



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
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MEUO 1650.1J
ADJ

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MARINE EXPEDITIONARY UNIT ORDER 1650.1J

From: Commanding Officer
To: Distribution List A

Subj: AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J
(c) MARFORPACO 1650.4H
(d) I MEFO 1650.1F
(e) MARADMIN 144/03
(f) MARFORPACO 1650.10A
(g) MARFORPACO 1650.8G
(h) I MEFO 3120.9

Encl: (1) General Administration and Instruction
(2) Timeline/Awarding Authority for Submission of Awards
(3) Example Awards Opening and Closing Statements
(4) Annual Awards Matrix

1. Situation. To publish command policy and procedures for the writing, submission, and administration of awards within the 15th Marine Expeditionary Unit (MEU).

2. Cancellation. MEUO 1650.1H.

3. Mission. This Order sets policy and establishes procedures for the timely public recognition and awarding of Marines and Sailors within this command in order to highlight and acknowledge significant and exceptional performance, heroism, and/or valor.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure Marines and Sailors within the 15th MEU are recognized and awarded for their outstanding contributions in a timely manner.

(2) Concept of Operations. The references and this Order with its enclosures will be the guiding influence in the preparation and submission of all award recommendations in the 15th MEU. Enclosure (1) contains information and instruction regarding the general administration of awards within the 15th MEU. Enclosure (2) provides timelines for the submission of personal awards and enclosure (3) sample opening and closing statements. Enclosure (4) provides a matrix of annual awards for planning purposes in preparing and submitting nominees for recognition under the various annual awards programs established by higher headquarters.

b. Tasks

(1) Executive Officer, 15th MEU

(a) Manage the 15th MEU Awards Program.

(b) Serve as 15th MEU Awards Board President and ensure fair and equitable processing of awards presented to the board for consideration and recommendation.

(2) Adjutant, 15th MEU

(a) Serve as the Unit Awards Administrator and administer the 15th MEU Awards Program.

(b) Processes and prepare all MEU level awards.

(c) Serve as recorder/non-voting member of the 15th MEU Awards Board and ensure board members are familiar with all orders and instructions pertaining to individual awards and the established criteria for each level of award.

(d) Ensure proper routing and MEU level endorsement of awards above MEU Commanding Officer approval and forward to appropriate awarding authority.

(3) Primary Staff Officers (S-2, S-3, S-4, S-6), 15th MEU

(a) Serve as voting members of the 15th MEU Awards Board.

(b) Submit recommendations for awards for personnel assigned or attached to your section to the 15th MEU Adjutant within the timelines established in this Order or other published directives.

(c) Submit any nominees for consideration for annual awards per the references and guidance established in this Order, annual MARADMINs, or other published directives.

(4) Sergeant Major, 15th MEU

(a) Serve as voting member of the 15th MEU Awards Board.

(b) Serve as Program Coordinator for the Navy and Marine Association Leadership Awards per reference (f).

(5) Major Subordinate Element (MSE) Commanders

(a) Submit recommendations for specific achievement (impact) awards for personnel assigned to your commands for MEU level approval within the timelines established in the references, this Order and published MEU Bulletins.

(b) Submit any recommendations for nominees for annual awards identified in enclosure (4) and per the guidance established by this Order and higher headquarters.

(c) Provide (as needed) awards training to all newly joined officers, to ensure they are knowledgeable in the processing of award recommendations.

(d) Ensure that all officers have a valid iAPS log-in account, with updated profiles, in order to initiate/endorse/process awards.

(e) When required, provide voting members of the 15th MEU Awards Board.

(6) Officers within 15th MEU

(a) Familiarize yourself with this Order and the references.

(b) Register and update your profile within iAPS.

(c) Originate personal awards for Marines and Sailors under your charge within the timelines established in this Order.

(d) When possible, submit nominees for consideration under the annual awards programs identified in enclosure (4) and per the guidance established by this and higher headquarters.

5. Administration and Logistics

a. Administration. 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. Logistics. The 15th MEU and its MSEs will ensure adequate supplies of awards certificates and medals are available for presentation both while in garrison and deployed. The awarding authority shall provide the following:

(1) Medal (first award only);

(2) Gold or Silver star (subsequent awards);

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

(4) Presentation folder.

6. Command and Signal

a. Command. This Order is applicable to all service members permanently assigned or temporarily attached to 15th MEU (active and reserve) and its MSEs.

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


S. D. CAMPBELL

DISTRIBUTION: A

General Administration and Instruction

1. General. The 15th MEU shall promptly recognize personnel within this command for exceptional performance and achievement and shall adhere to the procedures established within this directive and the references. Where required, in the absence of an operations order and Annex E, a MEU bulletin shall be published with amplifying information and specific guidance for processing awards during and post deployment.

2. MEU Commander Awarding Authority. Per references (d) and (e), the MEU Commander is delegated Navy and Marine Corps Commendation Medal (NC) awarding authority, limited to one per every 50 Marines or Sailors per calendar year. When the MEU CHOP's and gains MSEs (GCE, LCE, ACE), the Marine Air Ground Task Force (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 pre-deployment workups and deployments. Once NC quotas have been exhausted in a calendar year, the 15th MEU CO may endorse and forward remaining NC award recommendations to the Commanding General, I Marine Expeditionary Force (MEF) for consideration.

3. Award Submission

a. HQMC Improved Awards Processing System (iAPS). Unless otherwise specified, all individual (Combat Action Ribbon, Military Outstanding Volunteer Service Medal, the Navy and Marine Corps Achievement Medal and above) and unit awards shall be processed via iAPS. All on-line administrative actions (using the iAPS) will be completed prior to submitting a recommendation to the endorsing/awarding authority with exceptions granted only in extreme cases.

(1) iAPS Inbox. 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 20300.

(2) iAPS User Accounts. 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 as follows:

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

b. Individual and Unit Awards

(1) Individual Awards

(a) Marine Corps Personnel. All personal award recommendations for the 15th MEU Commanding Officer approval or endorsement to higher (Combat Action Ribbon, Military Outstanding Volunteer Service Medal, the Navy and Marine Corps Achievement Medal and above) shall be submitted using iAPS. During deployment, 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) shall be published via MEU bulletin.

(b) Other Service Personnel. Per reference (e), 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.

1. U.S. Navy Personnel. 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.

2. U.S. Army Personnel. Award recommendations for soldiers temporarily attached to the 15th MEU require service concurrence (Combat Action Ribbon/personal award medals). Marine commanders desiring to recognize a soldier for any award(s) will submit the award recommendation to the Commanding General, I Marine Expeditionary Force (MEF), via the chain of command using iAPS. 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 15th MEU Adjutant, in order to ensure the award is brought to closure.

(2) 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.

c. Other Commendatory Material

(a) Meritorious Mast and Certificates of Commendation. Recommendations for 15th MEU Commanding Officer Meritorious Masts and Certificates of Commendation may be submitted electronically via a Compact Disc or E-mail to the 15th MEU S-1 Awards Clerk, Administrative Chief, or Adjutant for processing. Recommendations for Meritorious Masts and Certificates of Commendations shall include a complete recommended citation. Timeline for submission is outlined in enclosure (2). Sample opening and closing statements are available in enclosure (3).

(b) Letters of Appreciation (LOA). Any officer may originate and sign an LOA for a Marine or Sailor who provided a service or performed admirably in the performance of his or her duties. Letters of Appreciation shall be addressed to the Marine or Sailor via the chain of command in order to be endorsed by the commander and submitted to the Installation Personnel Administration Center (IPAC) for inclusion in the Marine's record. Reference (b) significantly changed the status that LOAs 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 personal award.

Enclosure (1)

d. Annual Awards. Each year, multiple opportunities exist to recognize personnel within the command for superior performance of their duties in their assigned Military Occupational Specialty (MOS) or for leadership. Reference (g) provides a detailed list of special and annual awards and the appropriate sponsor at Marine Forces Pacific (MARFORPAC). Enclosure (4) of this order contains a matrix of special and annual awards that includes a brief description, the sponsor of the award, the anticipated message/MARADMIN release month, the anticipated due date for nominations, and the established reference. The 15th MEU shall make maximum use of these opportunities to recognize our Marines and Sailors and, when possible, submit nominees to higher headquarters. Enclosure (4) shall be used for planning purposes to ensure we anticipate expected due dates for these annual awards and remain timely in submitting nominations.

4. Endorsements. Only commanders may endorse an award. Awards submitted to the Commanding Officer, 15th MEU from the MSEs must be endorsed by the MSE commanding officer, unless originated by the MSE commanding officer. Unless originated by the Executive Officer or Commanding Officer, awards submitted from the Battalion Landing Team, must also have company commander endorsement. 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 approve a lower award and stop further transmittal of the recommendation to the approval authority.

5. 15th MEU Awards Board

a. The purpose of the Awards Board will be to ensure that the level of an award is representative of the performance achieved by the recommended Marine or Sailor. Additionally, the Awards Board will ensure that consistency in awarding criteria is used. Finally, Awards Boards will ensure that the award presents with the requisite level of quality workmanship prior to forwarding to a higher command.

b. 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 and awards following deployment may require the MSE Commanders or Executive Officers as voting members. The standing 15th MEU Awards Board shall consist, at a minimum, of the following individuals:

- (1) Executive Officer, 15th MEU
- (2) Sergeant Major, 15th MEU
- (3) S-1/Adjutant, 15th MEU (recorder/non-voting member)
- (4) S-2/Intelligence Officer, 15th MEU
- (5) S-3/Operations Officer, 15th MEU
- (6) S-4/Logistics Officer, 15th MEU
- (7) S-6/Communications Officer, 15th MEU

b. Awards Boards will be held at the discretion of the Commanding Officer's preference for managing the approval process. Most often, the awards board will

Enclosure (1)

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be done electronically via iAPS. 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.

c. 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.

6. 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 End Of Tour (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 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 (EOT). 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. Per paragraph 2008 of reference (h), when MSE units are attached, NC or higher end of tour/retirement awards for personnel from MSEs shall be endorsed by the MEU CO to the parent command. The 15th MEU CO will not approve EOT awards for personnel from the MSEs. All award recommendations from the GCE, ACE, and LCE for MEU CO approval must be for specific achievement and actions during workups or for actions during a deployment.

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.

Enclosure (1)

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

8. 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.

9. Awards Preparation. Reference (b) provides detailed instructions in the procedures for submitting awards via the HQMC iAPS. This enclosure and enclosure (3) will be used in preparing the Summary of Action (SOA) and proposed citations according to the level of award.

a. Summary of Action (SOA). A SOA will be written on all personal award recommendations of NA or higher per the guidelines established in enclosure (5) of reference (a).

b. Certificate Preparation. Citations for Meritorious Masts, Certificates of Commendation, and NA and above will be written per the guidance provided in references (a), (b) and (d). Sample citations and opening and closing statements are available in references (a), (b) and (d) and in enclosure (3) of this Order.

10. 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.

11. 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.

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Timeline/Awarding Authority for Submission of Awards

Award	Awarding Authority OEF/OIF/NOBLE EAGLE	Awarding Authority GARRISON	Due to 15th 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
(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	60 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	60 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	60 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	30 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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Example Awards Opening And Closing Statements

MERITORIOUS MAST		
	OPENING	CLOSING
Portrait, 12-15 lines, 10 pitch, Courier New, sentence case, bold	For (outstanding/exceptional/superior/meritorious) performance of duty while serving as [Billet], [Unit], 15th Marine Expeditionary Unit, from [start date, i.e. 1 August 2008] to [(end date, i.e. 10 August 2008)].	Rank Lname's initiative, dedication to duty, and outstanding performance throughout this period, reflected credit upon (him/her) and were in keeping with the highest traditions of the United States Marine Corps.
CERTIFICATE OF COMMENDATION		
	OPENING	CLOSING
Landscape, 10 lines, 10 pitch, Courier New, UPPER CASE, bold	(OUTSTANDING/EXCEPTIONAL/SUPERIOR/MERITORIOUS) ACHIEVEMENT IN THE PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS [BILLET], [UNIT], 15TH MARINE EXPEDITIONARY UNIT FROM [START DATE, I.E. 1 AUGUST 2008] TO [END DATE, I.E. 10 AUGUST 2008]]. DURING THIS PERIOD, [RANK LNAME] PERFORMED HIS/HER DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.	RANK LNAME'S OUTSTANDING MOTIVATION AND DEDICATION TO DUTY REFLECTED CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND UNITED STATES NAVAL SERVICE.
SPOUSE CERTIFICATE OF COMMENDATION (MARINE/SAILOR RETIREMENT)		
	CITATION	
Landscape, 10 lines, 10 pitch, Courier New, UPPER CASE, bold	SUSTAINED AND FAITHFUL SUPPORT DURING [RANK LNAME'S] ____-YEAR MARINE CORPS CAREER. THROUGHOUT [RANK LNAME'S] CAREER, YOU WERE ALWAYS CONCERNED FOR HIS/HER WELFARE AND SUPPORTIVE OF HIS/HER SERVICE TO CORPS AND COUNTRY. AS THE "REMAIN-BEHIND" HEAD OF THE [LNAME] HOUSEHOLD ON THOSE COUNTLESS OCCASIONS WHEN MISSION REQUIREMENTS DEMANDED [RANK LNAME'S] PRESENCE ELSEWHERE, DURING THOSE TRYING TIMES THAT YOUR CONTRIBUTIONS TO OUR NATION AND THE MARINE CORPS WERE THE GREATEST, YOUR SACRIFICES SIGNIFICANTLY ENHANCED MISSION ACCOMPLISHMENT. BY YOUR UNSWERVING DEDICATION, SELFLESS COMMITMENT, AND LOYAL DEVOTION TO FAMILY AND CORPS, YOU REFLECTED CREDIT UPON YOURSELF AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND NAVAL SERVICE.	
CERTIFICATE OF COMMENDATION - MARINE/NCO AND JUNIOR/SENIOR SAILOR OF THE QUARTER		
	CITATION	
Landscape, 8-10 lines, 10 pitch, Courier New, UPPER CASE, bold	SELECTION AS (MARINE/NONCOMMISSIONED OFFICER OR JUNIOR/SENIOR SAILOR) OF THE QUARTER, (FIRST/SECOND/THIRD/FOURTH) QUARTER, CALENDAR/FISCAL YEAR ____ FOR THE 15TH MARINE EXPEDITIONARY UNIT, FROM [INDICATE DAY MONTH YEAR OF SPECIFIC QUARTER, I.E. 1 OCTOBER 2012 TO 31 DECEMBER 2012]. DURING THIS PERIOD, [RANK LNAME] PERFORMED HIS/HER DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HE/SHE DISTINGUISHED HIMSELF/HERSELF FROM SEVERAL OTHER MARINES WITHIN THE UNIT TO BE SELECTED AS THE (MARINE/NONCOMMISSIONED OFFICER OR JUNIOR/SENIOR SAILOR) OF THE QUARTER. 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] ENTHUSIASM, PROFESSIONALISM, AND UNWAVERING DEVOTION TO DUTY REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE (MARINE CORPS/UNITED STATES NAVAL SERVICE).	
NAVY AND MARINE CORPS ACHIEVEMENT MEDAL (NA) - SPECIFIC ACHIEVEMENT/IMPACT OR SERVICE		
	OPENING	CLOSING
Landscape, 9 lines, 9 point, Times New Roman, UPPER CASE, limited to 1250 characters	PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS BILLET, UNIT, 15TH MARINE EXPEDITIONARY UNIT FROM (START DATE, i.e. AUGUST 2008) TO (END DATE, i.e. SEPTEMBER 2008) (IF IN SUPPORT OF OPERATION OR EXERCISE ADD: WHILE IN SUPPORT OF [EXERCISE/OPERATION NAME]). DURING THIS PERIOD, [RANK LNAME] PERFORMED HIS/HER DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.	[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. (IF SAILOR, LEAVE OFF OF THE MARINE CORPS)

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NAVY AND MARINE CORPS ACHIEVEMENT MEDAL WITH COMBAT "V" (NV)		
	OPENING	CLOSING
Landscape, 9 lines, 9 point, Times New Roman, UPPER CASE, limited to 1250 characters	HEROIC ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS [BILLET], [UNIT], 15TH MARINE EXPEDITIONARY UNIT FROM [START DATE, i.e. AUGUST 2008] TO [END DATE, i.e. SEPTEMBER 2008] WHILE IN SUPPORT OF [OPERATION NAME]].	[RANK LNAME'S] EXCEPTIONAL BRAVERY, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION 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. (IF SAILOR, LEAVE OFF OF THE MARINE CORPS)
NAVY AND MARINE CORPS COMMENDATION MEDAL (NC) - SPECIFIC ACHIEVEMENT		
	OPENING	CLOSING
Landscape, 9 lines, 9 point, Times New Roman, UPPER CASE, limited to 1250 characters	MERITORIOUS ACHIEVEMENT WHILE SERVING AS [BILLET], [UNIT], 15TH MARINE EXPEDITIONARY UNIT FROM [START DATE (i.e. 1 AUGUST 2008)] TO [END DATE (i.e. 1 SEPTEMBER 2008)] (IF IN SUPPORT OF OPERATION OR EXERCISE ADD: WHILE IN SUPPORT OF [EXERCISE/OPERATION NAME]). DURING THIS PERIOD, [RANK LNAME] PERFORMED HIS/HER DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.	RANK LNAME'S NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND TOTAL DEVOTION 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. (IF SAILOR, LEAVE OFF OF THE MARINE CORPS)
NAVY AND MARINE CORPS COMMENDATION MEDAL (NC) - TRANSFER/"END OT TOUR"		
	OPENING	CLOSING
Landscape, 9 lines, 9 point, Times New Roman, UPPER CASE, limited to 1250 characters	MERITORIOUS SERVICE WHILE SERVING AS [BILLET, UNIT], 15TH MARINE EXPEDITIONARY UNIT FROM [START DATE (i.e. 1 AUGUST 2008)] TO [END DATE (i.e. 1 SEPTEMBER 2008)]. DURING THIS PERIOD, [RANK LNAME] PERFORMED HIS/HER DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.	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. (IF SAILOR, LEAVE OFF OF THE MARINE CORPS)
NAVY AND MARINE CORPS COMMENDATION MEDAL (NC) - RETIREMENT		
	OPENING	CLOSING
Landscape, 9 lines, 9 point, Times New Roman, UPPER CASE, limited to 1250 characters	MERITORIOUS SERVICE WHILE SERVING AS [BILLET, UNIT], 15TH MARINE EXPEDITIONARY UNIT FROM [START DATE (i.e. 1 AUGUST 2008)] TO [END DATE (i.e. 1 SEPTEMBER 2008)]. DURING THIS PERIOD, [RANK LNAME] PERFORMED HIS/HER DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.	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".) 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. (IF SAILOR, LEAVE OFF OF THE MARINE CORPS)
NAVY AND MARINE CORPS COMMENDATION MEDAL WITH COMBAT "V" (CV)		
	OPENING	CLOSING
Landscape, 9 lines, 9 point, Times New Roman, UPPER CASE, limited to 1250 characters	HEROIC ACHIEVEMENT WHILE SERVING AS [BILLET], [UNIT], 15TH MARINE EXPEDITIONARY UNIT FROM [START DATE (i.e. 1 AUGUST 2008)] TO [END DATE (i.e. 1 SEPTEMBER 2008)] WHILE IN SUPPORT OF [OPERATION NAME].	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. (IF SAILOR, LEAVE OFF OF THE MARINE CORPS)

Enclosure (3)

Annual Awards Matrix

AWARD	DESCRIPTION	SPONSOR	MARADMIN/ MSG RELEASE MONTH	MONTH NOMINATI ONS DUE	REFERENCE
NAVY AND MARINE CORPS ASSOCIATION LEADERSHIP AWARDS	Recognize outstanding company grade officers and enlisted Marines and sailors within each Regiment, Group, or Headquarters level unit within the operating forces.	NAVY AND MARINE ASSOCIATION (NMA)	JANUARY	FEBRUARY	MARFORPACO 1650.10A; MCO 1651.1
AMERICAN LEGION SPIRIT OF SERVICE AWARD	Recognize enlisted Marine (E5 and below) from each military service for outstanding volunteer service performed off duty in the local community.	NATIONAL HEADQUARTERS OF THE AMERICAN LEGION	FEBRUARY	JUNE	MCO P1070.12K; MARADMIN 003- 09
MARINE CORPS GROUND SAFETY AWARD	The Marine Corps Ground Safety Awards Program provides recognition to commands and individuals for significant contributions and accomplishments in the field of safety and mishap prevention.	MARINE CORPS GROUND SAFETY AWARDS PROGRAM	SEPTEMBER	DECEMBER	MCO 5100.32A
CONSOLIDATED OUTREACH AWARD	Distinguished service awards recognize individual Marines and Marine Corps Civilian employees who distinguished themselves through their professional achievements, significant contributions to their community, and high degree of personal integrity and ethical conduct.	WITHIN HQMC, THE EQUAL OPPORTUNITY AND DIVERSITY MANAGEMENT BRANCH (MPE) AND THE CIVILIAN WORKFORCE MANAGEMENT BRANCH, EQUAL EMPLOYMENT OPPORTUNITY (EEO) (MPC-10)	OCTOBER	MARCH, JUNE, OCTOBER, DECEMBER	MARADMIN 561/12
MAJOR GENERAL W.P.T. HILL MEMORIAL AWARD FOR FOOD SERVICE EXCELLENCE, FOOD SERVICE SPECIALIST OF THE YEAR	Recognize demonstrated leadership, culinary expertise and award winning capabilities of Marine Corps Food Service Specialists whose personal initiative and professional commitment are often unmatched in this difficult and demanding specialty.	HENNESSEY/HILL TRAVELERS ASSOCIATION, IN COOPERATION WITH THE NATIONAL RESTAURANT ASSOCIATION (NRA)	JANUARY	DECEMBER	MCO 10110.14M
MARINE CORPS AVIATION ASSOCIATION (MCAA) AWARDS	These prestigious awards recognize those marines and units that have distinguished themselves as the best in the Marine Aviation during the awarding period.	MARINE CORPS AVIATION AWARDS PROGRAM	OCTOBER	FEBRUARY	MCO 1650.29H
MARINE CORPS COMMUNICATIONS AWARDS	Recognizes Marines, Civilian Marines, and a communications unit/organization who best exemplify superior communications and communications-electronics maintenance excellence and demonstrate dedication to mission accomplishment within the OPFOR, SE, and Marine Corps Reserve.	MARINE CORPS COMMUNICATIONS AWARDS PROGRAM	OCTOBER	FEBRUARY	MCO 1650.50

AMERICAN PETROLEUM INSTITUTE (API) AWARDS	Recognize individuals for superior contributions to Navy and Marine Corps fuel operations and the Fleet fuel support mission as well as to enhance morale and esprit de corps within the fuel community.	NAVAL SUPPLY SYSTEMS COMMAND	DECEMBER	FEBRUARY	NAVSUPINST 3590.1D
HULBERT TROPHY FOR OUTSTANDING LEADERSHIP	Recognize the Marine Gunner who best exemplifies outstanding leadership, courage, and technical and tactical expertise within the Ground Combat Arms and Combat Marksmanship communities.	MARINE CORPS HULBERT TROPHY AWARD FOR OUTSTANDING LEADERSHIP	DECEMBER	FEBRUARY	MCO 1650.49
LEFTWICH TROPHY FOR OUTSTANDING LEADERSHIP	Recognize the Marine Captain who best exemplifies outstanding leadership within the Ground Combat Arms community.	MARINE CORPS LEFTWICH TROPHY AWARD FOR OUTSTANDING LEADERSHIP	DECEMBER	FEBRUARY	MCO 1650.32E
MARINE CORPS INTELLIGENCE AWARDS	Consists of five individual awards, one unit award for excellence in intelligence, and one individual, team or unit award for the most innovative contribution to the Marine Corps Intelligence, Surveillance, and Reconnaissance Enterprise (MCISRE).	MARINE CORPS ASSOCIATION AND FOUNDATION (MCAF)	NOVEMBER	APRIL	DRAFT MARINE CORPS INTELLIGENCE AWARDS (MCIAP) MCO
SPIRIT OF HOPE AWARD	Presented to men and women of the Armed Forces, entertainers, and other distinguished Americans and organizations whose patriotism and service reflects that of Mr. Bob Hope.	CMC (MRQ) SEMPER FIT AND EXCHANGE SERVICES DIVISION	FEBRUARY	APRIL	MARADMIN 069/12
NAVY LEAGUE SEA SERVICE AWARDS	Presents awards in recognition of outstanding individual achievements in Leadership, Maritime Affairs, Scientific Progress, Engineering Excellence, Logistics Competence, Excellence in Intelligence, and service to Community and Country.	THE NAVY LEAGUE OF THE UNITED STATES (NLUS)	NOVEMBER	JANUARY	NAVY LEAGUE OF THE US WEBSITE; MARADMIN 003-09; MCO P1070.12K;
MARINE CORPS LEAGUE ENLISTED AWARDS	Recognize enlisted Marines and Sailors for outstanding contributions to the Corps.	MARINE CORPS LEAGUE	FEBRUARY	JUNE	MARADMIN 003-09; MCO P1070.12K
AFCEA DC SPRING LEADERSHIP AWARDS	Award be given to two members (1 officer and 1 enlisted) from each of the armed forces who have made a significant contribution to the war fight through the use of information technology.	ARMED FORCES COMMUNICATIONS AND ELECTRONICS ASSOCIATION (AFCEA)	MARCH	MARCH	
MARINE CORPS MOTOR TRANSPORT ASSOCIATION (MTA) AWARDS PROGRAM	Recognize the outstanding Motor Transport achievements of individual Marines and Marines and Marine Corps Organizations.	MARINE CORPS MOTOR TRANSPORT ASSOCIATION AWARDS PROGRAM	JULY	NOVEMBER	MCO 1650.51

GEICO MILITARY SERVICE AWARDS	Honors one active duty enlisted member from each military service and one member from the Reserve/National Guard component for outstanding contributions to the military community.	GEICO MILITARY SERVICE AWARDS PROGRAM	AUGUST	NOVEMBER	MARADMIN 433/12
MARINE CORPS AWARDS FOR LOGISTICS EXCELLENCE	Recognizes the outstanding Logistics Achievements of individual Marines, Civilian Marines, and Marine Logistics Organization and teams.	MARINE CORPS AWARDS FOR LOGISTICS EXCELLENCE PROGRAM	SEPTEMBER	DECEMBER	MCO 1650.45B
DOD HONORARY CIVILIAN AWARDS	Recognize Marine Corps civilian employees and private citizens who distinguished themselves through their professional achievements, significant contributions to their community, and high degree of personal integrity and ethical conduct.	HQMC, CIVILIAN WORKFORCE MANAGEMENT BRANCH LABOR AND EMPLOYEE RELATIONS SECTION (MPC-40)	OCTOBER	MARADMIN 571/12 FOR THE MULTIPLE DUE DATES	MARADMIN 571/12
COLONEL JUSTICE "JUMPING JOE" CHAMBERS AWARD FOR OUTSTANDING LEADERSHIP	Recognize the reserve company grade officer within the 4th MARDIV or 4th MLG who best demonstrates the outstanding leadership qualities exemplified by Colonel Chambers during World War II.	MARINE CORPS CHAMBERS AWARD FOR OUTSTANDING LEADERSHIP	OCTOBER	JANUARY	MCO 1650R.35C
LTJG OSBORNE AND DN CHRISTENSEN, JR MEMORIAL AWARDS	Recognize a Dental Officer and a Hospital Corpsman serving in a Dental NEC who have made significant contributions in support of operational readiness.	MARINE CORPS ASSOCIATION	SEPTEMBER	OCTOBER	
EXCEPTIONAL SEXUAL ASSAULT RESPONSE COORDINATOR AWARD	Recognizes individuals (military or civilian) from each military service who act as the Sexual Assault Response Coordinator (SARC) either on an installation, in a deployed environment, or in a reserve component. This award recognizes individuals whose work has been particularly noteworthy and demonstrates outstanding service in support of our service members.	DEPARTMENT OF DEFENSE SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE (DOD SAPRO)	OCTOBER	DECEMBER	DOD SAPRO NOMINATION GUIDELINE; MARADMIN