



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO VA 22134 5001

MCINCR-MCBQO 1650.1
B 013
AUG 30 2016

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE
QUANTICO ORDER 1650.1

From: Commander
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS
BASE QUANTICO ADMINISTRATIVE PROCESSING OF AWARDS

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J
(c) MCO 7042.6C
(d) MCICOMO 1650.1
(e) MCINCR-MCBQO 4200.4

Encl: (1) MCINCR-MCBQ Awarding Authorities
(2) Instructions for Completing the Personal Awards
Information Recommendation, NAVMC 11533 (EF)
(3) Award Citation Mandatory Opening and Closing Sentences
(4) Sample Letter of Appreciation
(5) Sample Military Outstanding Volunteer Service Medal
(MOVSM) Authorization Letter
(6) Sample Certificate of Commendation Authorization Letter
(7) Sample Letter of Continuity
(8) Sample Justification Letter
(9) MCINCR-MCBQ Awards Board Assignment and Guidance

1. Situation. To establish procedures governing the administration of processing military awards within Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) and tenant activities utilizing MCINCR-MCBQ awarding authority, in accordance with the references.

2. Cancellation. MCBO 1650.2 is cancelled, replaced by MCINCR-MCBQO 1650.1.

3. Mission. To inform and instruct subordinate commands and those tenant activities utilizing MCINCR-MCBQ awarding authority of the administrative procedures and regulations for personal and unit awards that are forwarded to MCINCR-MCBQ in accordance with the references.

4. Execution

a. Commander's Intent. The Commander, MCINCR-MCBQ encourages the submission of award recommendations for acts of heroism or other

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exceptional acts or services which are above and beyond what is normally expected and which distinguish an individual or unit from those performing similar acts or services. The Commander, MCINCR-MCBQO emphasizes the need to preserve the character, prestige and meaning of personal awards. Appropriate recognition of individuals through personal awards fosters increased morale and esprit de corps among all personnel. Awarding authority is detailed in enclosure (1). Exercise caution to ensure the administrative processing of awards does not replace recognition more appropriately given through fitness reports or other administrative avenues.

b. Concept of Operations. Except for Letters of Appreciation, Certificates of Appreciation, Meritorious Masts, and Certificates of Commendation, award originators will log onto the Improved Awards Processing System (iAPS) website, register online if not already registered, and submit the Personal Award Recommendation (NAVMC 11533) with a summary of action and proposed citation. The iAPS website is www.manpower.usmc.mil/iaps. For awards up to and including a Navy and Marine Corps Commendation Medal (NMCCM), the originator must be a commissioned officer or a civilian equivalent senior in grade to the recommended awardee. A General Schedule (GS)-12 may originate awards for Marine Corps majors or Navy lieutenant commanders and below. The GS rated civilians must be equivalent in rank to originate awards on individuals ranked above Marine major and Navy lieutenant commander. Enclosure (2) provides detailed instructions on how to complete the personal awards recommendation form. Sample award citation opening and closing sentences are provided in enclosure (3).

c. Coordinating Instructions

(1) Letter of Appreciation (LOA). Requesting activities may prepare and submit recommendations for LOAs requiring the Commander's signature. LOAs intended for recognition of civilian employees and/or for recognition of individuals assigned to external units and commands shall be signed by the unit Commander or his/her designated representative only (i.e. Adjutant, Staff Secretary, etc). Subordinate Commanders or officers senior to the Marine/Navy personnel being awarded may award LOAs to personnel assigned to internal units or may submit a proposed letter for the Commander's signature. Per reference (b), any officer senior to a Marine whose performance is considered noteworthy or commendable beyond the usual requirements of duty may issue a LOA. Enclosure (4) is a sample LOA.

(2) Military Outstanding Volunteer Service Medal (MOVSM). Per reference (a), the MOVSM recognizes service provided to a community over time, not for a single act or achievement; therefore multiple awards of the MOVSM during a single tour of duty are not authorized. Commanders must ensure that the voluntary service to be recognized is provided to the community, is voluntary in nature, and has no discernible nexus to a military mission. The commander shall certify that the eligibility requirements have been met, and that the member's

service has been honorable throughout the award period. Enclosure (5) is a sample MOVSM authorization letter.

(3) Certificate of Commendation (CERTCOM). As outlined in enclosure (1), any Commander or Commanding Officer (CO) of an installation command is authorized to present a CERTCOM based on a letter of recommendation. The citation, written in third person, will be double-spaced on plain bond paper and must not exceed nine (9) horizontal lines of type. Enclosure (6) is a sample of authorization letter required to be signed by the unit commander before presentation of the CERTCOM.

(4) Letter of Continuity for Personal Awards. A letter of continuity should be prepared when it is believed that an individual is deserving of recognition but is only being reassigned and not executing permanent change of station orders. The letter of continuity can be prepared in letter format or as a summary of action and forwarded under separate cover to the individual's new reporting senior. The information contained in the letter of continuity should then be used for an end of tour recommendation. Enclosure (7) is a sample letter of continuity.

(5) Summary of Action (SOA). The SOA serves as a chronology of events substantiating the award. Originators should avoid generalities and excessive use of superlatives and present an objective summary giving specific examples of the performance and manner of accomplishments, together with the results and benefits derived.

(a) End of Tour (EOT). Awards may be submitted in recognition of superlative performance of duty upon the individual's reassignment to a new command outside or within MCICOM. This recognition should not be routine or automatic. The superlative nature of the service rendered will be the reason for submission, not the individual's reassignment alone. A copy of any personal awards received during the tour must be submitted to the awarding authority with the award recommendation. Specific achievement awards may not support an EOT award; neither the Summary of Action nor the citation issued for the period of meritorious service shall mention the specific achievement previously recognized.

(b) Specific Achievement (Impact Award). A specific achievement (or impact) award may be authorized for exceptional performance over a period of short duration, which is generally no longer than 12 months.

(c) Awards Presented at the Time of Retirement. If an individual is recommended for an award upon retirement or transfer to the Fleet Reserve or Fleet Marine Corps Reserve, the SOA should only reflect 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: "Master Sergeant Smith's superior performance

of duty during this tour highlights the culmination of 20 years of honorable and dedicated service."

(6) Command Coins

(a) Commander, MCINCR-MCBQ. In accordance with reference (e), the MCINCR-MCBQ Commander, Chief of Staff, and Sergeant Major may issue coins to deserving Marine, Navy, and civilian personnel whose work, effort, and/or contribution(s) go above and beyond the regular call of duty. All issued coins must be logged in/out of a coin log book, which will be maintained by the MCINCR-MCBQ Adjutant or Staff Secretary office.

(b) Commanders with NMCAM Awarding Authority. In accordance with reference (e), Commanders may issue coins to deserving Marine, Navy, and civilian personnel whose work, effort, and/or contribution(s) go above and beyond the regular call of duty. All coins must be logged in/out of a coin log book. Commanders will provide public guidance specific to their units regarding command coins.

(7) Timetable for Awards Submission. Timeliness, accuracy, conciseness, and factual justification are foremost in all award recommendations. Award recommendations must reach the MCINCR-MCBQ Adjutant according to the following timelines:

<u>AWARD</u>	<u>DAYS BEFORE PRESENTATION</u>
Letter of Appreciation	30
Letter of Commendation	30
Meritorious Mast	30
Certificate of Commendation	30
Navy and Marine Corps Achievement Medal	30
Navy and Marine Corps Commendation Medal	45
Meritorious Service Medal	60
Legion of Merit (retirement only)	90
Legion of Merit or higher	120

(a) Awards submitted outside of these timelines will be considered late awards. Justification for the delay will be explained via a letter signed by the originator and attached to the award package in iAPS. A sample letter is included in enclosure (8).

(b) Awards will be processed for presentation prior to an individual's transfer or retirement from their present command.

(c) Awards which must be forwarded to higher headquarters will be submitted in compliance with references (a) and (b).

(7) Awards for Personal Staff. Commanders may not approve awards for any member who is considered personal staff (Executive Officer, Sergeant Major, etc.). These awards must be submitted to the next senior commander authorized to approve personal awards.

(8) Reconsideration of an Award Previously Considered (Reclama) but disapproved or downgraded. Recommendations for awards previously considered by the awarding authority may be reconsidered only upon the presentation of new and relevant material evidence that was not available at the time the original recommendation was considered. Only the proper awarding authority may approve or disapprove an award package submitted for reconsideration.

4. Administration and Logistics

a. For Navy and Marine Corps Achievement Medals (NMCAM) and NMCCMs awarded by the Commander, MCINCR-MCBQ, the address to be entered in block 2 on the Award Info page in iAPS is:

COMMANDER
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VA 22134

b. For Meritorious Service Medals and above, the address to be entered in block 2 on the Award Info page in iAPS is:

COMMANDER
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
ROOM 2E204
WASHINGTON, D.C. 20350-3000

c. The MCINCR-MCBQ Adjutant will maintain an award database and track all awards. The MCINCR-MCBQ Adjutant will evaluate all recommendations to ensure the criteria outlined in references are met, and establish an awards board. An electronic awards board will be established to forward award recommendations to each board member for review. The Board may concur or non-concur with the recommendation submitted and/or recommend an upgrade or downgrade to the proposed award.

d. All NMCAM and NMCCM award recommendations will be processed, boarded and approved/disapproved at the battalion level with the exception of NMCCMs from Security Battalion and the Marine Corps Air Facility (MCAF). The Commander, MCINCR-MCBQ will be the awarding authority for ceremonial platoon awards. These awards will be noted in the comments section in iAPS.

e. Base awards boards will consist of the MCINCR-MCBQ Sergeant Major and a quorum of three other officers selected from the following directorates:

<u>STAFF DIRECTORATE</u>	<u>AWARDS BOARD</u> <u>ROLE</u>	<u>AWARD RECOMMENDATIONS</u> <u>ON WHICH TO VOTE</u>
MCINCR-MCBQ COS	REVIEWER	ALL
MCINCR-MCBQ IG	MEMBER	MSM AND ABOVE
G-1	MEMBER	ALL
G-3	MEMBER	ALL
G-4	MEMBER	ALL
G-6	MEMBER	ALL
GF	MEMBER	ALL
SJA/LSSS	MEMBER	ALL
RCO	MEMBER	MSM AND ABOVE
RSU	MEMBER	MSM AND ABOVE

The MCINCR-MCBQ Chief of Staff (COS) will serve as a reviewer for all awards that require approval/endorsement from the Commander. The breakdown of officer ranks to respective awards boards are as follows:

<u>RANK</u>	<u>AWARD TYPE</u>
O3	NMCAM/NMCCM
O4/O5	MSM
O6	LOM (AND ABOVE)

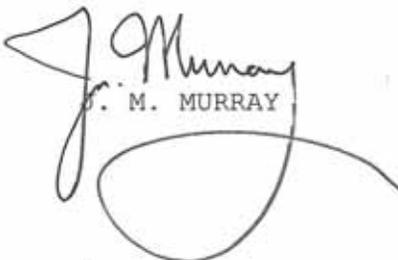
f. Board membership is effective the date this Order is signed. Individuals assigned to the board will take this designation seriously and keep in mind they are the final screening process for the Commander. The awards board will commence for a period of no more than five days where the members will carefully make their recommendations based on the best interest of the Marine Corps, the installation and the Marines and Sailors recommended. Enclosure (9) provides detailed guidance for the board members.

g. Once the voting is complete, the MCINCR-MCBQ Adjutant will consolidate the member recommendations and votes for recommendation to the Commander. The MCINCR-MCBQ Adjutant will ensure all awards have been properly prepared with endorsement or final disposition.

6. Command and Signal

a. Command. This Order is applicable to all military and civilian personnel assigned to MCINCR-MCBQ (012) and MCAF.

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


J. M. MURRAY

DISTRIBUTION: A

MCINCR-MCBQ Awarding Authorities

Awarding Authority:	Higher than LM	LM	MM	NMCCM	NMCAM	MOVSM	Cert Comm and below
CMC (MMMA)	X	X	X	X	X	X	X
MCICOM	CMC (MMMA)	CMC (MMMA)	X	X	X	X	X
MCBQ	CMC (MMMA)	CMC (MMMA)	MCICOM	X	X	X	X
HQSVCBN	CMC (MMMA)	CMC (MMMA)	MCICOM	X	X	X	X
SECBN	CMC (MMMA)	CMC (MMMA)	MCICOM	X	X	X	X

Instructions for Completing the Personal Awards Information
Recommendation Form, NAVMC 11533 (EF)

From Address: The billet and address of the originator:

Example: Dep Dir G-1, Marine Corps Base Quantico (MCINCR-MCBQ)

To (Awarding Authority) Address: Enter the billet and command of the authorized awarding authority for the recommended award.

Example: Commander, Marine Corps Base Quantico (MCINCR-MCBQ)

Command POC Email Address: Enter the email address of the command point of contact or Unit Organizational Mailbox. This email address will receive a carbon copy email of all endorsements.

Example: MCBQ_G1@USMC.MIL

Phone Number: Enter the DSN or commercial number of the individual/command listed in the Command POC box.

Block 1. Department of Defense Service Identification Number (DOD ID#): Enter the complete DOD ID# in the following format: 123456789 - *NOTE: No spaces/hyphens. Once saved, this box cannot be changed. On the follow-on views, only the last four digits will be visible on the APS 1650.

Blocks 2 through 6 will auto populate.

Block 7. UIC/RUC: Enter the appropriate UIC/RUC for the command.

Example: MCBQ - 30003

HQSVCBN - 30007

SECBN - 30006

Block 8. Recommended Award: Select the appropriate personal award using the drop down menu (i.e. NA, NC, MM, etc.). Once saved, this option cannot be changed.

Block 9. Specific Achievement: If block 15 is marked "Impact Award," then "yes" will appear in this box.

Enclosure (2)

Block 10. Action Basis: The default is "Meritorious." If different, check the appropriate box.

Blocks 11 through 14 will auto populate.

Block 15. Est. Date of Detachment/Ceremony: The date will be entered in eight-digit, year-month-day format (i.e. 20010321) for the expected presentation/ceremony date.

- (1) Retirement. Click this box if the member is retiring or transferring to the FMCR. If retiring/transferring to FMCR, enter the number of years of service in the box above block 15.
- (2) Transfer. Click this box if the Marine is transferring (except to the FMCR).
- (3) Terminal Leave. Click this box if the member is transitioning out of the Marine Corps prior to retirement or transfer to FMCR eligibility.
- (4) Impact award. Click this box if the award is an impact award.

Block 16. New duty Station:

- (1) For transfers, type in the authorized short title of the new duty station to include the city, state, and zip code.
- (2) For terminal leave, type in the individual's home of record address if a forwarding address is unavailable.

Block 17 will auto populate.

Block 18. Duty Assignment: Enter the billet(s) the member held.

Block 19 will auto populate.

Block 20. Personal Awards Recommended Not Yet Approved: Default is "None." If the member is pending approval of other decorations, list them accordingly.

Block 21. Other Personnel Being Recommended for the Same Action: If other members are being considered for the same action/award, list them by rank, name and DOD ID#, otherwise click on "No other personnel recommended for this award."

Block 22. Originator Information and Certification: Enter in the full name, rank and billet of the award originator.

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

- (1) LM: Must be written in paragraph format, and will be limited to four pages.
- (2) MM: Must be written in paragraph format, and will be limited to three pages.
- (3) NMCCM: Can be written in bullet format or paragraph format, and will be limited to two pages.
- (4) NMCAM: All NA recommendations (to include impact awards) will be written in bullet format, and limited to one page.
- (5) MOVSM: There is no requirement for a SOA for the Military Outstanding Volunteer Service Medal (MOVSM). Nevertheless, it is highly recommended that one be generated and forwarded to the commander authorized to approve the award. The SOA will add credibility to the award when approved as well as when it is forwarded to CMC (MMSB) for inclusion into the OMPF.

Citation. The citation will be written per the guidance provided in enclosure (3).

Routing the Award

- (1) The originator is required to sign the award prior to the award being forwarded and submitted.
- (2) The router will review the award and route it to the appropriate personnel for action.
- (3) The endorser will review the award and make an appropriate recommendation to the approving authority.
- (4) The unit award administrator will process the award for final action and presentation.

Award Citation Mandatory Opening and Closing Sentences

Legion of Merit

1. Maximum characters in iAPS program is 1,800
2. Natural capitalization
3. Paragraph must be fully justified
4. Opening line:

For exceptionally meritorious conduct in the performance of outstanding service while serving as (billet title), (directorate), Marine Corps Base Quantico, from (month and year) to (month and year).

5. For retirement, insert the following statement above the closing line:

(His/her) superior performance of duty during this tour is the hallmark of a career devoted to accomplishing broad and diverse tasks in combat and peace (if not combat duty, leave out the reference to combat), highlighting the culmination of (insert total years of service) years of honorable and faithful service.

6. Closing line:

By (his/her) dynamic direction, keen judgment, and loyal devotion to duty, (grade/name) reflected great credit upon (himself/herself) and upheld the highest traditions of the Marine Corps and the United States Naval Service.

Meritorious Service Medal

1. Maximum characters in iAPS program is 1,800
2. Natural capitalization
3. Paragraph must be fully justified
4. Opening line:

For outstanding meritorious service (or achievement) while serving as (billet title), (directorate), Marine Corps Base Quantico, from (month and year) to (month and year).

1. For retirement, insert the following statement above the closing line:

(His/her) superior performance of duty during this tour is the hallmark of a career devoted to accomplishing broad and diverse tasks in combat and peace (if not combat duty, leave out the reference to combat), highlighting the culmination of (insert total years of service) years of honorable and faithful service.

2. Closing line:

(Grade and Name)'s exceptional professionalism, personal initiative and loyal devotion 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.

Navy and Marine Corps Commendation Medal

1. Maximum characters in iAPS program is 1,250
2. All capital letters
3. Paragraph must be fully justified
4. Opening line:

MERITORIOUS SERVICE (OR MERITORIOUS ACHIEVEMENT) WHILE SERVING AS (BILLET TITLE), (DIRECTORATE), MARINE CORPS BASE QUANTICO, FROM (MONTH AND YEAR) TO (MONTH AND YEAR).

5. Closing line:

(GRADE AND NAME)'S EXCEPTIONAL PROFESSIONALISM, 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.

Navy and Marine Corps Achievement Medal

1. Maximum characters in iAPS program is 1,250
2. All capital letters
3. Paragraph must be fully justified
4. Opening line:

PROFESSIONAL ACHIEVEMENT WHILE SERVING AS (BILLET TITLE), (DIRECTORATE), MARINE CORPS BASE QUANTICO, FROM (MONTH AND YEAR) TO (MONTH AND YEAR).

5. Closing line:

BY (HIS/HER) ENTHUSIASM, PROFESSIONALISM AND UNWAVERING DEVOTION TO DUTY (GRADE/NAME) REFLECTED CREDIT UPON (HIMSELF/HERSELF) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Certificate of Commendation

1. Maximum characters is 1,250
2. All capital letters (bold)
3. Paragraph must be fully justified
4. Opening lines:

EXCEPTIONAL PERFORMANCE OF (HIS/HER) DUTIES WHILE SERVING AS (BILLET TITLE), (DIRECTORATE), MARINE CORPS BASE QUANTICO FROM (MONTH AND YEAR) TO (MONTH AND YEAR). (GRADE AND NAME) PERFORMED (HIS/HER) DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

5. Closing line:

(GRADE AND NAME)'S EXCEPTIONAL PROFESSIONAL ABILITY, INITIATIVE AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON (HIMSELF/HERSELF) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Meritorious Mast

1. Maximum characters is 1,250
2. All capital letters (bold)
3. Paragraph must be fully justified
4. Opening lines:

DURING THE PERIOD OF (MONTH AND YEAR) THROUGH (MONTH AND YEAR), (GRADE AND NAME) PERFORMED (HIS/HER) DEMANDING DUTIES IN AN OUTSTANDING MANNER WHILE SERVING AS (BILLET TITLE), (DIRECTORATE), MARINE CORPS BASE QUANTICO.

Sample Letter of Appreciation

1650
B 013
Date

From: Commander
To: Rank Name
Via: Appropriate Chain of Command

Subj: LETTER OF APPRECIATION

1. Please accept my sincere thanks for your outstanding support of our Facilities Operational Advisory Group meeting on 16 November 2010. I truly appreciate your participation. Your presentation on the Naval Facilities perspective of the Department of the Navy Shore Energy Program and Current Initiatives was especially timely given the current emphasis on energy issues.

2. Our intent for this annual meeting of senior facilities and environmental managers is to provide a forum for sharing policies, strategies and general information for the effective development and execution of related installation management programs. Your perspective and insights helped us meet our goals for this meeting and will continue to shape our facilities management and energy strategies.

3. Thank you for a job well done!

J. M. MURRAY

Copy to:
Files

Sample Military Outstanding Volunteer Service Medal (MOVSM)
Authorization Letter

1650
B 013
Date

From: Awarding Authority
To: Award Recipient
Via: Appropriate Chain of Command

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL
(MOVSM)

Ref: (a) SECNAVNOTE 1650 of 12 Apr 94

1. In accordance with the reference, you are authorized to wear the Military Outstanding Volunteer Service Medal (bronze star in lieu of 5th award/silver star in lieu of 6th award) for outstanding public service with (name of organization) for the period _____ through _____.

2. Remarks by awarding authority.

J. M. MURRAY

Copy to:
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Sample Commander's Certificate of Commendation Request Letter

NO LETTER HEAD UTILIZED FOR THESE LETTERS

1650
B 013
Date

From: Rank/Title Name, Activity, Location
To: Commander, Marine Corps Base Quantico

Subj: COMMANDER'S CERTIFICATE OF COMMENDATION

Encl: (1) Proposed Citation for Lance Corporal I.M. Marine XXX
XX 1234/0111 USMC

1. The enclosure is forwarded for consideration and transfer to a Commander's Certificate of Commendation.

2. Lance Corporal Marine displayed a high degree of initiative, self-sacrifice and commitment which greatly contributed to the command's mission accomplishment, and is enthusiastically recommended for a Commander's Certificate of Commendation.

I. M. HISBOSS

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Enclosure (6)

Sample Letter of Continuity

NO LETTER HEAD UTILIZED FOR THESE LETTERS

1650
B 013
Date

From: Commander Officer/Division Head/OIC/etc.
To: Whom It May Concern

Subj: LETTER OF CONTINUITY FOR SERGEANT I. M. MARINE DOD
ID#/MOS USMC

1. From July 2011 to December 2011, Sergeant Marine served as the administration noncommissioned officer in the active duty retirement section at Headquarters Marine Corps. During this time period I served as Sergeant Marine's section head and direct supervisor. In a short period of time, Sergeant Marine made a significant contribution 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 accomplished in a fitness report. This report is intended to summarize these accomplishments for future recognition.

I. M. HISBOSS

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Enclosure (7)

MCINCR-MCBQ Awards Board Assignment and Guidance

The Awards Board is designed to support the Commander by reviewing award nominations in order to validate if the statements of significance and standards of performance have been adequately met in order to satisfy the criteria for the award being recommended.

The MCINCR-MCBQ awards board will consist of the Chief of Staff (COS), as the senior member, and a quorum of three others chosen from the following MCINCR-MCBQ staff directorates:

<u>STAFF DIRECTORATE</u>	<u>AWARDS BOARD BILLET</u>	<u>AWARD RECOMMENDATIONS ON WHICH TO VOTE</u>
MCINCR-MCBQ COS	REVIEWER	ALL
MCINCR-MCBQ IG	MEMBER	MSM AND ABOVE
G-1	MEMBER	ALL
G-3	MEMBER	ALL
G-4	MEMBER	ALL
G-6	MEMBER	ALL
GF	MEMBER	ALL
SJA/LSSS	MEMBER	ALL
RCO	MEMBER	MSM AND ABOVE
RSU	MEMBER	MSM AND ABOVE

Individuals assigned to the board will take this designation seriously and keep in mind they are the final screening process for the commander. The Awards Board will commence for a period of no more than five days where the members will carefully make their recommendations based on the best interest of the Marine Corps, the Base and the Marines and Sailors recommended.

Once the voting is complete, the Adjutant will consolidate the member recommendations and votes for final disposition.

Awards Board Guidance

Each award submission should be read in its entirety prior to the convening of the Board. This will allow sufficient time for each Board member to have basic familiarity with each award nomination. The following items should be considered when conducting your review.

Cause and Effect: How did the Marine distinguish himself/herself through meritorious performance? Did the Marine exceed expectations or perform above and beyond the scope of

their assigned duties? These contributions should be highlighted throughout the Summary of Action. They are also referred to as the "So What" data points and should not read like fitness report bullets, but a narrative that captures the scope and scale of what the Marine did and its effect or outcome.

Quantifiable Comments: The award nomination should provide sufficient qualitative and/or quantitative data (e. g., numbers, percentages, etc.) to illustrate/justify the subjective statements in the narrative articulating significant impact of the Marine's actions and/or relative value. Statistics without context, analysis, or evaluative comment are generally insufficient for the Board to be able to make a judgment. For example:

- "What was the final result of their outstanding leadership and hard work?" It could be that meritorious promotions increased or Non-Judicial Punishments went down within the Command.

-(GOOD) Annual training for the Company improved during their tenure from 20% to 60%.

-(BAD) Annual training for the Company is at 60%.

Impact and Influence: The award nomination should clearly state how the Marine contributed to the success of the Marine Corps, command, or unit. For example:

-Did the Marine establish policy, engineer a process for systemic improvements, or implement plans to make the organization safer or more efficient?

-Did the Marine make a positive impact on the organization and contribute to the efficiency of the unit? Has a significant impact been made to mission accomplishment?

-Does the award nomination adequately capture the exemplary achievements and significant changes within the organization that are "above-and-beyond" expectations?

-How did the Marine inspire others through leadership?

Award versus Rank and Billet: Award nominations are performance-based and not based upon rank or billet. However, the award nomination should clearly indicate whether the Marine was

filling a senior billet and/or working outside of their Military Occupational Specialty (MOS).

Citation: The citation should be crafted from the strongest points of the Summary of Action (SOA). When reviewing the citation, think to yourself, "Does the citation flow well and will it make sense when read out loud?"



Sample Justification Letter

Command Letterhead

1650
XXX
Date

From: Originator's Command
To: Adjutant, Marine Corps Installations National Capital
Region-Marine Corps Base Quantico
Subj: LATE AWARD SUBMISSION JUSTIFICATION ICO [INSERT FULL
RANK, NAME, SERVICE]; IAPS CASE ID# [IAPS CASE ID NUMBER]
Ref: (a) MCO 1650.19J
(b) SECNAVINST 1650.1H

1. Per reference (a), I request expedited awards processing for the subject named award.
2. The presentation date is scheduled for: [DATE AND TIME]
3. The occasion of presentation is: [retirement, change of command/post and relief, transfer, other (specify)]
4. The reason for this award's lateness per reference (b) is as follows: [describe the reason why this award was not submitted within the prescribed number of days here]
5. The following information is provided:
 - a. Award origination date:
 - b. Originating command:
 - c. Service member's terminal leave/transfer date:
6. The point of contact in this matter is [full name, email address, and phone number].

I. M. COMMANDING

Enclosure (9)