



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1650.1B
1B
JUN 01 2012

COMBAT CENTER ORDER 1650.1B

From: Commanding General
To: Distribution List

Subj: AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J
(c) MCO 1900.16F
(d) TECOMO 1650.1
(e) CDCO 1650.1G

Encl: (1) Award Specific Summary of Action (SOA) and Citation Requirements
(2) Personal Information for Award Nominee (CC 1650/3)
(3) Combat Center Flag Request (CC 5060/1)

1. Situation. This Order sets forth policy and establishes procedures for implementing the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Awards Program. Reference (a) establishes policy, delineates eligibility requirements, and provides general administrative procedures concerning all Navy and Marine Corps awards. Reference (b) establishes procedures for submitting awards and sets forth the delegation of awarding authority to designated commanders.

2. Cancellation. CCO 1650.1A.

3. Mission. To publish guidelines and procedures in support of the Awards Program.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To recognize service members through the awards program for exceptional meritorious service or achievement and acts of heroism not involving actual combat.

(2) Concept of Operations

(a) Recognizing personnel through awards cultivates good morale and esprit de corps. To preserve the integrity and meaning of personal awards, caution must be exercised to ensure that the awards program is not used to recognize action more appropriately appraised through the performance evaluation system. Special achievement or impact awards are appropriate to recognize exceptional performance over a period of short duration (no longer than 12 months). However, mid-tour awards are not appropriate. A letter of continuity shall be used to document exceptional performance for

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consideration at the end of a tour. The originator should provide a letter of continuity to the new reporting senior and the respective member upon the transfer or reassignment of the reporting senior or the member.

(b) Timely recognition demands that awards be presented prior to a member's departure from the unit.

(c) Subordinate commanders are directed to seek the CG's approval before approving any award for a member that has been the subject of administrative or punitive proceedings (i.e. adverse fitness reports, nonjudicial punishment, court martial, etc.).

b. Subordinate Element Missions. Assistant Chiefs of Staff (AC/S), Deputy AC/S, Commanding Officers, Officers In Charge, and Directors will ensure every effort is made to have awards submitted through the Improved Awards Processing System (IAPS) in time to present the award to the Marine, Sailor, or civilian employee before they leave the unit.

c. Coordinating Instructions

(1) MAGTFTC, MCAGCC Awards Board. The Awards Board will review all personal award recommendations prior to being forwarded to the Commanding General (CG). The awards board functions in an advisory capacity to the CG. The awards board will consist of the Chief of Staff as the Senior Member, the Staff Secretary, and the MAGTFTC, MCAGCC Sergeant Major.

(a) The board members will vote on each recommendation presented on the basis of eligibility requirements, content, and merit of the submission; recommending approval, disapproval, upgrade, downgrade, or return for further clarification or justification.

(b) The board results will only be released to the approving authority.

(2) Submission and Processing

(a) Commands and organizations subordinate to the CG, MAGTFTC, MCAGCC must ensure timely submission of award recommendations via IAPS.

(b) The Originator should always consider the CG's schedule, the individual's date of detachment, the particular level of award they are recommending, and ensure that the award is well written and submitted in accordance with the required timeline.

(c) Enclosure (1) is provided to assist award writers with preparing awards for submission. It contains award specific requirements for the proper formatting of the SOA and citation.

(d) Originators shall ensure the following are requested, as desired, for retirees:

1. Family certificates using the Personal Information for Award Nominee form [see paragraph 4c(3)].

2. Flag certificate using the Combat Center Flag Request form [see paragraph 4c(3)]. The completed form and flag need to be delivered to the MAGTFTC, MCAGCC Adjutant's office five working days prior to presentation. Flags can be purchased through GSA using NSN 9345-00-656-1435 or 8345-00-656-3234 for retirement purposes only, per reference (c).

(e) Award submissions will be reviewed and endorsed by their chain of command including their respective Assistant Chief of Staff, Commanding Officer, or Officer In Charge in order to ensure quality and adequate justification for the respective award.

(f) Award recommendations should be submitted to the MAGTFTC, MCAGCC, Adjutant office in accordance with the following timeline per references (a), (d), and (e).

<u>Award</u>	<u>Days Before Detachment</u>
Legion of Merit (LM) or higher	150
Legion of Merit (retirement only)	120
Meritorious Service Medal	60
Navy Marine Corps Commendation Medal	60
Navy Marine Corps Achievement Medal	60
Certificate of Commendation	30

(LM award submission requirements are dictated by higher headquarters)

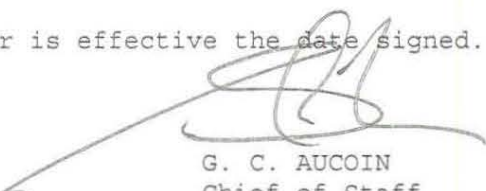
(3) Forms. Enclosures (2) and (3), can be obtained from the Naval Forms On Line web site at <http://navalforms.daps.dla.mil>. Use the forms tab to access the search page; the number or title can be entered in the keyword search.

5. Administration and Logistics. Distribution statement A directives issued by the Commanding General are distributed via e-mail upon request and can be viewed at: <http://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>.

6. Command and Signal

a. Command. This Order is applicable to active-duty, reserve, and civilian personnel aboard the Combat Center.

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


G. C. AUCOIN
Chief of Staff

Award Specific Summary of Action (SOA) and Citation Requirements

Legion of Merit (LM/LM)



SOA

- paragraph format
- limited to 4 pages

Citation

- UPPER and lower case type (regular capitalization)
 - no acronyms
 - Limited to 1800 characters (with spaces)
- (Word Document: go to Tools / Word Count / Characters (with spaces))

Citation Opening:

For exceptionally meritorious conduct in the performance of outstanding service as (billet), (specific unit), Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center, (Twentynine Palms/Bridgeport/Yuma), (California/Arizona), from (1 June 2008 to 10 May 2010). During this period, (Rank LastName) . . .

Citation Closing: (two options)

- (Rank LastName's) exemplary professional competence, vision, 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.
- By (his/her) exemplary professional competence, vision, and loyal devotion to duty, (Rank LastName) reflected great credit upon (himself/herself) and upheld the highest traditions of the Marine Corps and the United States Naval Service.

Meritorious Service Medal (MSM/MM)



SOA

- paragraph format
- limited to 3 pages

Citation

- UPPER and lower case type (regular capitalization)
 - no acronyms
 - Limited to 1800 characters (with spaces)
- (Word Document: go to Tools / Word Count / Characters (with spaces))

Citation Opening:

For outstanding meritorious (achievement or service) as (billet), (specific unit), Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center, (Twentynine Palms/Bridgeport/Yuma), (California/Arizona), from (1 June 2008 to 10 May 2010). During this period, (Rank LastName) . . .

Citation Closing: (two options)

- (Rank LastName's) exceptional professional ability, steadfast initiative, and selfless dedication 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.
- By (his/her) exceptional professional ability, steadfast initiative, and selfless dedication to duty, (Rank LastName) 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 (NMCCM/NC)



SOA

- paragraph or bullet format
- limited to 2 pages

Citation

- UPPER case type only (ALL CAPS)
 - no acronyms
 - Limited to 1250 characters (with spaces)
- (Word Document: go to Tools / Word Count / Characters (with spaces))

Citation Opening:

"FOR" (preprinted on certificate)

(MERITORIOUS or HEROIC) (SERVICE or ACHIEVEMENT) WHILE SERVING AS (BILLET), (SPECIFIC UNIT), MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER, (Twentynine Palms/Bridgeport/Yuma), (California/Arizona), FROM (1 JUNE 2008 TO 10 MAY 2010). DURING THIS PERIOD, (RANK LASTNAME) . . .

Citation Closing: (two options)

- (RANK LASTNAME'S) PROFESSIONALISM, PERSEVERANCE, AND UNTIRING 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.
- BY (HIS/HER) PROFESSIONALISM, PERSEVERANCE, AND UNTIRING DEVOTION TO DUTY, (RANK LASTNAME) 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 (NMCAM/NA)



SOA

- bullet format
- limited to 1 page

Citation

- UPPER case type only (ALL CAPS)
 - no acronyms
 - Limited to 1250 characters (with spaces)
- (Word Document: go to Tools / Word Count / Characters (with spaces))

Citation Opening:

"FOR" (preprinted on certificate)

(PROFESSIONAL or HEROIC) ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES WHILE SERVING AS (BILLET), (SPECIFIC UNIT), MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER, (Twentynine Palms/Bridgeport/Yuma), (California/Arizona), FROM (1 JUNE 2008 TO 10 MAY 2010). DURING THIS PERIOD, (RANK LASTNAME) . . .

Citation Closing: (two options)

- (RANK LASTNAME'S) SUPERIOR PERFORMANCE, INITIATIVE, AND 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.
- BY (HIS/HER) SUPERIOR PERFORMANCE, INITIATIVE, AND DEVOTION TO DUTY, (RANK LASTNAME) REFLECTED CREDIT UPON (HIMSELF/HERSELF) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Enclosure (1)

Certificate of Commendation (COC/CF)

SOA

- not required

Citation

- UPPER case type only (ALL CAPS)
- no acronyms
- Limited to 10 lines of text (Landscape, Times New Roman Font, size 9)

Citation Opening:

"FOR" (preprinted on certificate)
SUPERIOR PERFORMANCE OF DUTY WHILE SERVING AS (BILLET), (SPECIFIC UNIT),
MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT
CENTER, (Twentynine Palms/Bridgeport/Yuma), (California/Arizona), FROM (1
JUNE 2008 TO 10 MAY 2010). DURING THIS PERIOD, (RANK LASTNAME) . . .

Citation Closing:

(RANK LASTNAME'S) EXEMPLARY PERFORMANCE AND DEDICATION TO DUTY REFLECTED
CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE
MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Awards Presented at the Time of Retirement

The Navy and Marine Corps do not have a retirement award, nor is it appropriate to recommend an award for the entire career of a service member. However, the occasion of one's retirement or transfer to the Fleet Marine Corps Reserve are significant achievements that warrant consideration for an award. If such an individual is recommended for an award, it shall only recognize 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: (Rank LastName's) superior performance of duties highlights the culmination of (20) years of honorable and dedicated service.

Enclosure (1)



Meritorious Civilian Service Medal (CivMM)

SOA

- bullet format
- Limited to 2 pages

Citation

- UPPER and lower case type (regular capitalization)
- no acronyms
- Limited to 14 lines of text (Portrait, Times New Roman Font, size 9)

Citation Opening:

"For" (preprinted on certificate)

Outstanding meritorious service while serving as (billet), (specific unit), Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center, (Twentynine Palms/Bridgeport/Yuma), (California/Arizona), from (1 June 2008 to 10 May 2010). During this period, (Mr./Ms. LastName) . . .

Citation Closing: (two options)

- (Mr./Ms. LastName's) exceptional ability, perseverance, and untiring devotion to civilian government service reflected credit upon (him/her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.
- By (his/her) exceptional ability, perseverance, and untiring devotion to duty, (Mr./Ms. LastName) reflected credit upon (himself/herself) and upheld the highest traditions of the Marine Corps and the United States Naval Service.

Enclosure (1)

PERSONAL INFORMATION FOR AWARD NOMINEE

TO BE PREPARED BY SUPERVISOR, NOT THE AWARDEE

INSTRUCTIONS: Please fill in *all* of the applicable information regarding the award nominee. The collected information will be used in a personal letter written from the Commanding General and addressed to the award recipient.

1. FULL NAME OF HONOREE (Ex: Danielle R. Thompson)

2. "GO-BY" OR NICKNAME OF HONOREE (Ex: Danielle goes by "Dani")

3. FULL NAME OF SPOUSE (Ex: Danielle R. Thompson)

4. "GO-BY" OR NICKNAME OF SPOUSE (Ex: Danielle goes by "Dani")

5. FULL NAME(S) OF FAMILY MEMBER(S) (Ex: Richard A. Thompson)

6. "GO-BY" OR NICKNAME(S) OF FAMILY MEMBER(S) (Ex: Richard goes by "Ricky")

7. MERITORIOUS/HEROIC ACHIEVEMENTS THAT WARRANT AWARD

8. JOB TITLE(S) HELD WHILE STATIONED ABOARD THE COMBAT CENTER

9. NUMBER OF YEARS SERVED ABOARD THE COMBAT CENTER

10. OCCASION

RETIREMENT PCS PCA CIVILIAN HONOREE

11. FUTURE DUTY STATION (HOME ADDRESS FOR RETIREES)

JUN 01 2012

COMBAT CENTER FLAG REQUEST

The Combat Center does not provide flags to be flown for individuals.

Bring a flag and the information requested below to the Adjutant Office, Bldg 1554, Rm. 122. Except for retirements, flags cannot be purchased with official funds (i.e. from the GSA store) for individuals. There is a flag approved for retiree presentation, per MCO P1900.16F: NSN 9345-00-656-1435 or 8345-00-656-3234. All other flags must be purchased with personal funds.

INFORMATION FOR CERTIFICATE

1. FIRST NAME	2. MI	3. LAST NAME	4. RANK
5. YEARS OF SERVICE	6. OCCASION: <input type="checkbox"/> a. RETIREMENT <input type="checkbox"/> b. IN MEMORY <input type="checkbox"/> c. OTHER (describe below)		7. DATE FLAG TO BE FLOWN

8. COMMENTS OR ADDITIONAL INFORMATION

POC INFORMATION

9. NAME	
10. UNIT	11. PHONE NUMBER

OFFICE USE ONLY

12. DATE REQUEST RECEIVED	13. DATE CERT SIGNED	14. DATE POC CONTACTED	15. DATE OF PICKUP
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RECEIVED BY (PRINT)

RECEIVED BY (SIGN)