



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1650.7L
1A
9 JUN 1993

DEPOT ORDER 1650.7L w/ch 1 & 2

From: Commanding General
To: Distribution List

Subj: DEPOT DECORATIONS AND AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1F (NOTAL)
(b) MCO 1650.19E (NOTAL)
(c) MCO P1100.71A (NOTAL)

Encl: (1) Recruiting Awards Program

1. Purpose. To set forth policies and procedures governing the administration of the Marine Corps Recruit Depot/Western Recruiting Region (MCRD/WRR) Awards Program in accordance with references (a) through (c).

2. Cancellation. DepO 1650.7K.

3. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.

4. General

a. Awards play a key role in maintaining morale, promoting excellence, and recognizing past superior performance. Reference (a) establishes the purpose of these awards as public recognition and reward for exceptionally meritorious or conspicuously outstanding acts of heroism, achievement, or service. Recommendations should be primarily substantiated by the exceptional performance of the member.

b. The Marine Corps awards system is intended to provide for the recognition of truly unique performance. Adherence to this basic concept will allow the awards system to obtain its objectives of increased morale, esprit, and motivation.

c. The purpose of the MCRD/WRR Awards Program is to publicly recognize and reward exceptionally meritorious or conspicuously outstanding acts of heroism, achievement, or service.

5. Background

a. Reference (a) sets forth policies, delineates eligibility requirements, and provides general administrative procedures concerning Navy and Marine Corps decorations and awards.

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b. The Secretary of the Navy (SecNav) has delegated authority to the Commanding General, MCRD/WRR to award the Navy Commendation Medal (NC) to Navy and Marine Corps personnel serving at units/districts assigned to MCRD/WRR.

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c. Reference (b) further establishes authority for commanding officers with special court-martial convening authority to award the NA to enlisted personnel only.

6. Policy

a. **The Commanding General encourages the submission of award recommendations, but also emphasizes the need to preserve the character and meaning of personal awards.** Continued recognition of individuals through award presentation fosters good morale and esprit de corps among Marines and Sailors. Additionally, awards provide an excellent means of developing career motivation.

b. Commanding officers and officers-in-charge are tasked with ensuring that noteworthy performance of duty of personnel under their responsibility receive timely and appropriate recognition, and that suitable notations are entered in the official records of the individuals. **Originators of recommendations must review references (a), (b), and this Order to ensure that eligibility criteria and administrative requirements are met for the award recommended.**

c. **Normally, award recommendations are submitted near the end of an individual's regular tour of duty.** However, awards recognizing specific meritorious acts or achievements, distinct from normal assigned duties, should be bestowed as soon as possible after the act has occurred and may be submitted for consideration prior to an end-of-tour. In such cases, the achievement should be of such merit to warrant prompt recognition and will be stated as such in the summary of action.

d. For recommendations involving "meritorious service," the end-of-tour and detachment are synonymous and involve a permanent change of station from one MCC to another. **Internal reassignment or change of duty, does not in itself constitute detachment for award purposes.** However, it is recognized that career recruiters (8412) could serve at one duty station for longer than a normal tour length. Accordingly, three years will be considered the normal tour length for career recruiters for award purposes.

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e. The Commandant of the Marine Corps has authorized in reference (c) District Commanders to nominate a limited number of personnel for performance during a fiscal year. Recommendations for the outstanding recruiter of each recruiting station plus two recruiting support personnel per district should be submitted after the end of the fiscal year. Award recommendations for one year periods outside the fiscal year circumvent the spirit and intent of reference (c) and are discouraged. Reference (c) also authorizes District commanders to implement recruiting awards programs separate from decorations. These are considered appropriate recognition for recruiting "Operations." Accordingly, District Commanders are discouraged from submitting award recommendations for "Operations." This does not preclude a District Commander from submitting a recommendation for exceptional cases. For further guidance on recruiter awards, see enclosure (i).

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f. The level of award recommended should not be based on the grade, billet, timeliness of presentation, or time in service of the individual to be recognized. NA and ~~CM~~^{MC} award recommendations will be routed to the Depot Adjutant no later than 60 days prior to the occasion of the award, i.e, detachment, retirement, or for a specific action. The award recommendations will be routed to the appropriate members of the Depot Awards Board by the Depot Adjutant prior to sighting by the Commanding General.

g. Recommendations for the Legion of Merit (LM) and Meritorious Service Medal (MM) must be boarded at this Headquarters and Headquarters Marine Corps (HQMC). Accordingly, recommendations for MM and higher awards will be forwarded to reach this Headquarters not later than 120 days prior to date of detachment/retirement. Recommendations involving retirement will include the total number of years of Marine Corps/Naval service in the summary of action.

h. In determining whether or not to recommend an individual for a personal award, the primary consideration must be whether the individual has truly performed in an exceptional manner and met the eligibility criteria set forth in reference (a).

i. Recommendations should not routinely be submitted at the end of an individual's tour if the individual's performance did not meet the criteria set forth in reference (a). Most end-of-tour recognition should be included in fitness reports or reflected in proficiency and conduct marks, rather than an award. It is important to stress the need to evaluate end-of-tour awards within the context of actual results. Doing one's job well does not warrant an end-of-tour award nor does accomplishing the mission in an effective manner. The award for sustained performance should be reserved for the Marine or Sailor who has set himself apart through conspicuous service which is documented in a factual summary of action.

j. An individual's outstanding performance of duty should become a matter of record. Many individuals are not appropriately

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recognized after their reporting seniors are transferred. Transferring reporting seniors are encouraged to complete OPNAV Form 1650/3, stating the outstanding contributions of the individuals to be recognized. This will justify appropriate recognition at the end of the individual's tour.

7. Administrative Procedures for Award Recommendations

a. General Instructions

(1) Commanding officers will establish procedures for processing recommendations for decorations and awards to ensure deserving individuals receive the recognition to which entitled. Commanding officers should carefully weigh the level of

responsibility of Marines recommended for personal decorations in light of individual award criteria and recommend the award commensurate with responsibility/level of excellence. **Routine use of end-of-tour awards is discouraged.** The individual must have brought distinction upon himself or the unit, by specific acts of achievements not previously recognized, to warrant a decoration or award.

(2) A recommendation for an award may be submitted by any commissioned officer, senior to the individual being recommended, having knowledge of any act, achievement, or service which may warrant such award. A recommendation originated by other than the commanding officer of the individual concerned must be forwarded to the commanding officer for endorsement.

(3) Timeliness

(a) A timely recommendation is essential to a successful awards system. A recommendation must be submitted as soon as possible following the act, achievement, or service upon which it is based. However, all recommendations must be appropriately justified and sufficiently detailed to allow proper evaluation and decision.

(b) Submit recommendations for meritorious service when an individual's detachment is anticipated. **When a reporting senior is being detached and feels that the service of a subordinate merits recognition, a recommendation form (OPNAV 1650/3) for the observed period should be completed. It should be retained within the command, pending detachment of the individual.** If at that time the current reporting senior feels the latter portion of the individual's tour merits recognition, the recommendation should be combined with the earlier one; if not the recommendation of the predecessor should be forwarded for consideration on its own merits to the awarding authority empowered to approve the award.

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(c) Process recommendations for an award for meritorious service terminating with retirement or separation so that presentation may be made at the individual's current duty station. Other meritorious awards may be processed for presentation at the individual's new duty station. Two months should be allowed for the administrative processing of award recommendations. Allow 4 months (120 days) if the recommendation is submitted through a lengthy chain of command or during the summer months (late May through August).

b. Specific Instructions. All awards are characterized into three categories: achievements, acts, or sustained superior performance. The following defines these categories and how they apply to all awards:

(1) Achievement. A specific achievement clearly above the assigned responsibilities which improves the organizational functioning or mission. This type of award would be recognized as soon as possible after the accomplishment.

(2) Act. A specific act which, at the time it took place, generally does not or is not required to be performed, yet had a positive, subsequent, significant impact. This type of award would also be recognized as soon as possible after accomplishment.

(3) Sustained Superior Performance. An individual who has performed clearly above what is normally required or expected, considering the individual's grade or rate, training and experience, and sustained so as to demonstrate a high state of development. This type of award will only be submitted upon impending departure from their command. **If an individual demonstrates a sustained period of superior performance and is reassigned within MCRD/WRR; or, if there is a change of reporting seniors, a "Letter of Continuity" will be prepared and forwarded from the old reporting senior to the new reporting senior.** Letters of continuity are prepared utilizing an OPNAV 1650/3 with an enclosed proposed citation. If the sustained performance is maintained, and departure from MCRD/WRR is forthcoming, the new reporting senior may recommend the individual for an award encompassing the entire period of his sustained performance, based upon the new reporting senior's recommendation and the old reporting senior's Letter of Continuity. If the individual's performance during the new assignment or under the new reporting senior's observation does not warrant recognition, the new reporting senior will forward the Letter of Continuity to this Headquarters (Attn: Depot Adjutant) to be considered on its own merits. **Awards forwarded to this Headquarters recommending recognition for sustained superior performance, when the Marine is not departing MCRD/WRR, will be returned recommending that a Letter of Continuity be provided to the new reporting senior.**

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c. Preparation

(1) Format

(a) Prepare recommendations for personal decorations on the Personal Award Recommendation Form (OPNAV 1650/3). When additional space is required, add sheets of standard size paper. Use a separate form for each award being recommended.

(b) When recommending an individual for a "sustained performance" award who has received one or more Fiscal Year-End Navy Achievement Medals as authorized in reference (c), ensure those Navy Achievement Medals are listed in Block 19 of the OPNAV 1650/3. Additionally, in the "Summary of Action," Block 25 of OPNAV 1650/3, specifically state the periods for which the Navy Achievement Medals were received (e.g., 1 Oct 1991 through 30 Sep 1992).

(2) Summary of Action

(a) Since each award recommendation is evaluated on its merits, this part of the recommendation is required in all cases. Avoid generalities and excessive use of superlatives. Present an objective summary giving specific examples of the performance and manner of accomplishing it together with the results and benefits derived. The amount of detail and supporting documentation required will depend upon the circumstances and the nature of the award being recommended, but, in general, a single page can suffice. The summary of action should be written in the third person, and may be written in a narrative format or in a Kiplinger style (bullet format).

(b) The summary of action (block #25) of award recommendations for members of the Western Recruiting Region serving as recruiting station commanding officers, recruiting substation noncommissioned officers-in-charge (NCOIC's) or canvassing recruiters must include a statistical break-down of the following five categories:

1 Net monthly productivity for period covered.

2 MCRD attrition rate for period covered.

3 DEP attrition rate for period covered.

4 Percentage of Tier I high school graduates enlisted for period covered.

5 Percentage of Mental Group I to IIIA enlisted for period covered.

(c) For commanding officers of recruiting stations, the statistical break-down of the categories above will be overall station compilations. For NCOIC's, the statistical break-down will be overall substation compilations as well as individual statistics if the NCOIC also served as a canvassing recruiter.

(d) When writing the Summary of Action, focus on an individual's achievements during the periods for which he was not already recognized by a "specific achievement award." As a general rule, only one award will be made for the same act, achievement, or period of meritorious service. However, an award of a decoration for heroism or specific achievement performed within a period of meritorious service is not considered duplication. The citation issued for the meritorious or sustained service should not mention the specific achievement previously recognized.

(3) Citation. A proposed citation, which is a condensation of the required summary of action, must accompany the recommendation. Although a citation is laudatory and formalized, it must be factual and contain no classified information. Non-combat citations are limited to 15 - 20 typewritten lines; in no case should citations exceed one typewritten page. A citation consists of three parts:

(a) Opening Sentence. The citation begins with a standard phrase describing the degree of meritorious or heroic service as specified for each award, the duty assignment of the individual, the inclusive dates of service on which the recommendation is based, and if desired, a description of operations of the unit to which the individual is attached. The opening phrases for specific decorations are:

Legion of Merit. -- "For exceptionally meritorious conduct in the performance of outstanding service ..."

Meritorious Service Medal. --"For outstanding meritorious achievement/service ..."

Navy Commendation Medal. --"For heroic achievement (or meritorious achievement) (or heroic service) (or meritorious service) while serving as ..."

Navy Achievement Medal. --"For leadership (or professional) achievement in the superior performance of his/her duties while serving as ..."

(b) Statement of Heroic/Meritorious Achievement or Service. The second part of the citation identifies the recipient by name, describes specific duty assignments, his accomplishments and the outstanding personal attributes displayed. The description of the individual's achievements must show clearly that they were

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sufficient to justify the award recommended. Value of results of achievements may also be included. No classified information may be included in the proposed citation.

(c) Commendatory Remarks. The third part of the citation states the outstanding attributes, mentioned or implied in the second part, "reflected great credit upon himself and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service".

(4) When forwarding recommendations to this Headquarters, include an original and one copy for distribution to members of the Depot Awards Board.

(5) Ensure that all required data is included on the OPNAV Form 1650/3, and that it contains the signatures/recommendations of each appropriate commander, or general staff officer in the chain of command.

d. Navy Achievement Medal Awarded by Commanding Officers Authorized to Convene Special Courts-Martial

(1) Commanding officers authorized to convene special courts-martial are authorized to award the NA to enlisted Marines and Sailors for specific performance of a superlative nature recognizing either an achievement or act, only. While such performance generally consists of a single action on a specific date, it need not necessarily be limited to a single action on a specific date. The performance must in fact, however, be dependent on a specific achievement/act. Accordingly, a short period of service (normally 90 days or less) may be recognized when such service is performed in a specific assigned project or mission. In any case, the eligibility criteria for award of the NA as contained in reference (a) is very stringent and should not be compromised. The

limited delegation of authority contained herein enjoins the exercise of prudence by all commanders in approving the award of the NA lest the high honor and esteem bestowed on this award be degraded.

(2) Criteria. Recommendations for award of the NA must be for specific achievements or acts of such merit as to warrant more tangible recognition than is possible by fitness report markings or one of the lower forms of recognition such as Certificate of Commendation, Meritorious Mast, or Letter of Appreciation; but, which does not warrant a NC or higher award. The recommendation must not be based upon sustained superior performance.

(3) Maximum Number of Awards Authorized. Commanding officers authorized to convene special courts-martial are authorized to award **TWO** Navy Achievement Medals per each 25 enlisted billets on their Table of Manpower Requirements (TMR), *for Specific achievement vice end of tour performance.*

(4) Additional recommendations for the Navy Achievement Medal must be forwarded to this Headquarters (Depot Adjutant) with full justification for the additional recommendations.

(5) Reference (c) outlines the standards of performance for yearly recruiting awards. Commanding officers will submit these award recommendations to this Headquarters (Depot Adjutant) for approval. These awards are in addition to those authorized above but will be accounted for in strict compliance with reference (c).

(6) In order to preclude duplication of awards, copies of all awards issued will be forwarded to this Headquarters (Depot Adjutant).

e. Awarding authorities will advise the originator of the final disposition on all award recommendations by copy of the final citation or letter of transmittal.

f. When forwarding award recommendations for acts of lifesaving, ensure strict compliance with article 121.3d of reference (a). Recommendations for the Navy and Marine Corps Medal (NM) and higher heroic awards must include two eyewitness statements whenever possible.

g. Companion awards and/or multiple recommendations for the same specific act or period of time, regardless of the level of award recommendation, will be forwarded to this Headquarters (Depot Adjutant) under separate transmittal for action (appropriate entries will be made on the OPNAV form 1650/3, block #21).

h. Awards for reservists on active duty for periods greater than three continuous years will also contain a memorandum which will establish the fact that the reservist is not being transferred, but has earned the proposed award for three continuous years of sustained superior performance.

i. Certificates of Commendation

(1) Certificates of Commendation are a form of recognition for exceptional performance of duty above and beyond that normally expected and which distinguished the individual among those performing similar services but not to the extent to warrant a personal decoration. They may be issued by the Commanding General or any commander who has authority to approve the NA. These certificates may also be issued to units or sections where it is considered appropriate that recognition be made, and are not to be confused with Commandant of the Marine Corps Certificates of Commendation (NAVMC HQ 542) referred to in paragraph 1c(5)(b) of enclosure (3) to reference (b).

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(2) Recommendations for the Commanding General Certificate of Commendation will be submitted by utilizing an OPNAV 1650/3 or regular Naval correspondence, via the chain of command to this Headquarters (Attn: Depot Adjutant). The recommendation will contain sufficient information to establish justification for the award. A proposed citation consisting of not more than 10 type-written lines will be attached as an enclosure to the recommendation. Recommendations must be signed by each commander in the chain of command. The forwarding of recommendations "By direction" is not appropriate. For unit/section citations provide a listing of all personnel to whom the certificate pertains to serve as a matter of record.

j. Meritorious Masts. Meritorious Masts are a form of recognition (normally for sergeants and below) whose performance is considered noteworthy or commendable beyond the usual requirement of duty or who demonstrate exceptional industry, judgement, or initiative. The Meritorious Mast form (NAVMC 10939 (5-73)) will be utilized as a means of recognizing efforts which warrant Meritorious Masts. Meritorious Masts may be awarded by commanders of battalions or equivalent echelons and will not be awarded when the service or performance of an individual is recognized through the award of a Certificate of Commendation, Letter of Appreciation, or personal decoration.

k. Letters of Appreciation. Letters of Appreciation are a form of recognition for noteworthy or commendable performance beyond the usual requirements of duty normally issued to individuals not in the chain of command. Any officer senior to a Marine whose performance is considered noteworthy or commendable beyond the usual requirements of duty may issue a Letter of Appreciation. Appropriate entries will be made on Page 9 in the service record book/officer qualification record of Marines who receive letters of appreciation. A copy will not be filed in the Marine's OMPF.

l. Commendatory Correspondence. Commendatory correspondence is correspondence from any source recognizing an individual's commendable acts or service. Commendatory correspondence may be formalized into the awards system; e.g., Meritorious Masts, Certificates of Commendation, etc., if the service or action described is considered sufficient to merit such; or the correspondence may be recognized through fitness report and service record book markings as described in paragraph 1c(8)(d) of reference (b).

8. Action

a. Awards Board. All awarding authorities will establish an Awards Board which will review all recommendations prior to final disposition or forwarding. Local boards must carefully evaluate the proposed recommendations for content and specific achievement

to ensure that they meet the criteria set forth in the applicable references. A formal board with all members present to discuss and vote on proposed awards is encouraged. The board may execute one of the options listed below:

(1) Concur with the recommendation and forward the award to the appropriate awarding authority.

(2) Indicate noncurrence with the level of award recommended and recommend a higher or lesser award.

(3) Recommend disapproval.

(4) Return the recommendation for further clarification or justification.

b. Depot Adjutant

(1) Upon receipt of an award recommendation, the Depot Adjutant will have 30 days to review, process, and complete all necessary actions for either forwarding, returning, or delivery of awards.

(2) Distribute copies of all award proposals to all members of the Depot Awards Board. In cases where an award is received which does not meet the criteria set forth in this Order or the references, the Depot Adjutant will bring it to the attention of the senior member of the Depot Awards Board for resolution.

(3) Following the review by the board members, compile the results and complete MCRD Form 1650/2 for the senior member's action.

c. Depot Awards Board

(1) The Board will be guided in the performance of its duties by references (a) through (c) and will consist of the following members:

Chief of Staff - Senior Member
Assistant Chief of Staff, G-1
Assistant Chief of Staff, G-2/3
Assistant Chief of Staff, G-4
Assistant Chief of Staff, Comptroller
Assistant Chief of Staff, Recruiting
Assistant Chief of Staff, SJA
Depot Sergeant Major - Enlisted award recommendations
Depot Adjutant - Recorder

(2) Upon receipt of an award proposal, members of the Board will have three working days to review and return their recommendation to the Depot Adjutant.

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(3) All NC's and NA's for recruiters will be routed to the Assistant Chief of Staff, Recruiting; Assistant Chief of Staff, G-1; one other board member; and the Depot Sergeant Major, if applicable. All other awards will be routed to the Assistant Chief of Staff, G-1; two other board members; and the Depot Sergeant Major, when applicable.

d. Staff Secretary. Coordinate all award presentations that are to be conducted by the Commanding General.


J. M GUERIN
Chief of Staff

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UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1650.7L Ch 1
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25 JAN 1995

DEPOT ORDER 1650.7L Ch 1

From: Commanding General
To: Distribution List

Subj: DEPOT DECORATIONS AND AWARDS PROGRAM

Encl: (1) Page insert for new enclosure (1) to the basic Order

1. Purpose. To transmit a new enclosure to the basic Order to effect a Recruiting awards Program within the WRR and to include the Navy Commendation Medal to awards that may be authorized by the Commanding General, MCRD/WRR.

2. Action.

a. On the promulgation page, below the "Ref" section, add "Encl: (1) Recruiting Awards Program".

b. On page 2, paragraph 5b, 2nd & 3rd lines, delete "(When the Commanding General is a Major General)".

c. On page 2, paragraph 5b, 3rd line, change the sentence to read "Navy Commendation Medal (NC), and below, to Navy and Marine Corps personnel serving at units/districts assigned to MCRD/WRR."

d. Delete paragraph 5c in its entirety and redesignate paragraph 5d as 5c.

e. On page 3, paragraph 6e, after the last sentence add "For further guidance on recruiter awards, see enclosure (1)".

f. Change the abbreviation "CN" to "NC" wherever it appears throughout the Order.

g. Add new pages 1 and 2 of this enclosure to the basic Order.

3. Filing Instructions. File this change transmittal immediately behind page 12 of the basic Order.


G. E. SMITH
Chief of Staff

DISTRIBUTION: A, G



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1650.7L Ch 2

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19 APR 1995

DEPOT ORDER 1650.7L Ch 2

From: Commanding General
To: Distribution List

Subj: DEPOT DECORATIONS AND AWARDS PROGRAM

1. Purpose. To submit a pen change to the basic Order.
2. Action. On page 8, paragraph 7d(3) change the sentence to read "..... award two Navy Achievement Medals per each 25 enlisted billets on their Table of Manpower Requirements (TMR), for specific achievement vice end of tour performance."
3. Filing Instructions. File this change transmittal immediately behind page 14 of the basic Order.

A handwritten signature in black ink, appearing to read "E. L. Gobeli".

E. L. GOBELI
Chief of Staff

DISTRIBUTION: A, G

RECRUITING AWARDS PROGRAM

Recruiting Awards Program provides additional incentives to organizations and individuals within the WRR who achieve superior results over a sustained period of time. The categories of awards are delineated below:

1. Top RS of Western Region. This Headquarters will designate one RS as the Top Recruiting Station of the year for the Western Recruiting Region. The determination of the top WRR Recruiting Station will be based on data and statistics accumulated by this Headquarters. In most cases the Top WRR RS will be a District's Top Recruiting Station. The award will be a Bronze Statue of an eagle presented to the RS Commanding Officer for the permanent retention at the RS. The award is based upon the following weighted criteria:

33 1/3% Shipping. 100% mission by category must be attained. Districts must report shipping attainment by Recruiting Station. Rankings will be based on I-IIIA and Tier I Total Force Shipped.

33 1/3% MCRD Attrition. Total (accountable plus nonaccountable).

33 1/3% Production. 100% of CMC new contract goals must be attained. Rankings will be based on Average Production per Recruiter (APR) and quality of Net contracts I-IIIA and Tier I.

2. Most Improved RS of Western Region. Each district may nominate one RS for this yearly award. The recommendation should be in a letter format and provide pertinent fiscal year statistics relating to both attainment (new contracts and shipping) and quality (high school graduates, attrition data, etc.). One RS will be chosen to receive this award which will be specially designed plaque.

3. Western Region NCOIC and Recruiter of the Year. Each District may nominate one NCOIC and one Recruiter of the Year to this Headquarters. WRR will select one in each category. Both the NCOIC and the Recruiter of the year will receive special plaques. The top NCOIC from the WRR will also receive an NCO sword, which will be provided by this Headquarters. Sword sizes should be included as part of award nominations.

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4. Quality Award. Annually, AC/S Recruiting will identify the RS with the best Quality Statistics within the Region. The method used will be the WRR Quality Rankings. The award will be a specially designed plaque. Additionally, the district with the winning RS may nominate the RS's MEPS Liaison(s) to this Headquarters for a Navy Commendation Medal. If more than one MEPS is involved in winning this award, additional Navy Commendation Medals may be authorized.

5. District Level Offensives. To enhance recruiting excellence and ensure equitable award distribution, the Commanding General, MCRD/WRR San Diego has pre-authorized 130 Navy Achievement Medals to be used during a fiscal year (FY) for District Level Offensives. Commanding Officer's may use these awards as they deem appropriate for offensives. Distribution of NAMs will be as follows: Eighth Marine Corps District: 43, Ninth Marine Corps District: 42, Twelfth Marine Corps District: 45.

6. All awards listed in this enclosure are in addition to the Annual Awards program. Additionally, all recommendations for awards identified herein should arrive at this Headquarters no later than 10 October for presentation at the Marine Corps Recruiting Command Operations and Training Conference.

ENCLOSURE(1)
CH 1(25 JAN)1995