



UNITED STATES MARINE CORPS
FORCE HEADQUARTERS GROUP
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70114-1500

1650.1A

CG

DEC 05 2015

GROUP ORDER 1650.1A

From: Commanding General
To: Distribution list

Subj: FORCE HEADQUARTERS GROUP AWARDS ORDER

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J W/CH 1
(c) ForO 1650.2C
(d) SECNAVINST M-5210.1

Encl: (1) Force Headquarters Group Awards Board
(2) Award Samples Citations
(3) Instructions for Preparation of Personal Awards

1. Situation. To establish policy and publish instructions concerning the preparation and processing of unit, personal, and special award recommendations within Force Headquarters Group (FHG), Marine Forces Reserve (MARFORRES).

2. Cancellation. GruO 1650.1.

3. Mission. The mission of the FHG personal awards program is to recognize and award personnel for exceptional meritorious service or conspicuously outstanding acts of heroism. The issuance of decorations and awards is encouraged to recognize acts of heroism, exceptional meritorious service, outstanding achievement, or service which distinguish an individual from others performing similar acts or services; in other words, performance of duty above what is normally expected. Maintaining an effective, prompt, and impartial awards program is an essential command function. To overlook and disregard exceptional performance adversely affects morale and inhibits initiative. On the other hand, a liberal issuance of personal awards will degrade the value of its intended purpose of recognizing exceptional performance.

4. Execution

a. Commanders Intent and Concept of Operations

(1) Commander's Intent

(a) Military decorations and awards are issued as a means to recognize the acts and services of deserving personnel. They provide an excellent incentive for individual achievement and can improve the morale of both the unit and individual. Personal award submissions will not be considered for routine actions performed within the Marine's billet description, and justly recognized through the Performance Evaluation System (PES).

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Personal award recommendations must be limited to only exceptional cases. The exceptional performance of the individual must be clear and the Marine's actions must warrant recognition above that normally afforded by a fitness report. Accordingly, every effort must be made to ensure that all personnel being transferred, discharged, or retired are considered for appropriate recognition of their services through the appropriate award.

(b) The level of a personal award recommendation should not be based upon the grade, billet, or the time in service of the individual to be recognized. The exception is the Navy and Marine Corps Achievement Medal (NA), which is not appropriate for individuals above the grade of Major/Lieutenant Commander as outlined in reference (b).

(c) It should be noted that members of the Ready Reserve, when not performing periods of active duty training, can be recommended for award of the Navy and Marine Corps Medal (NM), Navy and Marine Corps Commendation Medal (NC), and NA for heroic or lifesaving acts within the Navy and Marine Corps Awards system.

(2) Concept of Operations. A recommendation for an award for meritorious service should not normally be submitted until an individual's detachment is anticipated, unless it is an impact award. Specific meritorious acts or achievements distinct from normal assigned duties should be submitted as soon as possible after the act has occurred. In such cases, the achievement should clearly be of such merit as to warrant prompt recognition and must be fully detailed in the summary of action. When the service of a subordinate merits recognition, a recommendation for the observed period or tour should be submitted via the Headquarters Marine Corps Improved Awards Processing System (iAPS) at: <https://www.manpower.usmc.mil/iaps/>. Award originators must be a commissioned officer or a civilian (GS-9/NAF-5 or above) senior in grade to the awardee. Originators will log onto the iAPS website, register online (if not already registered) and submit the personal award recommendation along with the Summary of Action and the proposed citation in accordance with reference (b). Staff principles are only authorized to "review" (vice endorse) an award recommendation originated from within their section as part of the submission process. Only an awarding authority such as the Commanding Officer can "endorse" an award recommendation in iAPS.

b. Subordinate Element Missions

(1) Chief of Staff

(a) Provide oversight of the FHG Awards Program.

(b) Make recommendations to the Commanding General on award recommendations in coordination with the Sergeant Major and FHG Awards Board.

(c) Serve as approval authority for the Commanding General in his/her absence.

(2) Adjutant, FHG

(a) Manage the FHG Awards Program.

(b) Approve awards on behalf of the Commanding General in the absence of the Chief of Staff and as directed on a case by case basis.

(c) Ensure that each award is properly routed, formatted, reviewed, boarded, awarded, and presented to the nominee.

(d) Manage the FHG Special Category Awards Program and coordinate with the MARFORRES G-1 to establish deadlines and submit nominees.

(3) Subordinate Units

(a) Submit required awards to FHG in accordance with the references and this order.

(b) Submit Special Category Awards as solicited by MARADMINS and coordinated by FHG or MARFORRES.

c. Coordinating Instructions

(1) Duplicate Awards. In accordance with reference (a), only one award should be issued for the same act, achievement, or period of meritorious service. However, an award for heroism or specific achievement within the same period of meritorious service is authorized. Neither the summary of action nor the citation, issued for the meritorious service should mention actions previously recognized. Copies of all previously issued award citations falling within the action period of the recommended award must be forwarded via the chain of command to FHG Adjutant for review.

(2) FHG Awards Board. Enclosure (1) outlines the composition, duties, and responsibilities of the FHG Awards Board. In accordance with reference (b), subordinate commanding officers are directed to establish their own internal boards to review and process awards on Marines and Sailors assigned to their command.

(3) Awarding Authority/Timelines: Reference (b) contains the procedures for issuing decorations, medals, and awards. Any Battalion/Squadron or equivalent-level commander with special courts martial convening authority has the authority to award a NA and below. All award recommendations initiated for members of the FHG Staff, will be forwarded to the Commanding General, FHG for endorsement or awarding. Personal awards whose awarding authority is above the MSM will be reviewed by FHG awards board, Chief of Staff and Commanding General prior to being forwarded to MARFORRES or CMC (MMMA) as needed. Award recommendations will be forwarded to FHG no later than the following deadlines:

(1) NA/NC	30 Days prior to awarding
(2) MSM Retirement or Transfer:	60 Days prior to awarding
(3) Legion of Merit (LOM) Retirement:	90 Days prior to awarding
(4) LOM Transfer:	120 Days prior to awarding
(5) Above LOM:	120 Days prior to awarding

(4) Awards presented on occasion of Retirement. In accordance with references (a) and (b) the Marine Corps does not have a "Retirement Award". For award submissions upon the occasion of a Marine's retirement, that action period is the time that he/she was in the command who is originating the award, not the individual's entire career. In accordance with reference (a), recommendations involving retirement will include the number of years the individual has served in the Marine Corps/Navy in the summary of action and citation. See enclosure (3) for specific verbiage examples on retirement awards.

(5) Letter of Continuity. A letter of continuity should be prepared when it is believed that an individual is deserving of recognition but is only being reassigned and not transferring to a new duty station.

(6) Award Determination. 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, met the eligibility criteria set forth in reference (a) and whether the recommended award equals the scope of responsibility, and billet of the awardee.

(7) Procedures. Enclosure (3) contains instructions for the preparation and submission of personal awards. Enclosure (3) has been compiled from the references and when used will expedite the processing of personal awards. All personal award recommendations requiring approval by the Commanding General, FHG will be submitted to the unit administrator via the chain of command utilizing iAPS. It is essential that recommendations be thoroughly prepared and documented. A poorly written recommendation or incorrect preparation of the iAPS NAVMC form 11533 (EF) may either delay action by higher authority, cause a lesser award to be approved, or result in disapproval, even though the individual recommended might be fully deserving. For previous personal awards, ensure the period covered for each personal award is included in (block #27). Any awards(s) which overlap the period of the recommended award must be explained in the summary of action (block #25). Detailed information for awards that overlap can be found in paragraph (a) above.

(8) Presentation

(a) The presentation of a personal award should normally take place at the duty station where the award was earned. The appropriate block in IAPS must contain the expected date of presentation (block #23) and the complete mailing address of the individual's new duty station (block #24). In the case of separation, insert the home of record in said block.

(b) Award recommendations for meritorious service involving retirement, transfer to the Fleet Marine Corps Reserve, or release from active duty shall be processed so that presentation may be made prior to detachment from the current duty station. Every effort will be made to present the award at an appropriate ceremony. To facilitate this, the estimated date of the retirement ceremony, separation or transfer must be accurate in iAPS. In order to receive the award at the current duty station, the recommendation must be submitted within the proper time frame, detailed in paragraph 4 above.

(c) Those awards that are received too late for presentation at the individual's current duty station will be forwarded to the appropriate Inspector-Instructor for presentation.

(9) Unit Award. To be eligible for a unit award, a unit must surpass normal performance. Normal performance expected of Marine units is "excellence". Recommendation should state specifically which units were involved, periods of involvement not to exceed 1.5 years, and precisely why their accomplishments place them above other units performing similar missions. Provide supporting documentation if available. For step-by step procedures for submission of unit awards review reference (a) and (b).

(10) Special Category Awards. Currently, there are many such awards available that can be used for recognition of deserving units, Marines,

(10) Special Category Awards. Currently, there are many such awards available that can be used for recognition of deserving units, Marines, Sailors, and civilians throughout MARFORRES. Marine Corps Associations, Department of Defense and community agencies sponsor these awards, which are primarily announced by MARADMINs. The MARFORRES G-1 will publish an updated listing of Special Category Awards and their estimated due dates annually.

5. Administration and Logistics

a. Correspondence and related records regarding recommendations for personal decorations, citations and medals, or awards to naval personnel or units will be retained permanently utilizing iAPS. Local records and copies of citations will be retained for a minimum of two years and no more than three years, and then may be destroyed in accordance with reference (d).

b. This order will be maintained at the directives control point and will be reviewed annually for relevancy and currency.

c. Directives issued by this command are published electronically.

6. Command and Signal

a. Command. This order is applicable to FHG and its subordinate commands.

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


H. G. PRATT

Distribution: A

FHG AWARDS BOARD

1. **Purpose.** To establish a Force Headquarters Group (FHG) awards board to process individual and unit award recommendations for The Navy and Marine Corps Commendation Medal and higher, submitted on behalf of FHG personnel. All unit award recommendations will be submitted to FHG Adjutant for review and recommendation.

2. **Concept of Operations.** The FHG Awards board will be wholly conducted within iAPS. The board will continuously remain open and awards will be assigned to the board as received. Board members will be notified via email when there are awards requiring their vote and the members will log into iAPS to make their recommendations. Board members will make this a priority in their duties and will vote at the earliest opportunity in order to expedite the boarding process. Members will not delay their voting actions in order to permit other members to vote and alleviate their duty requirements. The Adjutant section will make every effort to have as many awards assigned to the board as possible prior to sending the notification to the board members in order to eliminate excessive voting sessions.

4. **Members.** The following billets will be appointed as Members of the FHG awards board. Should a majority of voting members be unavailable, temporary members may be assigned to satisfy surge requirements.

Officer Board Members

Deputy Commander, FHG
AC/S G-1 (AD/AR)
AC/S G-3 (AD/AR)
AC/S G-4 (AD/AR)
AC/S G-7 (AD/AR)

Enlisted Board Members

FHG SGTMAJ
AC/S G-6 Chief
NAVY SEL

5. A minimum of three members will be considered a quorum for a voting board.

6. The FHG Adjutant Chief will facilitate the electronic awards board.

7. The Awards Board will be guided in the performance of its duties by the references and this Order.
 - a. The FHG awards section is available to assist boards upon request. Upon transfer or reassignment, the section will notify FHG awards section and a replacement will be identified.

 - b. Designated members will review the electronic awards recommendation and respond at their earliest convenience.

 - c. Upon receipt of three votes or when a majority of board members have affirmed or denied the recommended award, the award will be forwarded electronically to the Chief of Staff for review and, in the case of NMCCM or MSM, forwarded to the Commanding General, FHG for approval. Awards higher than an MSM will be endorsed by the Commanding General, FHG and then forwarded to the Commander, MARFORRES for final approval and printing, or further routing as appropriate.

 - d. The awards board makes a recommendation to the Commanding General, FHG. The Commanding General is under no obligation to accept the recommendation for either approval or disapproval.

Enclosure (1)

SAMPLE LEGION OF MERIT CITATION

The President of the United States takes pleasure in presenting the LEGION OF MERIT (Gold Star in lieu of third award) (if applicable) to

RANK FNAME MI. LNAME
UNITED STATES MARINE CORPS (RESERVE)

for service as set forth in the following CITATION:

For exceptionally meritorious conduct in the performance of outstanding service while serving as (BILLET), (UNIT/SECTION), from (MONTH) YYYY to (MONTH) YYYY. During this period, (RANK/LNAME) performed his/her duties in an exemplary and highly professional manner. (MAIN BODY)

NO MORE THAN 24 LINES OF TEXT TOTAL

(RETIREMENT)

(RANK LMNAME) exceptional professional ability, initiative and total 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.

(IF RETIREMENT)

His/her superior performance of duty during this tour culminates ## years of honorable and dedicated Marine Corps service. (RANK LNAME) honor, fidelity and patriotism has faithfully served both Corps and country in times of war and peace. (RANK LNAME) exceptional professional ability, initiative and total 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.

For the President,

Commander, Marine Forces Reserve

Enclosure (2)

SAMPLE MERITORIOUS SERVICE MEDAL CITATION

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Gold Star in lieu of Second Award) (if applicable) to

RANK FNAME MI. LNAME UNITED STATES MARINE CORPS (RESERVE)

for service as set forth in the following:

CITATION:

For outstanding meritorious achievement (or service) while serving as (BILLET), (UNIT), (FROM MONTH YYYY TO MONTH YYYY). During this period (Rank/Last Name)

[Closing]

(NON RETIREMENT) (Rank/Last Last Name) exceptional professional ability, initiative and total 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.

(IF RETIREMENT) His/Her superior performance of duty during this tour culminates (Number of years served) years of honorable and dedicated Marine Corps service. (Rank Last name) honor, fidelity and patriotism has faithfully served both Corps and country in times of war and peace. (Rank/ Last name) exceptional professional ability, initiative and total 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 President,
Commanding General,
Force Headquarters Group

SAMPLE NAVY & MARINE CORPS COMMENDATION CITATION

(GOLD STAR IN LIEU OF SECOND AWARD) (if applicable)

MASTER SERGEANT HARRY E. WILLIAMS
UNITED STATES MARINE CORPS RESERVE

MERITORIOUS SERVICE WHILE SERVING AS ENGINEER OPERATIONS CHIEF, MARINE WING SUPPORT SQUADRON 473, DETACHMENT BRAVO, MARINE WING SUPPORT GROUP 47, 4TH MARINE AIRCRAFT WING FROM APRIL 2007 TO JANUARY 2009. DURING THIS PERIOD, MASTER SERGEANT SMITH DISPLAYED EXCEPTIONAL EXPERTISE AND UNPARALLELED RESOURCEFULNESS WHILE PERFORMING HIS DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. MASTER SERGEANT SMITH PROVIDED THE DYNAMIC LEADERSHIP AND IMMENSE KNOWLEDGE WHICH DRAMATICALLY UPDATED AND IMPROVED THE SQUADRON'S STANDARD OPERATING PROCEDURES FOR ALL FUNCTIONAL AREAS OF ENGINEER SUPPORT. A CONSUMMATE PROFESSIONAL MARINE STAFF NON COMMISSIONED OFFICER. HE DEDICATED HIMSELF TO THE PROFESSIONAL DEVELOPMENT AND TRAINING OF HIS MARINES AND SAILORS WHILE ALSO SERVING THE COMMUNITY. HIS RESOLUTE TENACITY LED TO INNOVATIVE APPROACHES SOLVING NUMEROUS CHALLENGES AND CULMINATED IN CONSISTENT POSITIVE RESULTS. MASTER SERGEANT SMITH'S EXCEPTIONAL PROFESSIONAL ABILITY, INITIATIVE AND TOTAL DEVOTION TO DUTY AND REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

For the Secretary of the Navy,
Commanding General,
Force Headquarters Group

SAMPLE NAVY & MARINE CORPS ACHIEVEMENT CITATION

(GOLD STAR IN LIEU OF SECOND AWARD) (if applicable)

RANK FNAME MI. LNAME
UNITED STATES MARINE CORPS (RESERVE)

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS (BILLET), (UNIT/SECTION), FROM (MONTH) YYYY TO (MONTH) YYYY. DURING THIS PERIOD, (RANK LNAME) (MAIN BODY)

NO MORE THAN 9 LINES OF TEXT TOTAL

(RANK LNAME) HONOR, FIDELITY AND PATRIOTISM HAS FAITHFULLY SERVED BOTH CORPS AND COUNTRY IN TIMES OF WAR AND PEACE. (RANK LNAME) EXCEPTIONAL PROFESSIONAL ABILITY, INITIATIVE AND TOTAL 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.

For the Secretary of the Navy,
Commanding General,
Force Headquarters Group

SAMPLE CERTIFICATE OF COMMENDATION

THE COMMANDING GENERAL, FORCE HEADQUARTERS GROUP

RANK FNAME MI. LNAME SSN/MOS COMP CODE

FOR SUPERIOR PERFORMANCE OF DUTIES WHILE SERVING AS (BILLET) DURING THE EXECUTIVE OFFSITE, FORCE HEADQUARTERS GROUP FROM (DAY MONTH) TO (DAY MONTH) YYYY. DURING THIS PERIOD, (RANK LNAME) PERFORMED HIS/HER DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. (RANK LNAME) (MAIN BODY) (RANK LNAME) PROFESSIONALISM. INITIATIVE AND DEDICATION TO DUTY REFLECT CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.



UNITED STATES MARINE CORPS
FORCE HEADQUARTERS GROUP
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70114-1500

IN REPLY TO
1650
G-1

From: Commanding General, Force Headquarters Group
To: Rank Full Name EDIPI/OMOS USMC(R)

Subj: LETTER OF APPRECIATION

1. I wish to take this opportunity to express my sincere appreciation for your superior performance and selfless devotion to duty in helping to coordinate and execute the 2002 New Orleans Marine Corps Birthday Ball Celebration.
2. Through no small effort on your part, the ball was a tremendous success. Marine Corps' birthday balls are a time honored tradition for all Marines. New Orleans is home to many former and retired Marines who enjoy sharing the birthday with their active duty brethren. Our ball is also significant to many local friends of the Marine Corps who value the occasion to celebrate this tradition with us. Our ball committee's coordination efforts have impacted not only Marines stationed at Force Headquarters Group and its Major Subordinate Commands, but the "Marines for Life" in our community as well.
3. You have been an outstanding ambassador for the Corps in putting together this superb celebration. You have my thanks and congratulations for a job well done.

I. M. COMMANDER

INSTRUCTIONS FOR PREPARATION OF PERSONAL AWARD RECOMMENDATIONS

1. For detailed instructions refer to references (a) and (b).

a. All personal award recommendations will be submitted utilizing Improved Awards Processing System (iAPS). In order to access the iAPS, you must create an account. Subordinate unit personnel will request permissions from their specific Awards Program Manager. For Command Element personnel, once you have created an account and requested permissions, contact the Awards Manager of FHG and you will be input into the system and gain access accordingly.

b. Preparation of Award. Refer to MCO 1650.19J for step-by-step procedures for preparation of HQMC iAPS Form 1650. Ensure that the information provided is correct and that no blocks are left unanswered. If preparing a recommendation upon the occasion of a military member's retirement, list number of years Marine/Sailor has served in the military.

c. Summary of Action. Include only specific actions and outstanding performance achieved during period of action. All Marine Corps Awards of the Navy/Marine Corps Achievement Medal or higher will include a detailed summary of action in accordance with reference (b) and (c).

(1) NA: SOA should be in bullet format, not to exceed 1 page. Acronyms should be avoided but are permitted. Abbreviations are not permitted.

(2) NC: SOA will be in paragraph format not to exceed two pages. Acronyms should be avoided but are permitted. Abbreviations are not permitted.

(3) MSM/LoM or higher: SOA will be in paragraph format not to exceed 4 pages. Neither acronyms nor abbreviations are permitted.

d. Citation. A citation should be a brief narrative of the SOA. Refer to enclosure (2) for the correct opening and closing sentences.

2. Submission of Awards. All personal award recommendations must be submitted through the proper chain of command via iAPS. Once an award recommendation is completed, originators will digitally sign and forward award link via appropriate chain of command. All recommendations from subordinate units will be endorsed by the Inspector-Instructor, Commanding Officer, or their designee prior to submitting to FHG. Meritorious Service Medals (or NC for non-O6 commands) and higher, upon favorable endorsement from the subordinate commands, shall be forwarded to the FHG iAPS Awards Admin box using UIC M20341.