, MAGTFTC
BOX 788200
TWENTYNINE PALMS, CA 92278-8200

> MSM and
above<

MAGTF-TC:

- Account Name:
 - CG MAGTFTC CE MCAGCC
- UIC: M35000A
- RUC: 015
- Awarding Authority Address:
 - COMMANDING GENERAL
MAGTFTC, MCAGCC
BOX 788100
TWENTYNINE PALMS, CA 92278-8100



How to Request iAPS Access



- Go to <https://www.manpower.usmc.mil/iaps>
- Enter your current billet title along with justification for access
 - The billet title will populate in the signature block when a NAVMC 11533 is created
- Select your unit
 - HQBN's UIC is M35000. Do NOT select M35000A. That is for MAGTF-TC.
- Click requested permissions
 - If you are an originator, you can also be "Reviewer" and "Preparer for" a higher-ranking officer. You do not rate Unit Admin permissions. That is only for HQBN S-1. You also do not rate HQMC Admin permissions. Self-explanatory.
- Click Submit



Timelines



AWARD	AWARDING AUTHORITY	PROCESSING TIME AT BATTALION	DUE TO MAGTF-TC
Distinguished Service Medal	Secretary of the Navy	195 Days	180 Days
Legion of Merit	CG, TECOM	165 Days (135 days for retirement)	150 Days (120 days for retirement)
Meritorious Service Medal	CG, MAGTF-TC	75 Days <i>*105 during summer</i>	60 Days <i>*90 during summer</i>
Navy and Marine Corps Commendation Medal	CO, HQBN	60 Days <i>*90 during summer</i>	N/A
Navy and Marine Corps Achievement Medal	CO, HQBN	60 Days <i>*90 during summer</i>	N/A
Certificate of Commendation	CO, HQBN	45 Days <i>*60 during summer</i>	N/A
Letter of Appreciation	ANY OFFICER O-3 AND ABOVE	30 Days	N/A
Originator	OFFICERS ONLY		

Per MCO 1650.19J, awards submitted during summer months (June through August) must be submitted to unit awards admin no later than 90 days from the estimated presentation date



Summary of Action (SOA) and Citation



- For further guidance on the requirements and development of the SOA and Citation please refer to Combat Center Order 1650.1K, MCO 1650.19J, and SECNAV M-1650.1
- The following slides are the standard Opening/Closing Sentences and guidance for Certificate of Commendation through LM.



Certificate of Commendation



Awarding Authority:

- Commanding Officer, Headquarters Battalion

Summary of Action:

- Not required; may be a copy and paste from the citation

Citation:

- Opening: "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]..."
- 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."

Format:

- ALL CAPS, 10 pitch, Times New Roman, Max 10 Lines, Justified, Landscape Style



Navy and Marine Corps Achievement Medal (NAM)



Awarding Authority:

- Commanding Officer, Headquarters Battalion

Summary of Action:

- **Opening:** “[Rank Full Name] is enthusiastically recommended for the Navy and Marine Corps Achievement Medal 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].”
- **Closing:** Provide closing remarks, reiterating the recommendation and type of award.
- **Format:**
 - All NAM recommendations (to include impact awards) can be written in bullet or paragraph format, limited to one page.
 - Portrait Style, Times New Roman, 12 pitch, Single Space, 1-inch Margins.

Citation:

- **Opening:** “PROFESSIONAL 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]...”
- **Closing:** “[RANK LAST 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.”
- **Format:**
 - ALL CAPS, 1250 Characters (w/ spaces) and no more than 8 typewritten lines, 10 pitch, Times New Roman, Landscape Style

*Note: Ensure that the dates on the Awards Info Page (iAPS), SOA and Citation are the same.



Navy and Marine Corps Commendation Medal (NMCCM)



Awarding Authority:

- Commanding Officer, Headquarters Battalion

Summary of Action:

- **Opening:** “[Rank Full Name] is enthusiastically recommended for the Navy and Marine Corps Commendation Medal 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].”
- **Closing:** Provide closing remarks, reiterating the recommendation and type of award.
- **Format:**
 - Can be written in bullet format or paragraph format and will be limited to two pages.
 - Portrait Style, Times New Roman, 12 pitch, Single Space, 1-inch Margins

Citation:

- **Opening:** “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]...”
- **Closing:** “[RANK LAST 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.”
- **Format:**
 - ALL CAPS, 1250 Characters (w/ spaces) and no more than 8 typewritten lines, 10 pitch, Times New Roman, Landscape Style

*Note: Ensure that the dates on the Awards Info Page (iAPS), SOA and Citation are the same.



Meritorious Service Medal (MSM)



Awarding Authority:

- Commanding General, MAGTF-TC

Summary of Action:

- **Opening:** “[Rank Full Name] is enthusiastically recommended for the Meritorious Service Medal 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].”
- **Closing:** Provide closing remarks, reiterating the recommendation and type of award.
- **Format:**
 - Must be written in paragraph format and will be limited to two pages.
 - Portrait Style, Times New Roman, Pitch 12, Single Space, 1 in Margins

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].”
- **Prior to Closing sentence if retiring:** “[Rank Last Name]’s superior performance of duties culminated his/her [number] years of honorable and dedicated military service.”
- **Closing:** “[Rank Last 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.
- **Format:**
 - Sentence Case type, 1650 Characters (w/ spaces) for a maximum of 23 typewritten lines, 12 pitch, Courier New, Portrait style

*Note: Ensure that the dates on the Awards Info Page (iAPS), SOA and Citation are the same.



Legion of Merit (LM)



Awarding Authority:

- Commanding General, TECOM

Summary of Action:

- **Opening:** “[Rank Full Name] is enthusiastically recommended for the Legion of Merit 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].”
- **Closing:** Provide closing remarks, reiterating the recommendation and type of award.
- **Format:**
 - Must be written in paragraph format and will be limited to two pages.
 - Portrait Style, Times New Roman, Pitch 12, Single Space, 1 in Margins

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]”
- **Prior to Closing sentence if retiring:** “[Rank Last Name]’s superior performance of duties culminated his/her [number] years of honorable and dedicated military service.”
- **Closing:** [Rank Last 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.
- **Alternate Closing:** By his/her [attribute], [attribute], and [adjective] dedication to duty, [Rank Last Name] reflected great credit upon [himself/herself] and upheld the highest traditions of the Marine Corps and the United States Naval Service.
- **Format:**
 - Sentence Case type, 1650 Characters [w/ spaces) for a maximum of 23 typewritten lines, 12 pitch, Courier New, Portrait style

*Notes: Ensure that the dates on the Awards Info Page (iAPS), SOA and Citation are the same.



Common Trends



- Using acronyms in the citation. Everything must be spelled out.
- **Originators submitting awards outside of the prescribed timeline**
 - The HQBN S-1 will do its part to review and route awards in a timely manner, but we will not rush an award because of poor planning on the originating unit's end.
 - If submitted outside of the prescribed timeline, originators must submit justification for why the award is late. "We were busy" or "admin oversight" is not sufficient.
- Incorrect opening and closing sentences
- Using "great credit" on NC and below. "Great credit" is reserved for MSMs and above.



Common Trends, cont.



- Spelling out numbers greater than 10
 - Or not spelling out numbers under 10
- Abbreviating things in the SOA that do not need to be abbreviated
 - If it is only used once, do not abbreviate
 - If it is used more than once, please abbreviate but do not completely spell it out each subsequent time the term is used
- Dates of meritorious period not matching what is in the SOA and citation
- Not utilizing all of the available space
 - Why limit yourself to a few sentences when you have the entire page?



Common Trends, cont.



- Misspellings in the citation
 - Recommend typing the SOA and citation in Microsoft Word, proofreading, and then converting to all-caps (for NAM/NC) for submission in iAPS



Summary



- If you feel your Marine is deserving of recognition, please do your due diligence to write a correct and timely award.
- Timelines matter and will affect future Commanding General's Readiness Inspections if not adhered to. We must also remain compliant with MAGTF-TC timelines.
- Just because the HQBN S-1 can get awards routed quickly doesn't mean we will fast-track every late award.
 - Your Marine will get their award, but it is your responsibility to submit on time to ensure it is presented before SNM departs (if that is the desired end-state).