

15TH MEU ROUTING SHEET (1-36) (EF)

SUBJECT:
MEUO 1650.1 H Awards Order

INSTRUCTIONS: Attach to documents requiring CO or XO's signature to show completed staff coordination.
RETURN BY:

ORIGINATOR:
Maj Almazan

PRESSING DUE DATE:

SECTION:

PHONE:

ROUTING CODE
A - APPROPRIATE ACTION
C - CONCURRENCE
D - DECISION
G - GUIDANCE/COMMENT
I - INFORMATION
O - ORIGINATOR
R - REVIEW/RECOMMENDATION
S - SIGNATURE

INTERGROUP ROUTING	DATE	INITIALS
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STAFF COMMENTS:

SEQ	CODE	ADDRESS	IN	OUT	CONCUR	NON CONCUR
<i>3</i>	<i>R/S</i>	Commanding Officer				
<i>2</i>	<i>R</i>	Executive Officer				
		Sergeant Major				
GENERAL STAFF SECTIONS						
<i>1</i>	<i>0</i>	S-1/Adjutant		<i>8/4</i>	<i>g.r.l</i>	
		S-1 Chief				
		S-2				
		S-2 Chief				
		S-3				
		S-3 Chief				
		1 st Force Recon				
		S-4				
		S-4 Chief				
		S-6				
		S-6 Chief				
SPECIAL STAFF SECTIONS						
		HQ's Company Commander				
		Career Retention Specialist				
		Chaplain				
		Disbursing Officer				
		Public Affairs Officer				
		Staff Judge Advocate				
		Postal				
		Medical Planner				
		Supply Officer				
		HQ's Commandant				
MSE ORGANIZATIONS						
		CO, BLT 2/5				
		CO, HMM-165				
		CO, CLB-15				

Sir,
Forwarded for final review.
I'm thinking long-term sir.
I'd like for this to carry on to the next Commander/staff.
R/S Maj A.

Sir,
Connections made. 8/7/08.
R/S Maj A

COMMANDING OFFICER'S COMMENTS:

SIGNED



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
UNIT 42530
FPO AP 96610-2530

MEUO 1650.1H
ADJ/JEA
7 Aug 08

MARINE EXPEDITIONARY UNIT ORDER 1650.1H

From: Commanding Officer
To: Distribution List B

Subj: 15TH MARINE EXPEDITIONARY UNIT AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J
(c) MARFORPACO 1650.4H
(d) I MEFO 1650.1E
(e) Maradmin 203/05

Encl: (1) Awards Opening and Closing Statements
(2) Summary of Action
(3) Combat Action Ribbon Submission Guidelines

1. Situation. This directive establishes policy and procedures for the writing, submission, and administration of awards within the 15th MEU (CONUS and deployed).

2. Cancellation. MEUO 1650.2.

3. Mission. We will publicly recognize servicemembers permanently assigned or attached to 15th MEU for exceptional performance, heroism, and/or valor.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To publish guidance for processing award recommendations for 15th MEU personnel with minimal delays. This reference and enclosures will be the guiding influence in the preparation and submission of all award recommendations in the 15th MEU.

(2) Concept of Operations. The HQMC Improved Awards Processing System (HQMC iAPS) is the only authorized means of submitting military award recommendations for Marines and Sailors

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equivalent to or above the Combat Action Ribbon, Military Outstanding Volunteer Service Medal, and the Navy and Marine Corps Achievement Medal. During deployment, the MEU S-1 may develop procedures for manually processing award recommendations (only when internet/email connectivity prevents the use of iAPS or when the MEU's higher headquarters is from another service). Per Maradmin 144/03, military award recommendations to military members of other services assigned to Marine Corps commands, does not require service concurrence if permanently assigned and filling a valid line number on a unit's HQMC Table of Organization (T/O), however, this awarding authority is not extended to combat awards or combat distinguishing devices. Additionally, Marine Commanders have the authority to approve awards for members of the U.S. Navy assigned to their commands, in the same manner that they are authorized to recognize Marines assigned to their commands. Award recommendations for Soldiers temporarily attached to 15th MEU require service concurrence (Combat Action Ribbon/personal award medals). Marine/Navy Commanders desiring to recognize a Soldier for any award(s) will submit the award recommendation to the Commanding General, I MEF, via the chain of command using the Improved Awards Processing System. Upon being boarded by the I MEF awards board and being endorsed by the Commanding General, the iAPS link will be directly forwarded by the I MEF Adjutant/Awards Clerk to the HQMC Awards Branch (MMMA), who will forward the award recommendation(s) to the Army's Awards Branch for processing/service concurrence. Follow on tracking will be done by the MEU Adjutant, in order to ensure the award is brought to closure.

b. Major Support Elements (MSE's)

(1) Units. MSE Commanders will (as needed) provide awards training to all newly joined officers, to ensure they are knowledgeable in the processing of award recommendations.

(2) iAPS User Accounts. Commanders should ensure that all officers have a valid Improved Awards Processing System log-in account, with updated profiles, in order to initiate/endorse/process awards. Per reference (b), only commissioned officers (senior to the individual being recommended) may recommend any servicemember for an award (only exception CAR's). The unit S-1 is not responsible for entering award recommendations into iAPS, the originating officer is. The HQMC awards website is provided below:

<https://www.manpower.usmc.mil/iaps/awards/notifications.action>

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(3) Requirement for Honorable Service. Title 10 U.S. Code, Section 6249 provides that no medal, cross, bar, or associated emblem or insignia may be awarded or presented to any individual if the service after the distinguishing act, achievement or service has not been honorable. Commanders will immediately take action to suspend the presentation or processing of any awards whenever an awardee's honorable service becomes a topic of question. See reference (a) for award revocation guidance on awards presented or pending presentation.

c. Coordinating Instructions

(1) 15th MEU Awards Board. Awards Boards will be held at the discretion of the Commanding Officer's preference for managing the approval process. In some cases, the Commanding Officer may direct that a board be seated. In other cases, a routine routing from OIC, XO/SgtMaj may be appropriate. The purpose of an Awards Board will be to ensure that the award presents with the requisite level of quality workmanship prior to forwarding to a higher command. Additionally, the Awards Board will ensure that the level of an award is representative of the performance achieved by the recommended Marine or Sailor. Finally, Awards Boards will ensure that consistency in awarding criteria is used. Depending on the level or type of award, the Awards Board may be task organized in order to ensure appropriate representation by MOS expertise. For example, awards for Corpsmen may initiate the presence of the Senior Chief on the Awards Board.

(a) When MSE units are attached, end of tour/retirement awards will continue to be routed and boarded by the normal CONUS administrative chain of command. The 15th MEU CO will not entertain EOT (End of Tour) awards from MSE Commanders. All award recommendations must be for actions during workups or for actions during a westpac deployment.

(b) MSE Commanders may establish local awards boards for recommendations that will be forwarded to the 15th MEU awards board, however, it is not required. Commanders are encouraged to establish their own local awards board for award recommendations that they have the authority to approve.

(c) Commanders in the chain of command can disagree with an award recommendation and may recommend a lesser award than that originally recommended. However, such Commanders may not

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approve a lower award and stop further transmittal of the recommendation to the approval authority.

(d) Reclama is a process by which an award that is downgraded or disapproved by the awarding authority, is asked to be reconsidered by the chain of command. Procedures for reclama are outlined in reference (b), and will be adhered to. Requests for reclama will only be considered if the initiating command can provide new and relevant information that was not submitted in the original award submission. Dissatisfaction with the decision by the awarding authority is not grounds for reclama.

(2) Awarding Authority. Commanders exercising special court martial convening authority (SPCMCA) and who have established HQMC T/O's may award the Navy and Marine Corps Achievement Medal (NA) and Military Outstanding Volunteer Service Medal (OV). Recommendations for the NA and OV awards will not generally be forwarded to the MEU CO, except NA's with the combat distinguishing device. All 15th MEU Company Commanders are authorized to award the Meritorious Mast (NAVMC 10935). Per CMC msg 061404Z Mar 07, awards above the SS, NX, and MH require certain comments (see MEU ADJ for details). The following 15th MEU Commanders are authorized to award the NA, OV and lesser awards (including Certificate of Commendation):

NOTE: (*if the unit is renamed during deployment, the same level of awarding authority will be carried, as long as the Commander holds SPCMCA)

(a) Battalion Landing Team __ (BLT)

(b) Combat Logistics Battalion __ (CLB)

(c) Marine Medium Helicopter Squadron __ (HMM)

(3) Occasions for Submitting Award Recommendations. As a general rule, only one award will be made for the same act, achievement, or period of meritorious service during a normal tour of duty in the 15th MEU, however, an award for heroism/valor or specific achievement within the period of meritorious service is not considered duplication.

(a) Specific Achievement. An impact award is for a short duration and specific achievement (1 day or up to 6 months). An impact award already awarded cannot support an EOT award recommendation. If an impact award is awarded during a standard tour with I MEF, and a servicemember is the subject of an EOT award

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recommendation, a copy of the previous award must be enclosed with the EOT award. Marine/Sailor of the Quarter/Year, and similar awards denote a specific competitive achievement. Only one award of this nature can be earned in any given year.

(b) Departing Commanders. Departing Commanders cannot forward awards for members of the staff who are not also departing; the commander may recommend an award that is retained by the command for use as an EOT award upon departure of the individual (letter of continuity).

(c) Dual Responsibilities. Members with dual responsibilities, i.e. "double-hatted", are normally viewed for an EOT award following completion of all duties, not each individually.

(d) End of Tour. A routine EOT award is not an integral part of the awards system. As a general rule, only one award will be made for the same act, achievement, or period of meritorious service (tour). A normal tour of duty is defined as an assigned period of service at the same MCC (Monitored Command Code) for a period of three to four years (2 year tours of duty are not uncommon). When submitting an EOT award based on a period of meritorious service, a copy of all personal awards received during the tour period must be submitted with the EOT award to the awarding authority. However, the 15th MEU CO will generally not entertain EOT awards from MSE Commanders. All award recommendations must be for actions during workups or for actions while deployed.

(e) Retirement/Separation. The Navy and Marine Corps does not have a retirement or separation award, nor is it appropriate to recommend an award for the entire career of a service member. If an individual is recommended for an award upon retirement or separation, it should only recognize service at the departing duty station or service not previously recognized during that tour.

(f) Classified Awards. Only recommendations involving the most sensitive operations should be forwarded as classified documents (manually; not in iAPS). Every effort will be made to submit unclassified award recommendations.

(g) Letter of Continuity. Reporting seniors (RS) that depart a command or are reassigned within the MEU have a

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professional responsibility to prepare a letter of continuity (LOC) for those individuals who consistently demonstrate superlative performance during their assignment/tour with the RS. This also holds true when the individual is reassigned to another section/unit within the MEU. A LOC will ensure that a future award recommendation will reflect the superior performance rendered by the individual throughout the military member's tour with 15th MEU. It is highly recommended that the LOC be prepared online using the iAPS, or it may be passed on to the military member's new reporting senior for potential use as an EOT award (if appropriate). Mid-tour awards are not appropriate; commands will retain the nomination for inclusion in the EOT award (if appropriate).

(h) Letter of Appreciation. Reference (b) significantly changed the status that Letters of Appreciation (LOA) hold in the Marine Corps. LOA's will be treated as commendatory correspondence upon receipt. When received, Commanders should consider appropriate action to recognize that individual's achievement, which may include rewriting the commendatory correspondence into an appropriate level award.

(i) Unit Awards. References (a) and (b) defines the basis, criteria and procedures for recommending a unit for a unit citation or commendation. Unit award recommendations will originate at the next higher echelon of command above the unit being recommended for the award. A command may not submit an award on its own behalf, but may provide its higher headquarters' documentation to assist in the preparation of the nomination.

(4) Timeline/Awarding Authority for Submission of Awards

Level of Award	Awarding Authority OEF/OIF/NOBLE EAGLE	Awarding Authority GARRISON	Due to 15 th MEU ___ days prior to presentation
(MH) Medal of Honor	POTUS	POTUS	Within 30 days after action
(NX) Navy Cross	SECNAV	SECNAV	Within 30 days after action
(DM) Distinguished Service Medal	SECNAV	SECNAV	120 days
(SS) Silver Star	SECNAV	SECNAV	120 days
(LM) Legion of Merit	CMC	CMC	120 days
(LM) Legion of Merit (Retirement)	Delegated to COMMARFORPAC	COMMARFORPAC	120 days
(LV) Legion of Merit (with combat distinguishing device)	CMC	CMC	120 days

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(DX/DV) Distinguished Flying Cross (without/with combat distinguishing device)	CMC	CMC	120 days
(NM) Navy and Marine Corps Medal	CMC	CMC	120 days
(BS/BV) Bronze Star Medal (without/with combat distinguishing device)	Delegated to MARCENT (OEF/OIF)	CMC	120 days
(PH) Purple Heart	Delegated to CG I MEF (OEF/OIF)	CMC	Determined by HHQ's based on PCR
(MM) Meritorious Service Medal	CG, I MEF	CG I MEF	60 days
(AS) Air Medal (Strike/Flight) (AF) Air Medal (Individual) (AH) Air Medal (Individual with combat distinguishing device)	Delegated to CG, 3rd MAW (OEF/OIF)	CMC/SECNAV	30 days
(NC) Navy and Marine Corps Commendation Medal	Delegated to CO, 15th MEU (1 per 50 personnel)	Delegated to CO, 15th MEU (1 per 50 personnel)	30 days
(CV) Navy and Marine Corps Commendation Medal (w/combat distinguishing device)	Delegated to CG, MNF-W (OEF/OIF)	CMC	30 days
(NA) Navy and Marine Corps Achievement Medal	Commanders with SPCMCA	Commanders with SPCMCA	30 days
(NV) Navy and Marine Corps Achievement Medal (w/combat distinguishing device)	Delegated to CG, MNF-W (OEF/OIF)	CMC	30 days
(CR) Combat Action Ribbon	Delegated to CG, MNF-W (OEF/OIF)	CMC	Within 30 days after action
(HS) Humanitarian Service Medal	Delegated to CG I MEF/MARCENT	CMC	30 days
(OV) Military Outstanding Volunteer Service Medal	Commanders with SPCMCA	Commanders with SPCMCA	15 days
(CC) Certificate of Commendation	Commanders with SPCMCA	Commanders with SPCMCA	15 days
(MT) Meritorious Mast	Delegated to 15th MEU Company Commanders	Delegated to 15th MEU Company Commanders	7 days
(LOA) Letter of Appreciation	Any Officer	Any Officer	N/A
(LOC) Letter of Continuity	Any Reporting Senior	Any Reporting Senior	Before transfer of RS or individual

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5. Administration and Logistics

a. Administration

(1) Awards Inbox. All on-line administrative actions (using the iAPS) will be completed prior to submitting a recommendation to the endorsing/awarding authority. The unit's Adjutant/Administrative Chief will monitor their iAPS awards inbox in order to ensure awards are properly prepared and endorsed prior to final action by the endorsing/awarding authority (SPCMCA & higher). The iAPS unit awards inbox is based on the unit RUC. The 15th MEU unit awards inbox is 20310.

(2) MEU Commander Awarding Authority. Per reference (e), the MEU Commander is delegated Navy and Marine Corps Commendation Medal awarding authority, limited to one per every 50 Marines or Sailors per command per calendar year. When the MEU CHOP's and gains MSEs (GCE, LCE, ACE), the MAGTF grows to well over 2,100 Marines and Sailors. When the MEU forms as a MAGTF, the MSE numbers will be added in order to appropriately recognize deserving Marines/Sailors for predeployment workups and westpac deployments. A fair/share allotment (quota) for recommendations will be afforded to each Commander, in order to recognize deserving Marines and Sailors equitably across the MAGTF. Once NC quotas have been exhausted in a calendar year, the 15th MEU CO may endorse and forward remaining NC award recommendations to the CG, I MEF for consideration.

(3) Awards Preparation. Reference (b) provides detailed instructions in the procedures for submitting awards via the HQMC iAPS. Enclosures (1) and (2) will be used in preparing the Summary of Action and proposed citations according to the level of award. All citations for Sailors will end with "were in keeping with the highest traditions of the United States Naval Service."

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

(1) CR: All combat action ribbon recommendations will be written in a matrix format, as outlined in enclosure (3). Only one award per operation is authorized. Operation Iraqi Freedom is still the same operation, regardless of how many times a servicemember has been to Iraq (i.e. OIF I, OIF II, OIF III, etc.). Unit Commanders and Adjutant/Administrative Chiefs will screen CR

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recommendations for eligibility, prior to recommending personnel for the CR. Personnel already awarded the CR for the same operation will not be recommended for additional CR's.

(2) NA: All NA recommendations (to include impact awards) will be written in bullet format and limited to 1 page.

(3) NC: All NC recommendations may be written in bullet format or paragraph format and will be limited to 2 pages. NC's that have to be forwarded to the CG I MEF will be in a paragraph/narrative format.

(4) MM/NM: All MM/NM recommendations will be written in paragraph format and will be limited to 3 pages. For the Navy and Marine Corps Medal (NM), attachments, (i.e. police reports, medical reports, eye witness statements, etc.) must be scanned and attached in the iAPS recommendation.

(5) LM: All LM recommendations will be written in paragraph format and will be limited to 4 pages.

(6) OV: The Military Outstanding Volunteer Service Medal does not require a SOA, however, it is highly recommended, as it will add credibility to the award when approved, as well as when it is forwarded to CMC (MMSB) for inclusion into the OMPF.

(b) Certificate Preparation. Citations for NA and above will be written per the guidance provided below:

(1) NA/NC: The award will be prepared in all capital letters, Times New Roman font, 9 point, Landscape style, 9 lines of text, with no more than 1250 characters.

(2) MM/NM/LM: Regular capitalization, Times New Roman font, 12 point, Portrait style, 22 lines of text.

(3) Retirement Award: If submitted as an MM/LM, regular capitalization, Times New Roman font, 12 point, Portrait style, 24 lines of text.

b. Logistics

(1) Commanders, as appropriate, are authorized to stock and issue medals, awards, and certificates to members of their command when they are the awarding authority.

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(2) References (a) and (b) identifies NSN's for medals, awards, certificates, presentation folders, and devices for the purpose of ordering such items through the supply system.

(3) Once an award has been approved for a living recipient or if the award is being made posthumously, the following award elements will be provided by the awarding authority:

(a) Medal (first award only)

(b) Gold or Silver star (subsequent awards)

(c) Citation and certificate, or the citation-certificate in the case of specific awards

(d) Presentation folder

6. Command and Signal

a. Command

(1) This Order is applicable to all servicemembers permanently assigned or attached to 15th MEU (active and reserve). Additionally, reference (a) provides detailed guidance regarding the transmittal of awards for active duty, retired, released, discharged, posthumous, refusals to accept and undeliverable award recipients.

(2) All award status inquiries will be routed through the battalion/squadron Adjutants or Administrative Chiefs. Individual queries to this headquarters or higher headquarters are not authorized.

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



B. D. BEAUDREULT

DISTRIBUTION: B

AWARDS OPENING AND CLOSING STATEMENTS

MERITORIOUS MAST (12-15 LINES)

10 PITCH, COURIER NEW, LOWER CASE, BOLD

OPENING:

For (outstanding/exceptional/superior/meritorious) performance of duty while serving as billet, unit, 15th Marine Expeditionary Unit (add SOC if a SOC), from (start date, i.e. 1 August 2008) to (end date, i.e 10 August 2008).

CLOSING:

Rank Lname's initiative, dedication to duty, and outstanding performance throughout this period, reflected credit upon (him/her) self and the United States Marine Corps.

CERTIFICATE OF COMMENDATION (10 LINES)

10 PITCH, COURIER NEW, UPPER CASE, BOLD

OPENING:

(OUTSTANDING/EXCEPTIONAL/SUPERIOR/MERITORIOUS) ACHIEVEMENT IN THE PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS BILLET, UNIT, 15TH MARINE EXPEDITIONARY UNIT (ADD SOC IF A SOC), FROM (START DATE, I.E. 1 AUGUST 2008) TO (END DATE, I.E. 10 AUGUST 2008).

(OPTIONAL: "THROUGHOUT THIS PERIOD"), RANK LNAME PERFORMED HIS/HER DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

CLOSING:

RANK LNAME'S OUTSTANDING MOTIVATION AND DEDICATION TO DUTY REFLECTED CREDIT UPON (HIM/HER)SELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS.

SPOUSE CERTIFICATE OF COMMENDATION (MARINE/SAILOR RETIREMENT)

(10 LINES) - 10 pitch, courier new, lower case, bold

ENCLOSURE (1)

CITATION:

Sustained and faithful devotion during your husband/wife's Marine Corps career. Throughout his/her career, you were always concerned for his/her welfare and supportive of his/her service. You were the "remain-behind" head of the Lname household on those countless occasions when mission requirements demanded his/her presence elsewhere. It was during those trying times that your contributions to our nation and the Marine Corps were the greatest. Your sacrifices significantly enhanced mission accomplishment, and were in keeping with the highest traditions of the Marine Corps. In grateful appreciation, thank you!

CERTIFICATE OF COMMENDATION (MARINE/JUNIOR SAILOR OF THE QUARTER & NONCOMMISSIONED OFFICER/SENIOR SAILOR OF THE QUARTER)

(8-10 LINES) - 10 pitch, courier new, lower case, bold

CITATION:

Selection as () of the Quarter for the 15th Marine Expeditionary Unit, from (indicate Day Month Year of specific quarter 00/00/0000 - 00/00/0000). Throughout this period, Rank Lname competed against several Marines/Sailors within his/her (unit level) to achieve () of the Quarter for (Bn/Sqdn unit spelled out). He/she subsequently competed against all () of the Quarter within the MAGTF and was selected as () of the Quarter for the MEU. Competition was keen and his/her selection demonstrates that his/her dynamic leadership, initiative, military skills, and overall professional knowledge set him/her apart from his/her peers. Rank Lname's genuine concern for others and "can do" attitude are definite assets to the 15th Marine Expeditionary Unit. By his/her enthusiasm, professionalism, and unwavering devotion to duty, Rank Lname upheld the highest traditions of the Marine Corps and the United States Naval Service.

ENCLOSURE (1)

OV (STANDARD NAVAL CORRESPONDENCE)

12 PITCH, COURIER NEW

From: Awarding Authority

To: Rank Keep A. Hope 0000/0151 USMC

Via: Awardee's Commander/Commanding Officer

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE
MEDAL

Ref: (a) SECNAV NOTICE 1650

1. In accordance with reference (a), you are authorized to wear the Military Outstanding Volunteer Service Medal (Bronze/Silver Star in lieu of ___ award) for outstanding public service with ORGANIZATION(s) for the period of June 2005 to July 2008.

2. Remarks by the Awarding Authority.

COMBAT ACTION RIBBON

*There is no citation for the Combat Action Ribbon. MCTFS/3270 entry is the authority to wear the CAR. See enclosure (3) for proper submission procedures. A CAR/HSM database is maintained by the HQMC awards branch.

NA/NV (9 LINES)

9 PITCH, TIMES NEW ROMAN, ALL CAPS (citation limited to 1250 characters)

OPENING:

(LEADERSHIP/PROFESSIONAL/HEROIC) (SERVICE/ACHIEVEMENT) IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS BILLET, UNIT, 15TH MARINE EXPEDITIONARY UNIT (ADD SOC IF A SOC), FROM (START DATE, i.e. AUGUST 2008) TO (END DATE, i.e. SEPTEMBER 2008). (OPTIONAL: "THROUGHOUT THIS PERIOD"), RANK LNAME PERFORMED HIS/HER DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL

ENCLOSURE (1)

MANNER. (STATEMENT "UNDER ENEMY FIRE" WILL BE INCLUDED FOR NA/NC CITATIONS AWARDED WITH THE COMBAT DISTINGUISHING DEVICE)

NC/CV (9 LINES)

9 PITCH, TIMES NEW ROMAN, ALL CAPS (citation limited to 1250 characters)

OPENING:

(HEROIC/MERITORIOUS) (SERVICE/ACHIEVEMENT) WHILE SERVING AS BILLET, UNIT, 15TH MARINE EXPEDITIONARY UNIT (ADD SOC IF A SOC), FROM (START DATE, i.e. AUGUST 2008) TO (END DATE, i.e. SEPTEMBER 2008). (OPTIONAL) THROUGHOUT THIS PERIOD, RANK LNAME PERFORMED HIS/HER DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

NA/NC RETIREMENT SENTENCE

HIS/HER PERFORMANCE OF DUTY DURING THIS ASSIGNMENT CULMINATED (DURATION OF CAREER, i.e. 20 YEARS) OF HONORABLE AND DEDICATED SERVICE. (If Marine has combat time, add the following line after the word service: "in combat and peace".)

NOTE: Retirement sentence is the next to last sentence in the citation.

NA/NV CLOSING SENTENCE

CLOSING:

RANK LNAME'S INITIATIVE, PERSEVERANCE, AND TOTAL 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.

NC/CV CLOSING SENTENCE

CLOSING:

RANK LNAME'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON (HIM/HER) AND UPHELD THE HIGHEST

TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

AIR MEDAL (AF/AS/AH)

12 PITCH, TIMES NEW ROMAN, LOWER CASE (1250 characters)

OPENING:

For (meritorious/heroic) achievement in aerial flight while serving as billet, unit, 15th Marine Expeditionary Unit (add SOC if a SOC), from (start date, i.e. August 2008) to (end date, i.e. September 2008).

CLOSING (AF/AS):

By (his/her) superb **airmanship, perseverance, and loyal** devotion to duty in the face of hazardous flying conditions, Rank Lname reflected great credit upon (him/her) self and upheld the highest traditions of the Marine Corps and the United States Naval Service.

CLOSING (AH):

By (his/her) skillful **airmanship, steadfast aggressiveness, and exemplary** devotion to duty in the face of hazardous flying conditions, Rank Lname reflected credit upon (him/her) self and upheld the highest traditions of the Marine Corps and the United States Naval Service.

RETIREMENT MM (24 LINES) (citation limited to 1800 characters)

12 PITCH, TIMES NEW ROMAN, LOWER CASE

OPENING:

Oustanding meritorious service while serving as billet, unit, 15th Marine Expeditionary Unit (add SOC if a SOC), I Marine Expeditionary Force, from (start date, i.e. August 2008) to (End date, i.e. September 2008). During this period, Rank Lname...

CLOSING: (FOR USE IN MSM OR GREATER RETIREMENT AWARDS)

His/her superior performance of duty during this tour is the hallmark of a career devoted to accomplishing broad and diverse assignments (IF MARINE HAS COMBAT TIME, ADD THE FOLLOWING LINE "in combat and peace"), highlighting the culmination of over xx years of honorable and dedicated Marine Corps service. The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Rank Lname reflected great credit upon (him/her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

TRANSFER MM (22 LINES) (citation limited to 1800 characters)

12 PITCH, TIMES NEW ROMAN AND LOWER CASE

OPENING:

Oustanding meritorious service while serving as billet, unit, 15th Marine Expeditionary Unit (add SOC if a SOC), I Marine Expeditionary Force, from (start date, i.e. August 2008) to (End date, i.e. September 2008). During this period, Rank Lname..

CLOSING:

The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Rank Lname reflected great credit upon (him/her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

PURPLE HEART

Purple Heart determinations are made by HHQ's, through the submission of the personnel casualty report (PCR).

STANDARD CITATION:

"THE UNITED STATES OF AMERICA. TO ALL WHO SHALL SEE THESE PRESENTS, GREETING: THIS IS TO CERTIFY THAT THE PRESIDENT OF THE UNITED STATES OF AMERICA HAS AWARDED THE PURPLE HEART ESTABLISHED BY GENERAL GEORGE WASHINGTON AT NEWBURGH, NEW YORK, AUGUST 7,

1782 TO _____ FOR WOUNDS RECEIVED IN ACTION ON (DATE) IN (AREA OF OPERATION). GIVEN UNDER MY HAND IN THE CITY OF WASHINGTON THIS ___ND/ST DAY OF ____ 2008."

BRONZE STAR (24 LINES) (citation limited to 1800 characters)
12 PITCH, TIMES NEW ROMAN, AND LOWER CASE

OPENING (BS/BV):

For (heroic/meritorious) (achievement) in connection with combat operations involving conflict with an opposing force while serving as billet, unit, 15th Marine Expeditionary Unit (add SOC if a SOC), from (start date, i.e. August 2008) to (End date, i.e. September 2008).

CLOSING (BS):

Rank Lname's total effectiveness, forceful leadership, and loyal dedication to duty reflected great credit upon (him/her) and upheld the highest traditions of the Marine Corps and the United States Naval Service.

CLOSING (BV):

By his zealous initiative, courageous actions, and exceptional dedication to duty, Rank Lname reflected great credit upon (him/her) self and upheld the highest traditions of the Marine Corps and the United States Naval Service. (Statement "The Combat Distinguishing Device is authorized" will be included for BS with combat distinguishing device)

NAVY AND MARINE CORPS MEDAL (22 LINES) (citation limited to 1250 characters) 12 PITCH, TIMES NEW ROMAN, LOWERCASE

OPENING:

For heroism while serving as billet, unit, 15th Marine Expeditionary Unit (add SOC if a SOC), I Marine Expeditionary Force, on 10 August 2008.

ENCLOSURE (1)

CLOSING:

By his/her courageous and prompt actions in the face of great personal risk, Rank Lname reflected great credit upon (him/her) self and upheld the highest traditions of the Marine Corps and the United States Naval Service.

DISTINGUISHED FLYING CROSS (DV) (22 LINES) (citation limited to 1800 characters) 12 PITCH, TIMES NEW ROMAN, AND LOWER CASE

OPENING:

For heroism (or extraordinary achievement) while participating in aerial flight as billet, unit, 15th Marine Expeditionary Unit (add SOC if a SOC), I Marine Expeditionary Force, from (start date, i.e. August 2008) to (End date, i.e. September 2008).

CLOSING:

By (his/her) superb airmanship, inspiring courage, and loyal devotion to duty in the face of hazardous flying conditions, Rank Lname reflected great credit upon (him/her) self and upheld the highest traditions of the Marine Corps and the United States Naval Service.

LOM (22 LINES) (24 LINES RETIREMENT) (citation limited to 1800 characters) 12 PITCH, TIMES NEW ROMAN, AND LOWER CASE

OPENING:

For exceptionally meritorious conduct in the performance of outstanding service while serving as billet, unit, 15th Marine Expeditionary Unit (add SOC if a SOC), I Marine Expeditionary Force, Marine Forces Pacific, from (start date to end date). Throughout this period, Rank Lname brought a wealth of managerial expertise and leadership to the command and contributed significantly to the successful accomplishment of its mission.

CLOSING (TRANSFER):

Rank Lname's dynamic direction, keen judgment, and inspiring devotion to duty reflected great credit upon him/her and upheld

the highest traditions of the Marine Corps and the United States Naval Service.

CLOSING (RETIREMENT):

Rank Lname's constant concern for the well-being of the Marines and Sailors he commanded and their families resulted in outstanding morale, camaraderie, and resourceful accomplishment of operational commitments. Rank Lname's exceptional ability, initiative, and total dedication to duty reflected great credit upon (him/her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

SILVER STAR (22 LINES) (citation limited to 1800 characters)

12 PITCH, TIMES NEW ROMAN, AND LOWER CASE

OPENING:

For conspicuous gallantry and intrepidity in action against the enemy while serving as billet, unit, 15th Marine Expeditionary Unit (add SOC if a SOC), I Marine Expeditionary Force, Marine Forces Pacific, from (start date to end date).

CLOSING:

By his/her bold leadership, wise judgment, and complete dedication to duty, Rank Lname reflected great credit upon himself and upheld the highest traditions of the Marine Corps and the United States Naval Service.

DISTINGUISHED SERVICE MEDAL (22 LINES) (citation limited to 1800 characters) 12 PITCH, TIMES NEW ROMAN, AND LOWER CASE

OPENING:

For exceptionally meritorious service while serving as billet, unit, 15th Marine Expeditionary Unit (add SOC if a SOC), I Marine Expeditionary Force, Marine Forces Pacific, from (start date to end date).

ENCLOSURE (1)

CLOSING:

By his/her superior leadership, outstanding professionalism, and deep devotion to duty, Rank Lname's actions reflected great credit upon himself and upheld the highest traditions of the Marine Corps and the United States Naval Service.

NAVY CROSS (22 LINES) (citation limited to 1800 characters)

12 PITCH, TIMES NEW ROMAN AND LOWER CASE

OPENING:

For extraordinary heroism, in action against the enemy, above and beyond the call of duty, while serving as billet, unit, 15th Marine Expeditionary Unit (add SOC if a SOC), I Marine Expeditionary Force, from (start date to end date).

CLOSING:

His/her indomitable spirit, dauntless initiative, and heroic devotion to duty were an inspiration to those with who he/she served and were in keeping with the highest tradition of the Marine Corps and United States Naval Service.

MEDAL OF HONOR (22 LINES) (citation limited to 1800 characters)

12 PITCH, TIMES NEW ROMAN AND LOWER CASE

OPENING:

For conspicuous gallantry and intrepidity at the risk of his/her life above and beyond the call of duty, while serving as billet, unit, 15th Marine Expeditionary Unit (add SOC if a SOC), I Marine Expeditionary Force, from (start date to end date).

CLOSING:

Rank Lname's exceptional ability, initiative, and total dedication to duty reflected great credit upon (him/her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

SUMMARY OF ACTION

OPENING:

_____ is enthusiastically recommended for the _____ Medal for outstanding service in the performance of his/her duties while serving as Billet, Unit, 15th Marine Expeditionary Unit (add SOC if a SOC at the time), from (start date, i.e. 1 August 2008) to (end date, i.e. 10 August 2008). _____ distinguished (him/her) self through the following significant accomplishments:

FOR NONCOMBAT AWARDS

- *Brevity is encouraged
- *Emphasis should be on specific accomplishments of individual that set that person apart from his/her peers (quantifiable results of individual's efforts)
- *significant and positive impact upon unit
- *improvements of established procedures
- *creation of needed but nonexistent procedures
- *noteworthy personal achievements
- *significant displays of personal initiative, dedication to duty, and/or selfless service.

COMBAT AWARDS

- *Must be fully justified
 - *Recommendation should focus on service member's satisfactory performance under fire/action
 - *Eyewitness statement (at least two may be required)
- NOTE: See SECNAVINST 1650.1_ for Medal of Honor or life saving/attempted life saving awards

NOTE: Spell out ALL acronyms in citation and summary of action.

CLOSING:

_____ 's superior performance of duty reflected credit upon (him/her) self, the Marine Corps, and the United States Naval Service. (For Navy personnel, omit "the Marine Corps" and simply state "_____ 's superior performance of duty reflected credit upon (him/her) self and the United States Naval Service). He/She is highly recommended for the _____ Medal.

Years of service: _____
Combat history: YES/NO

NOTE: All citations for Sailors will end with "were in keeping with the highest traditions of the United States Naval Service."

ENCLOSURE (2)



Enter Senior Marine's SSN

Please read this document in its entirety prior to inducting your Combat Action Ribbon (CAR) submission into the system. Failure to provide the required information could lead to delays in the processing of the award nomination. It is recommended that you print a copy of this document to assist you in preparing your submission.

SSN:

Enter the nine digit social security number (no spaces, dashes, or slashes) of the senior Marine recommended for the Combat Action Ribbon and click OK.

1. Click the icon to the right to open the template spreadsheet to compile the names of CAR nominees. Fill in all fields for individuals being recommended for the award. Save the Excel Spreadsheet to a location where it can be easily accessed. The spreadsheet will be attached to your final submission. The fields of the spreadsheet are identified below.



CAR.xls

LNAME	FNAME	MI	SSN	GRADE	BRANCH	AWARD	OPERATION	FMDATE	TODATE	LOCATION	UNIT	MATRIX#
SNEED	CRAIG	J	123456000	SGT	M	CAR	BLUE MOON	3APR01	3APR01	BOLA BOLA	BLT 1/2	1
BUBBA	JOE	A	487584123	HM1	N	CAR	BLUE MOON	3APR01	4APR01	BOLA BOLA	BLT 2/2	2

2. Many CAR submissions cover several events that may qualify Marines and/or Sailors for the award. To facilitate processing of the package you may prepare one submission to cover multiple events for a group of Marines/Sailors. Each event needs to be completely detailed and assigned a matrix number in the Summary of Action (SOA). Each Marine/Sailor listed on the spreadsheet must have participated in at least one qualifying event as listed in the SOA to be nominated for the award. Annotate the Marines and/or Sailors participation in all events as appropriate. This is important as one or more of the qualifying events on the submission may be determined not to meet the threshold for recognition with the CAR.

3. Filling out the 1650/3 recommendation form.

a. In the submission use the name of the senior Marine being recognized as the recipient of the award. This will allow the case to be tracked by name in the electronic system. As an administrative note, awards of the CAR are limited to Marines in the grade of Colonel and below (Navy and Marine Corps Awards Manual, par. 230.14.b.1).

b. When you come to the Attach Spreadsheet option of the 1650/3, click on the "Browse" button. Go to the specific folder where you created and saved the Excel Spreadsheet, highlight the file and click the "Open" button. When the document is forwarded electronically the spreadsheet becomes part of the electronic document. If names must be added or deleted from the initial spreadsheet once it has been attached, these changes must be made as a separate spreadsheet. The revised spreadsheet needs to be attached as outlined above. Revised spreadsheets need to be labeled using numbers after the name to denote updated versions. You will not be able to delete any spreadsheet once attached.

Example: Bola.xls Bola2.xls Bola3.xls

c. Enter the SOA field of the 1650/3. It must contain a detailed description of each combat incident. As outlined above, each qualifying event should be given a matrix number for ease of identification and to correlate with the names of the Marines and/or Sailors listed on the spreadsheet. The summary of action must also include the following items for historical record keeping:

1. Name of the operation
2. Geographic location of the operation
3. Specific dates of each event nominated for the award of the CAR

Sample SOA:

Company A, 1st Bn, 8th Marines was involved in combat operation in conjunction with Operation BLUE MOON in the nation of Bola Bola. After landing on 1 April, 2001 as part of the 26th MEU (SOC), US 6th Fleet, the company conducted dismounted patrolling operations in the vicinity of the town of Dago Dago. On 3 April 2001 the company was redeployed to the town of Bongo Bongo to conduct cordon and sweep operations and to clear it of enemy forces. The company was involved in a number of combat incidents after arriving in Bongo Bongo. Summary of these listed below:

Matrix #1. 3 April, 2001. 3rd Platoon was tasked to conduct a combat patrol to clear a series of small farms south of the town. The platoon was augmented with a squad of medium machine guns. The platoon was moving in a wedge across a farm field with knee high crops when it was fired upon from the north. The fire consisted of small arms augmented by light machine gun fire. The fire was identified as coming from a small mud farmhouse about 400 meters from the platoons lead element. The platoon commander directed his lead squad to deploy on line and begin to return fire. Assessing the situation, the platoon commander fraged his left flank squad to be to envelope and fraged his right flank squad to be prepared to augment the base of fire or to assist in the assault. The platoon commander then placed his attached squad of machine guns on the right flank of the squad deployed and already firing on the hut. The platoon commander then lead the left flank squad on envelopment front the left. The enveloping squad moved to the left side of the field and used a small irrigation ditch to provide cover as they moved to the flank of the hut. Upon coming abeam of the hut the platoon commander deployed the squad on line and directed that they begin to fire and move to the hut. On signal, the base of fire ceased and the other elements of the platoon displaced to secure to hut. In the hut the platoon found 7 well uniformed and armed members of the Bola Bola Liberation Front.

Matrix #2. 4 April 2001. 2nd Squad, 2nd Platoon was searching a large warehouse south of the town square for weapons. Upon exiting the warehouse the squad members were fired on from the north side of the town square. The fire was identified as coming from the upper floor of a hotel on the northwest corner of the town square. The squad leader deployed a fire team to suppress the top floor with M249 and M203 fire and moved across the town square to capture the enemy shooters. Arriving to the front of the hotel the squad leader detached two Marines to secure the back door of the hotel. After he ensured that the back door was secure, the squad leader moved thru the front door and started to clear the hotel. The squad moved to the top floor of the hotel and was able to detain the shooters. The shooters were later identified as officers in the Bola Revolutionary Front.

Matrix #3. 5 April 2001 .. etc.

4. Submit the award recommendation via your chain of command to the CMC Awards Branch (Code MMMA). For new operations for the Combat Action Ribbon, the Secretary of the Navy is required to first declare the operation as eligible. Information on how to proceed in making a combat operation eligible for awards of the CAR or other Combat Awards refer to page 4, enclosure 1 of Marine Corps Order 1650.19J.

ENCLOSURE (3)

Combat Action Ribbon-Humanitarian Service Ribbon Submission

LNAME	FNAME	MI	SSN	GRADE	BRANCH	AWARD	OPERATION	FM DATE	TO DATE	LOCATION	UNIT	MATRIX #
MARINE	IAM	D	123456789	CPL	USMC	CAR	OIF 5.7	8/2/2008	8/2/2008	FALLUJAH	BLT 1/1	1
SAILOR	IAM	A	111111111	HM-1	USN	CAR	OIF 5.7	8/2/2008	8/2/2008	FALLUJAH	CLB-15	2

ENCLOSURE (3)