

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
3800 Belleau Wood
San Diego, California 92140-5199

BnO 1650.2F w/CH-1/CH2
6A
30 DEC 1986

BATTALION ORDER 1650.2F w/CH-1/CH2/CH3

From: Commanding Officer
To: Distribution List

Subj: AWARDS PROCEDURES

Ref: (a) SECNAVINST 1650.1F
(b) MCO 1650.19F
(c) OPNAVINST 1650.19A
(d) DepO 1650.7L

Encl: (1) Sample Meritorious Service Medal Citation
(2) Sample Navy and Marine Corps Commendation Medal Citation
(3) Sample Navy and Marine Corps Achievement Medal Citation (Commanding General)
(4) Sample Navy and Marine Corps Achievement Medal Citation (Battalion Commander)
(5) Sample Certificate of Commendation Citation
(6) Sample Meritorious Mast

1. Purpose. To promulgate policies and procedures for the conduct of the Battalion Awards Program per references (a) through (d).

2. Cancellation. BnO 1650.2E.

3. Information. References (a), (b), and (c) outline criteria for individual awards. Reference (b) establishes the authority for the Battalion Commander to award the Navy and Marine Corps Achievement Medal to enlisted Marines. References (b) and (d) contain the instructions for the issuance of Certificate of Commendations, Meritorious Masts, and Letters of Appreciation.

4. Summary of Changes. This Order has been reformatted and contains administrative changes. The only major modifications concern proposed citations, changing award names, and deleting the requirement for summaries of action for Battalion Navy and Marine Corps Achievement Medal citation and certificates.

5. Policy

a. Awards are an important aspect of command responsibility at all levels. The prompt and judicious recognition of individual achievement is highly beneficial to the command's morale and increases incentive and initiative of personnel

performing otherwise routine assignments. The awards program must continue to receive command interest at all echelons. Attentiveness must be exercised to ensure that officers and enlisted personnel are continually recognized for notable achievements by presentation of suitable awards.

b. Normally, award recommendations are submitted near the end of the individual's tour to document and recognize sustained superior performance; however, awards recognizing specific meritorious acts or achievements may be submitted at anytime.

c. Timely submission will provide sufficient lead time to enable administrative processing to be accomplished well in advance of the desired delivery date.

d. Award originators will ensure strict compliance with the eligibility criteria for the various awards. Award recommendations must neither be routinely submitted nor should the level of the award being recommended be dependent on the grade of the individual.

e. Retirement and/or transfer to the FMCR are significant achievements that warrant consideration for an award.

6. Navy and Marine Corps Achievement Medal (NMCAM). The Battalion Commander is authorized to award ⁴⁰ NMCAMs per fiscal year to enlisted personnel. The award is to recognize a "specific performance of a superlative nature" during a short duration of no more than 90 days. NMCAMs for sustained performance will be forwarded to the Commanding General, MCRD/WRR (Adjutant) via the chain of command for approval.

7. Administrative Procedures

a. Personal Awards

(1) Recommendations for awarding the NMCAM or higher will be forwarded to the Battalion Adjutant, utilizing OPNAV 1650/3 with an attached proposed citation. Additionally, the citation and Summary of Action, if applicable, will be submitted to the battalion on a 3.5" disk or as an attachment via electronic mail. Both the citation and Summary of Action should be in the AmiPro format.

(2) Ensure all data on the front of the OPNAV 1650/3 is accurate and complete, and that all signatures and recommendations are present.

(3) The Summary of Action must be provided for CG, MCRD/WRR awarded NMCAM or higher. The Summary of Action must be a thorough, well documented reflection of the member's achievements and contributions. Avoid vague generalities. The recommendation should be no less than one page. Bullet format is encouraged. The emphasis should be on performance of responsibilities and specific accomplishments that set the member apart from his/her peers. For Navy and Marine Corps Commendation (NMCCM) recommendations, OPNAV 1650/3 block 23(1) will be signed by the Battalion Commander and block 24 by the Commanding General. NMCCMs will be forwarded via the chain of command.

(4) The proposed citation will be no longer than 8-10 **double spaced** lines of text and typed in 10 pitch. Although the information in the citation must be supported in the Summary of Action (if required for CG MCRD/WRR awarding), it should not be repeated word-for-word. Opening and closing sentences will be the standard phrases for the award recommended, as outlined in reference (a), and demonstrated in enclosures (1) through (4). Avoid using expressions peculiar to one certain discipline if they will not be understood by those outside the field. Abbreviations will not be used. The proposed citation will be written in the third person (he/she, his/her). The member's grade and name will be used in the first and last sentence only. He/she, etc. will be used throughout the text.

b. Certificate of Commendation (CertCom)

(1) Proposed CertComs will be forwarded to the Battalion Adjutant, under OPNAV 1650/3, recommending approval by the member's chain of command.

(2) The proposed CertCom should be typed lengthwise (landscape format) on the page, double-spaced, with no more than 9 lines of text typed in 10 pitch. Additionally, the proposed citation will be submitted on a 3.5" disk or as an attachment via electronic mail. The proposed citation should be in the AmiPro format. See enclosure (5).

(3) Completion of the Summary of Action is not required or desired. Ensure all data on the front of the OPNAV 1650/3 is accurate and complete, and that all signatures and recommendations are present.

c. Meritorious Masts/Letters of Appreciation. Whenever the performance of an enlisted Marine is either considered noteworthy or commendable beyond the usual requirement of duty, or he/she has demonstrated exceptional industry, judgement, or initiative, the reporting senior will report this fact to the Battalion Commander via the Company Commander for appropriate recognition.

(1) Meritorious Mast. The proposed Meritorious Mast will be no longer than 12 double-spaced lines of text written in the third person and typed in 10 pitch. Additionally, the proposed Meritorious Mast should be submitted on a 3.5" disk or as an attachment via electronic mail. The proposed Meritorious Mast should be in the AmiPro format. The member's grade and name will be used in the second and last sentence only. He/she, etc. will be used throughout the text as demonstrated in enclosure (6).

(2) Letters of Appreciation. Letters of Appreciation may be issued by any Marine officer senior to the Marine whose performance is considered noteworthy or commendable beyond the usual requirement.

d. Submission Schedule. Award recommendations will be submitted to the Battalion Adjutant in compliance with the following schedule:

(1) Meritorious Service Medals and Higher Awards: 130 days prior to anticipated date of departure or presentation.

(2) NMCCM: 100 days prior to anticipated date of departure or presentation.

(3) CG'S NMCAM: 40 days prior to anticipated date of departure or presentation.

(4) BN NMCAM: 30 days prior to anticipated date of departure or presentation.

(5) CG CertCom: 30 days prior to anticipated date of departure or presentation.

(6) BN CertCom: 14 days prior to anticipated date of departure or presentation.

(7) Meritorious Mast: 14 days prior to anticipated date of departure or presentation.

8. Battalion Awards Board

a. Members. The Battalion Awards Board will consist of the following members:

(1) Battalion Executive Officer

(2) Battalion Adjutant

(3) Battalion Sergeant Major (enlisted award recommendations only)

b. Each Board Member will review all NMCAMs and higher and make a recommendation to the Battalion Commander. Appropriate disposition will then be accomplished by the Battalion Adjutant, based upon the Battalion Commander's decision/guidance.

9. Action

a. Company Commanders, Director, Recruiters School and Staff Officers will:

(1) Examine specific actions and outstanding performance and submit recommendations for appropriate awards via the chain of command.

(2) Limit decorations to those Marines whose performance of duty is exceptional and significant.

(3) Submit all recommendations per procedures outlined in references (a) through (d) and this Order.

(4) Adequately document the Marine's achievements in the Summary of the Action portion of the award recommendation, if applicable.

b. Battalion Adjutant will:

(1) Receive and process all award recommendations.

(2) Take final action on awards that are approved by the Battalion Commander.

(3) Ensure the Battalion ^{Consolidated Personnel Administration Center (CPAC)} receives a copy of all awards authorized by the Battalion Commander.

(4) Track all awards received and processed.

(5) Publish a weekly awards report for the commanding officer, with a copy forwarded to the Depot Adjutant.

c. ^{Director used. Depot Administration Center} Director will: Ensure appropriate entries are made in the SRB/OQR and the Marine Corps Total Force System (MCTFS) on all authorized awards.

d. Sergeant Major. Schedule the presentation of all awards to be presented by the Battalion Commander, ensuring that all interested parties are invited to the ceremony.


P. J. MULLIN

DISTRIBUTION: A

UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

BnO 1650.2F Ch 1
6A
05 MAY 1997

BATTALION ORDER 1650.2F Ch 1

From: Commanding Officer
To: Distribution List

Subj: AWARDS PROCEDURES

1. Purpose. To direct a pen change to the basic Order.
2. Action. On page 2, paragraph 6, replace the number 54 with 46.
3. Filing Instructions. File this change transmittal immediately following the signature page of the basic Order.



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UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

BnO 1650.2F Ch 2
6A
28 Oct 97

BATTALION ORDER 1650.2F Ch 2

From: Commanding Officer
To: Distribution List

Subj: AWARDS PROCEDURES

1. Purpose. To direct a pen change to the basic Order.

2. Action

a. On page 2, paragraph 5e, delete the following: "Every Marine who is retiring will be recommended for a career-end award, unless the Marine is specifically not recommended for a career-end award by the Battalion Commander with the Commanding General's approval."

b. On page 2, paragraph 6, change "calendar year" to "fiscal year".

c. On page 3, subparagraph (4), change "15 double spaced lines" to "8-10 double spaced lines".

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



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UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

BnO 1650.2F Ch 3
6A
15 Oct 1998

BATTALION ORDER 1650.2F Ch 3

From: Commanding Officer

To: Distribution List

Subj: AWARDS PROCEDURES

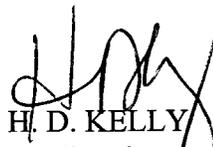
1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 5, the signature page of the basic Order, paragraph 9. b(3) pen change "Battalion S-1" to read "Consolidated Personnel Administration Center (CPAC)"

b. On page 5, paragraph 9. (c) pen change "Battalion Personnel Officer." to read "Director, Consolidated Personnel Administration Center."

3. Filing Instructions. File this change transmittal immediately following change 2 of the basic Order.


H. D. KELLY
By direction

DISTRIBUTION: A

UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

BnO 1650.2F CH 4
6A
5 APR 00

BATTALION ORDER 1650.2F Ch 4

From: Commanding Officer
To: Distribution List

Subj: AWARDS PROCEDURES

1. Purpose. To direct paragraph changes to the basic Order.
2. Action.
 - a. On page 3, paragraph 7 (b) (1) delete the entire paragraph and change to read
"Certificate of Commendations do not require a 1650 form, attached to it."
3. Filing Instructions. File this change transmittal immediately following Change 3 of the basic Order.

H. D. Kelly
By direction

DISTRIBUTION: A

SAMPLE MERITORIOUS SERVICE MEDAL CITATION

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL to

LIEUTENANT COLONEL ULYSSES S. GRANT
UNITED STATES MARINE CORPS

for service as set forth in the following
CITATION:

"For outstanding meritorious service in the superior performance of duties while assigned as Section, Headquarters and Service Battalion, Marine Corps Recruit Depot, San Diego, California from to 1999. Lieutenant Colonel Grant.....

{Insert substantive data; programs implemented; inspection results; personal achievements and section accomplishments; specific indications of the member's personal contributions to the overall mission.}

Lieutenant Colonel Grant's unwavering commitment to excellence, superior judgement, and devotion to duty reflected great credit upon himself and were in keeping with the highest traditions of the United States Naval Service."

For the President,

NAVY AND MARINE CORPS COMMENDATION MEDAL
(GOLD STAR IN LIEU OF SECOND AWARD)

(RANK AND NAME)
UNITED STATES MARINE CORPS

MERITORIOUS SERVICE IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS FROM THROUGH. THROUGHOUT THIS PERIOD,
PERFORMED HIS DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

HIS ENERGETIC EFFORTS AND RESOURCEFULNESS INSPIRED ALL WHO OBSERVED HIM AND CONTRIBUTED IMMEASURABLY TO THE SUCCESS OF THE
UNIT'S MISSION. (RANK AND NAME + 'S) OUTSTANDING PROFESSIONALISM, EXCEPTIONAL INITIATIVE, AND STEADFAST DEVOTION TO DUTY
REFLECTED GREAT CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES
NAVAL SERVICE.

FOR THE SECRETARY,
I. M. GENERAL
BRIGADIER GENERAL, U.S. MARINE CORPS
COMMANDING GENERAL

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL
(GOLD STAR IN LIEU OF SECOND AWARD)

RANK AND NAME
UNITED STATES MARINE CORPS

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS FROM THROUGH . . . THROUGHOUT THIS PERIOD, (RANK AND NAME) PERFORMED HIS DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

HIS ENERGETIC EFFORTS AND RESOURCEFULNESS INSPIRED ALL WHO OBSERVED HIM AND CONTRIBUTED IMMEASURABLY TO THE SUCCESS OF THE UNIT'S MISSION. (RANK AND NAME + 'S) OUTSTANDING PROFESSIONALISM, EXCEPTIONAL INITIATIVE, AND STEADFAST DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

FOR THE SECRETARY,
I. M. GENERAL
BRIGADIER GENERAL, U.S. MARINE CORPS
COMMANDING GENERAL

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL
(GOLD STAR IN LIEU OF SECOND AWARD)

RANK AND NAME
UNITED STATES MARINE CORPS

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS FROM THROUGH . THROUGHOUT THIS
PERIOD, (RANK AND NAME) PERFORMED HIS DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

HIS ENERGETIC EFFORTS AND RESOURCEFULNESS INSPIRED ALL WHO OBSERVED HIM AND CONTRIBUTED IMMEASURABLY TO THE SUCCESS OF THE
UNIT'S MISSION. (RANK AND NAME + 'S) OUTSTANDING PROFESSIONALISM, EXCEPTIONAL INITIATIVE, AND STEADFAST DEVOTION TO DUTY
REFLECTED GREAT CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES
NAVAL SERVICE.

FOR THE SECRETARY,
I. M. MARINE
COLONEL, U.S. MARINE CORPS
COMMANDING OFFICER
HEADQUARTERS AND SERVICE BATTALION

United States Marine Corps



Certificate of Commendation

The Commanding Officer, Headquarters and Service Battalion
Marine Corps Recruit Depot, San Diego, California
takes pleasure in commending

Sergeant Imma E. Marine 100 22 3344/0151

for

exemplary performance of duty while serving as Instructor for the Combat Readiness Training Section, Headquarters and Service Battalion, Marine Corps Recruit Depot, San Diego, California from 18 February 1999 through 31 August 1999. Throughout this period, Sergeant Marine performed his duties in a highly professional manner. His initiative and hard work contributed to the successful training of over 1,000 Marines during the numerous CRT classes he was involved with. Sergeant Marine established a relationship with the 31 Area Dispensary, Weapons and Field Training Battalion to ensure a rapid evaluation of the variety of injuries incurred by this battalion's personnel. Sergeant Marine's energetic efforts and enthusiasm set a positive example for others to emulate. Sergeant Marine's total dedication and steadfast devotion to duty brought great credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

Date

I. B. COLONEL
Colonel, U. S. Marine Corps



Corporal Joe I. Marine 100 22 3344/0151 USMC

was, on the _____ *30th* _____ *day of* _____ *September* _____, *1996*,

the subject of a

MERITORIOUS MAST

conducted by the

Commanding Officer
Headquarters and Service Battalion
Marine Corps Recruit Depot
San Diego, California 92140-5199

for outstanding service as follows:

Selected as the Noncommissioned Officer of the Month for Headquarters and Service Battalion for the month of September 1996, Corporal Marine has distinguished himself in the areas of personal appearance, performance of duty, job knowledge, and cooperation. He was selected from among those nominated because of his untiring devotion to duty and exemplary display of the superior attributes expected of a Marine. His outstanding personal and professional qualities have earned the respect and admiration of all who observed him. Corporal Marine's efforts reflected great credit upon himself and were in keeping with the highest traditions of the United States Marine Corps.

I. B. MARINE
Colonel, U. S. Marine Corps
Commanding

Enclosure (6)