



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

MCINCR-MCBQO 1650.1A  
B 013

**AUG 05 2020**

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

From: Commander, Marine Corps Installations National Capital  
Region-Marine Corps Base Quantico  
To: Distribution List  
Subj: MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS  
BASE QUANTICO ADMINISTRATIVE PROCESSING OF AWARDS  
Ref: (a) SECNAVINST 1650.1J  
(b) SECNAVINST M-1650.1  
(c) MCO 1650.19J W/Ch 1  
(d) MCO 12451.2D  
(e) SECNAV M-5216.5  
(f) SECNAV M-5210.1  
(g) MCO 7042.6c  
(h) MCICOMO 1650.1A  
(i) CMC-MMMA Green Ltr 1-16 of 10 Jun 16  
(j) CMC-MMMA Green Ltr 02-10 of 7 Jun 10  
(k) DoN Civilian Human Resources Manual, Guidance on Implementing  
awards Programs, Guide No. 451-02  
Encl: (1) Instructions for completing Personal Awards Recommendation Form  
(NAVMC 11533 EF)  
(2) Award Citation Mandatory Opening and Closing Sentences  
(3) Sample Military Outstanding Volunteer Service Medal  
(4) Sample Certificate of Commendation  
(5) Sample Letter of Appreciation  
(6) Sample Letter of Continuity

1. Situation. To establish procedures governing the administration of processing military awards within the 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. MCINCR-MCBQO 1650.1

3. Mission. To inform and instruct the 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 and Concept of Operations

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

(1) Commander's Intent. The Commander, MCINCR-MCBQ, encourages the submission of award recommendations, but 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. Exercise caution to ensure the Military Awards Program does not replace recognition more appropriately given through fitness reports or other administrative options.

(2) Concept of Operations

(a) Award originators will log onto the Headquarters Marine Corps (HQMC) Improved Award Processing System (iAPS) website, register online if not already registered, and submit the Personal Award Recommendation (NAVMC 11533) with summary of action and proposed citation. The iAPS website is <https://www2.manpower.usmc.mil/iaps>.

(b) For all personal awards, the originator must be a commissioned officer or a Department of Defense civilian, equivalent to a General Schedule (GS)-11 or above, who was senior in grade and position to the awardee at the time of the distinguishing act or the period of meritorious service. A civilian originator must also have been in a supervisory position to the awardee at the time of the distinguishing act or the period of meritorious service. If the originator is not the individual's commanding officer (CO), the nomination must be forwarded to the CO for endorsement and further forwarding up the chain of command to the award approval authority. Enclosure (1) provides detailed instructions on how to complete the personal awards recommendation form. Sample award citation opening and closing sentences are provided in enclosure (2).

(c) References (a) through (j) provide guidance regarding awarding authority and submission requirements for all award recommendations.

b. Coordinating Instructions

(1) Military Outstanding Volunteer Service Medal (MOVSM)

(a) Commanders are not authorized to approve the MOVSM in cases where the Marine has not completed a minimum sustained period of outstanding voluntary service of three years, but may issue letters of continuity to Marines who have not completed the minimum period of three years of sustained outstanding volunteer service prior to transferring. This allows the gaining commander to include the previous period if the Marine continues the same voluntary service to the community at the new command. Additionally, commanders must ensure that the voluntary service to be recognized is provided to the community, is voluntary in nature, and has no evident connection to a military mission. The MOVSM recognizes service provided to a community over time; therefore, multiple awards of the MOVSM during a single tour of duty are not authorized. The commander shall certify that the eligibility requirements have been met and that the member's service has been honorable throughout the award period.

(b) Awarding Authority. The awarding authority shall issue a letter of authorization which includes the period recognized and the organization(s) for which the qualifying service was performed, as well as any commendatory remarks desired by the awarding authority. For Navy personnel, copies of the approved OPNAV 1650/3 will be forwarded to Navy Personnel Command (PERS-312). For Marine Corps personnel, a copy of the approved iAPS award recommendation will automatically be forwarded to Manpower Management Military Awards Branch (MMMA-2) for inclusion into the Marine's official military personnel record. Enclosure (3), provides a sample nomination for a MOVSM.

(2) Certificate of Commendation (CERTCOM). As outlined in enclosure (1), CERTCOMs may be awarded by all general officers as well as commanders who have authority to approve the Navy and Marine Corps Achievement Medal. All other officers desiring to make a recommendation shall submit the proposed citation, via their department head to the Adjutant Office for processing. All submissions for a CERTCOM will be submitted through the MCBQ SharePoint Workflow. Enclosure (4) is a sample authorization letter required to be signed by the unit commander or department head, before processing the recommendation of a CERTCOM.

(3) Letter of Continuity (LOC). A letter of continuity should be prepared when it is believed that an individual is deserving of recognition for exceptional performance of duty upon the individual's reassignment to a new within MCINCR-MCBQ or executing permanent change of assignment orders. The letter of continuity will be prepared in letter format with a proposed summary of action enclosed, citation and forwarded under separate cover to the individual's new reporting senior. The information contained in the LOC should then be used for an end of tour (EOT) award recommendation. Enclosure (6) is a sample LOC.

(4) 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. The amount of detail and supporting documents depends upon the circumstances and the nature of the award being recommended.

(a) End of Tour (EOT) Award. This award is a decoration recognizing outstanding meritorious service at the conclusion of a tour of duty. These awards may cover the entire tour of duty, plus any extensions, but cannot include travel or terminal leave periods. EOT decorations are normally only awarded for meritorious service for periods of service greater than 12 months.

(b) Impact (specific achievement) Award. An award for performance that exceeds that expected by virtue of grade and experience, based on a single specific act or accomplishment that covers a short period of time with definite beginning and ending dates.

(c) Meritorious Service. An award for performance that exceeds that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty.

(d) 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 duties culminated his 25 years of honorable and dedicated military service".

(5) Citation. A proposed citation is condensed from the SOA and must accompany the recommendation. Although a citation is complimentary and formalized, it must be factual and contain no classified information. Enclosure (3) provides opening and closing sentences for specific decorations exclusive to the respective award and not used in others.

(6) Timetable for Awards Submission. Timeliness, accuracy, conciseness and factual justification are foremost in all award recommendations. Unless further specified, award nominations should be submitted to arrive at the final awarding authority for adjudication at least 60 days prior to the desired presentation date, to allow sufficient time for administrative processing. For awards requiring review by more levels in the chain of command, additional time should be allowed. Award recommendations must reach the MCINCR-MCBQ Adjutant according to the following timeline:

<u>Award</u>	<u>Days Before Presentation</u>
Legion of Merit or higher	120
Legion of Merit (retirement only)	120
Meritorious Service Medal	90
Navy and Marine Corps Commendation Medal	45
Navy and Marine Corps Achievement Medal	45

(a) Awards submitted outside of these timelines will be considered late awards. Justification for the lateness of the award will be explained in the comments section of the NAVMC 11533.

(b) Awards will be processed for presentation prior to an individual's transferring or retiring from his/her present command.

(c) Awards that must be forwarded to higher headquarters will be submitted in compliance with references (a) through (c).

(7) Awards for Personal Staff. Commanders may not approve awards for any member who is considered personal staff (Aides, Chief of Staff, 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 but Disapproved or Downgraded. Recommendations for awards previously considered by 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.

(9) Unit Awards. References (a) through (c) define the basis and criteria for recommending and awarding unit awards: The Presidential Unit Citation, Navy Unit Commendation, and Meritorious Unit Commendation.

5. Administration and Logistics

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

b. The awards board will consist of the following MCINCR-MCBQ Assistant Chiefs of Staff (AC/S):

<u>STAFF DIRECTORATE</u>	<u>AWARDS BOARD BILLET</u>	<u>AWARD RECOMMENDATIONS ON WHICH TO VOTE</u>
AC/S G-1	MEMBER	ALL
AC/S G-3/5	MEMBER	ALL
AC/S G-4	MEMBER	ALL
AC/S G-6	MEMBER	ALL
AC/S G-7	MEMBER	ALL
AC/S G-8	MEMBER	ALL
AC/S G-F	MEMBER	ALL
MASTER SERGEANTS	MEMBER	ALL ENLISTED AWARDS
MASTER GUNNERY SERGEANTS	MEMBER	ALL ENLISTED AWARDS

c. 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. Awards board members will carefully make their recommendations based on the best interest of the Marine Corps, the Marines and Sailors being recommended for each award being considered.

d. Once the voting is complete, the Adjutant will consolidate the member recommendations and votes. The 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 personnel assigned to MCINCR-MCBQ and subordinate commands.

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

  
W. C. BENTLEY III

DISTRIBUTION: A

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

**From address:** The billet and address of the Originator:

Example: AC/S G-1, Marine Corps Installations National Capital Region,  
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 Installations National Capital Region,  
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: JOHN.SMITH@USMC.MIL

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

**Block 1. Social Security Number:** Enter the complete SSN 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.

**Block 2. DESIG/NEC/MOS**

(1) DESIG stands for Naval Officer designation, such as 1630, 1100, etc.

(2) NEC stands for Navy Enlisted Classification Code. The primary NEC should be used. If the person has no code, enter 0000 (four zeros).

(3) MOS stands for the USMC Military Occupational Specialty.

**Block 3. Name:** Type the last name and any suffixes (i.e. JR., SR., II, III, etc.) followed by a comma (,), the first name then the middle initial. Once saved, this box cannot be changed.

**Block 4. Component (USMC, USMCR, etc):** Select the appropriate military component using the drop down menu.

**Block 5. Grade/Rank:** Select the appropriate rank using the drop down menu (Pvt, PO2, 1stLt, etc).

**Block 6. Warfare Designator:** This should be left blank for all awards being submitted on Marines except Naval Aviators or Naval Flight Officers. For US Navy personnel, enter the appropriate warfare designation.

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

**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.

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

**Block 11. Number of Award of Recommended Medal:** The default is "1." If this is the second or subsequent award, type in the appropriate number.

**Block 12. Action Date/Meritorious Period:** This is the period covered for the award. Enter the eight-digit date starting with year, then month, then day (i.e. 20170101-20200321) for the entire period. For retirement or end of service awards, the ending date is not the terminal leave date but the actual last day of service.

**Block 13. Geographical Area of Action/Service:** Select CONUS if the meritorious action was performed in the continental United States, otherwise, OCONUS.

**Block 14. Exp. of Active Duty:** Enter the member's expiration of active duty service date, or indefinite if applicable, in year-month-day format (i.e. 20020601).

**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 Fleet Marine Corps Reserve (FMCR). If retiring/transferring to FMCR, enter 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 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 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. Unit at Time of Action/Service:** Enter the name of the command to which the member was attached.

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

**Block 19.** Previous Personal Decorations and Period Recognized: Enter the abbreviated personal award code followed by the 4-digit year month action period (e.g. NA 9503-9806). Do not include marksmanship badges, Good Conduct Medals, Purple Hearts, Combat Action Ribbons or other awards that are not classified as "personal awards."

**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: Default is "None." If other members are being considered for the same action/award, list them by rank, name, and SSN.

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

**Block 23.** Forwarding Endorsements by via addressees: The originator is required to fill out the Via addressees prior to forwarding. Do not enter the name of the commander.

Example: Via 1: AC/S, G-1, MCINCR-MCBQ  
Via 2: Commander, MCINCR-MCBQ

The commander authorized to endorse the award will select the award that he/she recommends from the drop down menu and then click on the "Endorse the Award" icon in the signature portion of Block 23. After the award is forwarded/saved, their signature as well as Rank, Billet, and Command will be visible in the signature block.

Note: Once the award is signed and forwarded, neither the recommendation nor the signature can be edited. If the award was signed in error, a request has to be sent to Awards@manpower.usmc.mil to have the signature removed.

**Block 24:** Approval Box: An authorized approval authority is the only person allowed to sign Block 24 and approve awards. When an authorized approval authority logs in (from a link forwarded to them), the following actions must be performed:

(1) Click on the drop down menu for the "Disposition of Basic Recommendation." Approval authorities will only be authorized to approve award commensurate with their Rank and Billet.

(2) Click on the "Approve the Award" link in the signature box. The database will sign that approval authority's name once the award has been forwarded/saved.

(3) Forward the award back to his/her administrative staff for processing (i.e. printing citation/certificate and forwarding to HQMC).

Award Citation Mandatory Opening and Closing Sentences

Legion of Merit

1. Maximum lines: 23
2. Capitalization: Natural capitalization
3. Font: Courier New
4. Font Size: 12 pitch
5. Layout: Portrait
6. Opening Line:

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

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

**(Rank/Name)'s superior performance of duties culminated his/her (insert total years of service) years of honorable and dedicated military service.**

8. Closing Line:

**(Grade/Name)'s professionalism, perseverance, and loyal dedication to duty reflected great credit on (her/him) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.**

OR

**By (his/her) attribute, attribute, and adjective dedication 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.**

Attributes Commonly Used in Citations:

<b>First and Second Attributes</b>	<b>Adjective for "dedication to duty"</b>
courage under fire	complete
bold/decisive actions	total
exceptional professionalism	selfless
distinctive contributions	unwavering
initiative	unswerving
dynamic direction	steadfast
superb guidance	loyal
wise/keen judgement	
determination	
perseverance	

Meritorious Service Medal

1. Maximum lines: 23
2. Capitalization: Natural capitalization
3. Font: Courier New
4. Font size: 12 pitch

5. Layout: Portrait
6. Max Characters in iAPS: 1,800
7. Opening Lines:

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

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

**(Rank/Name)'s superior performance of duties culminated his/her (insert total years of service) years of honorable and dedicated military service.**

8. Closing Line:

**By his/her attribute, attribute, and adjective dedication 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.**

**Navy and Marine Corps Commendation Medal**

1. Maximum lines: 8
2. Capitalization: All capital letters
3. Font: Times New Roman
4. Font size: 14 pitch for grade/rank, name and Service  
10 pitch for citation paragraph, 10 pitch for subsequent award, authorized device, or posthumously, if applicable.
5. Layout: Landscape
6. Max characters in iAPS: 1,250 characters
7. Opening Lines:

**MERITORIOUS SERVICE (OR MERITORIOUS ACHIEVEMENT) WHILE SERVING AS (BILLET TITLE), (DIRECTORATE), MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO, VIRGINIA FROM (MONTH AND YEAR) TO (MONTH AND YEAR).**

8. Closing Line:

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

**Navy and Marine Corps Achievement Medal**

1. Maximum lines: 8
2. Capitalization: All capital letters
3. Font: Times New Roman
4. Font size: 14 pitch for grade/rank, name and Service  
10 pitch for citation paragraph, 10 pitch for subsequent award, authorized device, or posthumously, if applicable.
5. Layout: Landscape
6. Max characters in iAPS program: 1,250 characters

7. Opening Lines:

**PROFESSIONAL ACHIEVEMENT (OR HEROIC ACHIEVEMENT) IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES WHILE SERVING AS (BILLET TITLE), (DIRECTORATE), MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO, VIRGINIA FROM(MONTH AND YEAR) TO (MONTH AND YEAR).**

8. Closing Line:

**(GRADE AND NAME)'S EXCEPTIONAL PROFESSIONALISM, KEEN JUDGMENT AND DEDICATION TO DUTY REFLECTED CREDIT ON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.**

**Certificate of Commendation**

1. Maximum lines: 9
2. Font: Times New Roman
3. Font size: 10 pitch
4. Capitalization: All capital letters, bold, full justified
5. Layout: Landscape
6. Opening Lines:

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

7. Closing Line:

**(GRADE/NAME)'S PROFESSIONALISM, PERSEVERANCE, AND LOYAL DEDICATION TO DUTY REFLECTED GREAT CREDIT ON (HER/HIM) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.**

**Meritorious Mast**

1. Maximum lines: 14
2. Font: Times New Roman
3. Font size: 10
4. Capitalization: All capital letters, bold, full justified
5. Layout: Portrait
6. Opening Line:

**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), (DIRECTORATE), MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION, MARINE CORPS BASE QUANTICO.**

7. Closing Line:

(GRADE AND NAME)'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT ON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Sample Military Outstanding Volunteer Service Medal (MOVSM) Authorization  
Letter

From: Awarding Authority  
To: Award Recipient  
Via: Awardee's Commander/Commanding Officer

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

Ref: (a) E. O. 12830 of 9 January 93

1. In accordance with the reference, you are authorized to wear the Military Outstanding Volunteer Service Medal (Bronze Star in lieu of the Second Award/Silver Star in lieu of the Sixth Award) for outstanding community service with (name of organization) for the period of (date) to (date).

2. Remarks by awarding authority.

I. A. MARINE

Sample Certificate of Commendation

1650  
Code  
Date

From: Commanding Officer, Unit  
To: Commander, Marine Corps Installations Command

Subj: COMMANDER'S CERTIFICATE OF COMMENDATION

Encl: (1) Proposed Citation for Lance Corporal I. M. Marine  
123456789/0111/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. A. MARINE

Sample Letter of Appreciation

1650

Code

Date

From: Commander, Marine Corps Installations National Capital Region,  
Marine Corps Base Quantico

To: Rank Name EDIPI xxxxxx1234/0111 USMC

Subj: LETTER OF APPRECIATION

1. Please accept my sincere thanks for your outstanding support of our Facilities Operational Advisory Group meeting on 16 November 2020. I truly appreciated your participation. Your presentation on the NAVFAC perspective of the DON 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!

I. A. MARINE

Sample Letter of Continuity

1650  
Code  
Date

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

Subj: LETTER OF CONTINUITY FOR SERGEANT I.M. MARINE  
EDIPI XXXXXX1234/0111 USMC

1. From July 20XX to December 20XX, 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. MARINE