



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVE
NEW ORLEANS, LA 70114-1500

ForO 1650.2C
G-1
OCT 28 2014

FORCE ORDER 1650.2C

From: Commander
To: Distribution List

Subj: MARINE FORCES RESERVE AWARDS ORDER

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J W/Ch 1

- Encl: (1) Instructions for Preparation of Personal Award Recommendation
(2) MARFORRES improved Awards Processing System (iAPS) Checklist
(3) Sample Award Citation Format
(4) MARFORRES Awards Board Criteria
(5) Sample Letter of Appointment for Awards Board Member
(6) Instructions for Preparation of Unit Awards

1. Situation. To establish policy and publish instructions concerning the preparation and processing of unit, personal, and special award recommendations to the Commander, Marine Forces Reserve (COMMARFORRES).

2. Cancellation. ForO 1650.2B.

3. Mission. The mission of the Marine Forces Reserve (MARFORRES) 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. However, a liberal issuance of personal awards will degrade the value of its intended purpose of recognizing exceptional performance.

DISTRIBUTION STATEMENT A: Approved for public release,
distribution is unlimited

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The references set forth policies and procedures for awarding/issuing Navy and Marine Corps decorations and awards. 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 or Sailor's billet description and justly recognized through the Performance Evaluation System (PES), Navy Evaluations, or Fitness Reports. Personal award recommendations must be limited to only exceptional cases. The exceptional performance of the individual must be clear and the individual's action must warrant recognition above that normally afforded by an evaluation. 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 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 (a).

(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. Coordinating Instructions

(1) Awarding 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 requirements set forth in reference (a), and whether the recommended award equals the level of responsibility, billet, and rank.

(2) Procedures. Enclosure (1) contains instructions for the preparation and submission of personal awards. Enclosure (2) has been compiled from the references and when used will facilitate expediting the processing of personal awards. Enclosure (3) contains samples of citations. All personal award recommendations will be submitted to Commander 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 actions by higher authority, cause a lesser award to be approved, or result in disapproval, even though the individual recommended might be fully deserving. Any previous award(s) which overlap the period of the recommended award must be explained in the Summary of Action.

(3) Awarding Authority/Timelines. Reference (b) contains the procedures for the issuing decorations, medals, and awards.

(a) Awarding Authority

1. Any Battalion/Squadron or equivalent-level commander with the authority to convene a Special

Courts-Martial has the authority to award the NA.

2. Recommendations for the Meritorious Service Medal (MM) and below for personnel assigned to a MARFORRES Major Subordinate Command (MSC) will be approved by the Commanding General (CG) of that MSC.

3. Recommendations for Legion of Merit (LM) for personnel assigned to MARFORRES MSC will be endorsed by the CG of that MSC and forwarded to COMMARFORRES. COMMARFORRES is the awarding authority for LM for Retirement only. Recommendations for LM at the time of transfer will be endorsed and forwarded to Headquarters Marine Corps (HQMC).

4. All award recommendations initiated for members of the MARFORRES Staff will be forwarded to the Commanding Officer, Headquarters Battalion (HQBn), MARFORRES for endorsement/awarding.

5. Exercise commanders will be the awarding authority for the NA and lesser awards for that specific exercise.

6. Personal awards whose awarding authority is above COMMARFORRES will be reviewed by the MARFORRES Awards Board, Chief of Staff and Commander prior to being forwarded to Headquarters, U.S. Marine Corps (MMMA).

(b) Timelines. Award recommendations for COMMARFORRES endorsement/awarding must arrive at COMMARFORRES G-1 (MARFORRES Adjutant) **NO LATER THAN** the following deadlines:

1. Navy and Marine Corps Commendation Medal:
Impact, transfer or retirement: 30 Days prior to awarding

2. Meritorious Service Medal:
transfer or retirement: 30 Days prior to awarding

3. Legion of Merit:
retirement (only): 30 Days prior to awarding

4. Legion of Merit:
Transfer: 120 Days prior to awarding

(4) MARFORRES Awards Board. Enclosure (4) outlines the composition, duties, and responsibilities of the MARFORRES Awards Board. Each board member will be appointed in writing. Enclosure (5) is a sample of the letter of appointment for the

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awards board members. In accordance with reference (b), the CG of each MSC is directed to establish their own internal boards to review and process awards on Marines and Sailors assigned to their command as well as for those nominees recommended for Legion of Merit that require the Commander, MARFORRES (COMMARFORRES) endorsement.

(5) Specific Achievement. A specific achievement or an Impact award may be authorized for exceptional performance over a period of short duration generally no longer than twelve months. All Impact Awards submitted for COMMARFORRES' approval are subject to a board and will require endorsements via the chain of command.

(6) Retirement Awards. In accordance with references (a) and (b), the Navy and Marine Corps does not have a "Retirement Award." For award submissions upon the occasion of a Marine's retirement, the action period is the time that he/she was in that command, 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.

(7) Duplicate Awards. In accordance with reference (b), 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 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 attached to the recommendation and forwarded through the chain of command via the iAPS.

(8) 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. If at that time of reassignment the current Reporting Senior feels the individual merits recognition, an Impact award should be taken under consideration (see paragraph 4b(5)).

(9) Unit Award. To be eligible for a unit award, a unit must surpass normal performance. Normal performance expected of Marine units is "excellence". Recommendations should state specifically which units were involved, periods of involvement not to exceed one and a half years, and precisely why their

accomplishments place them above other units performing similar missions. Provide supporting documentation, if available. Refer to reference (b) for step-by step procedures for submission. Enclosure (6) provides instructions for preparation of unit awards.

(10) Special Category Awards. Currently, there are many 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 a Force Bulletin in the beginning of each calendar year with an updated listing of Special Category Awards and their due dates. A summary of Special Category Awards due within the next 60 days will be distributed in accordance with the most recently published bulletin. All MSCs are encouraged to publish amplifying instructions in their Awards Order.

(11) Presentation. 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 current duty station.

(a) 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 4b(3)(b) above.

(b) Those awards that are received too late for presentation at the individual's current duty station will be forwarded to the appropriate unit for presentation. Under no circumstances will an award be mailed to an individual's home address without exhausting all efforts to present the award at an appropriate ceremony.

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 per reference (a).

b. Subordinate commanders will institute the necessary procedures to maintain award criteria standards,

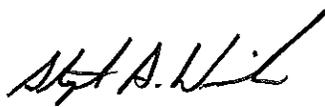
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administrative completeness, accuracy, and provide prompt attention to each award recommendation.

6. Command and Signal

a. Command. This Order is applicable to Marine Forces Reserve.

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



S. A. WENRICH
Chief of Staff

DISTRIBUTION: D

Directives issued by this Headquarters are published and distributed electronically

INSTRUCTIONS FOR PREPARATION OF PERSONAL AWARD RECOMMENDATION

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

a. All personal award recommendations will be submitted utilizing the improved Awards Processing System (iAPS). In order to access the awards program, Originators will log-on to the website <https://www.manpower.usmc.mil/iaps/awards/> to register on-line.

b. Preparation of Award. Refer to frequently asked questions (FAQ) for step-by-step procedures for preparation of iAPS Form NAVMC 11533 (EF). Ensure that the information provided on the NAVMC 11533 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 or Sailor has served in the military upon reaching the retirement date.

c. Summary of Action. Summary of Action (SOA) may be in bullet format, not to exceed 4 pages. Include only specific actions and outstanding performance achieved during period of action. In the case of military members who are retiring, include the number of years the individual has served.

b. Citation. A citation should be a brief narrative of the SOA. Refer to enclosure (3) for the correct opening and closing statements/wording. Ensure all abbreviations are spelled out (i.e. United States Marine Corps (USMC)).

2. Submission of Awards. All personal award recommendations must be submitted through the proper chain of command. The MARFORRES Staff will submit all award recommendations to or via the CO, HQBN. Once an award recommendation is completed, originators will digitally sign and forward the award link via the appropriate MSC chain of command. If a previous award was issued during the new recommended awarding period, a copy of the approved award for that period should be attached for review.

MARFORRES IMPROVED AWARDS PROCESSING SYSTEM (IAPS) AWARDS
CHECKLIST

___ AWARD INFO:

- Block 1. Unit Mailing Address- (ensure the unit submitting the award inputs the unit mailing address.)
- Block 2. Awarding Authority Address- (the address of the awarding authority is inputted.)
- Block 3. Name- (the name of the originator)
- Block 4. Rank- (rank of the originator, if civilian CIV)
- Block 5. Title- (the originator's billet/title)
- Block 6. E-mail- (the e-mail of the originator)
- Block 7. Phone- (phone number of originator)
- Block 8. Date submitted- (date the award was submitted by the originator.)
- Block 9. SSN- (last four of the nominee's SSN)
- Block 10. MOS- (nominee's MOS)
- Block 11. Name- (nominee's name)
- Block 12. Component- (nominee's component)
- Block 13. Rank- (nominee's rank)
- Block 14. Warfare Designator- (Navy use only)
- Block 15. Unit Identification Code- (nominee's UIC)
- Block 16. Recommended award- (type of award the nominee is being submitted for)
- Block 17. Specific Achievement- (impact award)
- Block 18. Type- (type of award-(whether heroic, meritorious etc.....))
- Block 19. Number of recommended medals- (if this award would be awarded, what number would it be)
- Block 20. Action dates/Meritorious period- (period this award would be covering)
- Block 21. Geographic area of action/service- (location where award took place. i.e. CONUS or OCONUS)

**MARFORRES IMPROVED AWARDS PROCESSING SYSTEM (IAPS) AWARDS
CHECKLIST (CONTINUED)**

- Block 22. Expiration of Active Duty- (include retirement is taking place by selecting the tab and the number of years)
- Block 23. Estimated Date of Detachment/Ceremony- (date the award is estimated to be awarded)
- Block 24. New Duty Station (home address if separation is anticipated) - (includes the future duty station's address or home address if nominee is separating)
- Block 25. Unit at Time of Action/Service- (where nominee performed actions resulting to a nomination of subject award)
- Block 26. Duty Assignment- (where nominee was working during award dates)
- Block 27. Previous Personal Decorations- (list of previous awards/medals) —check dates to make sure that the award the nominee is being nominated for is not conflicting with subject award—
- Block 28. Personal award recommended not yet approved- (list of any other awards pending to be approved)
- Block 29. Other personnel recommended for the same action- (typically applies to nominees within a group) --list name—

___SUMMARY OF ACTION:

Since each award recommendation is evaluated on the merits of the justification, the Summary of Action is critical. It is required in all cases except command awarded Navy and Marine Corps Achievement Medals at Navy units; all Marine Corps awards require a detailed Summary of Action. Avoid generalities and excessive use of superlatives. Present an objective summary, giving specific examples of the performance and the manner in which it was accomplished, together with the results and benefits derived. The amount of detail and supporting documentation required depends upon the circumstances and the nature of the award being recommended; in general, a single page will suffice. When additional space is required, add sheets of standard size paper; however, use continuation pages sparingly.

- ___ Ensure that it is in sentence case
- ___ Ensure that all abbreviations/acronyms are spelled out (ex: United States Marine Corps (USMC))
- ___ Ensure there are two spaces after each period
- ___ Check for correct spelling of all words
- ___ If the award is in conjunction with retirement, ensure there is no inclination of previous dates aside from the period(s) being brought forward in subject award

MARFORRES IMPROVED AWARDS PROCESSING SYSTEM (IAPS) AWARDS
CHECKLIST (CONTINUED)

 CITATION:

A proposed citation, condensed from the Summary of Action, must accompany the recommendation. Although a citation is laudatory and formalized, it must be factual and contain no classified information. In most instances, the introduction to the citation is written, "The President takes pleasure in presenting . . ." However, in the case of posthumous awards, the citation shall be written, "The President takes pride in presenting . . ."

 Ensure that it is in the correct case (LM and MM are sentence case) (NC and NA All caps)

 Ensure that all abbreviations/acronyms are spelled out ex: United States Marine Corps (USMC)

 Ensure there are two spaces after each period

 Check for correct spelling of all words

 If the award is in conjunction with retirement, ensure there is no indication of previous dates aside from the period(s) being brought forward in subject award

SAMPLE LEGION OF MERIT CITATION

The President of the United States takes pleasure in presenting the Legion of Merit ("IF APPLICABLE" Gold star in lieu of "## AWARD") 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)

(Courier New Bold/Sentence case 11-12)
NO MORE THAN 24 LINES OF TEXT TOTAL

[Closing]

(IF NON-RETIREMENT/EAS) (RANK LNAME)'s exceptional professional ability, initiative, and total devotion to duty reflected great credit upon him/her and were in keeping with the highest tradition 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 LNAME)'s honor, fidelity, and patriotism has faithfully served both Corps and country in times of war and peace. (RANK LNAME)'s exceptional professional ability, initiative, and total devotion to duty reflected great credit upon him/her and were in keeping with the highest tradition of the Marine Corps and the United States Naval Service.

For the President,

Commander, Marine Forces Reserve

SAMPLE MERITORIOUS SERVICE MEDAL CITATION

The President of the United States takes pleasure in presenting the Meritorious Service Medal ("IF APPLICABLE" Gold star in lieu of "## AWARD") to

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

for service as set forth in the following

CITATION:

For outstanding meritorious service while as (BILLET), (UNIT/SECTION), (FROM MONTH YYYY TO MONTH YYYY). During this period, (RANK LNAME) (MAIN BODY)

(Courier New Bold/Sentence case 11-12)
NO MORE THAN 24 LINES OF TEXT TOTAL

[Closing]

(IF NON-RETIREMENT/EAS) (RANK/LAST LAST NAME)'s 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/EAS) His/Her superior performance of duty during this tour culminates ## years of honorable and dedicated Marine Corps service. (RANK LAST NAME)'s honor, fidelity, and patriotism has faithfully served both Corps and country in times of war and peace. (RANK/LAST NAME)'s exceptional professional ability, initiative, and total devotion to duty reflected great credit upon him 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

SAMPLE NAVY AND MARINE CORPS COMMENDATION MEDAL CITATION

("IF APPLICABLE" GOLD STAR IN LIEU OF "## AWARD")

RANK FNAME ML LNAME
UNITED STATES MARINE CORPS (RESERVE)

MERITORIOUS SERVICE WHILE SERVING AS (BILLET), (UNIT/SECTION), (FROM MONTH YYYY TO MONTH YYYY), DURING THIS PERIOD, (RANK/LAST LAST NAME) (MAIN BODY)

(TIMES NEW ROMAN/UPPER CASE SIZE 8-9)
NO MORE THAN 9 LINES OF TEXT TOTAL

[Closing]

(IF NON-RETIREMENT/EAS) (RANK/LAST LAST NAME)'S EXCEPTIONAL PROFESSIONAL ABILITY, INITIATIVE, AND TOTAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

(IF RETIREMENT/EAS) HIS/HER SUPERIOR PERFORMANCE OF DUTY DURING THIS TOUR CULMINATES # YEARS OF HONORABLE AND DEDICATED MARINE CORPS SERVICE. (RANK LAST NAME)'S HONOR, FIDELITY, AND PATRIOTISM HAS FAITHFULLY SERVED BOTH CORPS AND COUNTRY IN TIMES OF WAR AND PEACE. (RANK/LAST LAST NAME)'S EXCEPTIONAL PROFESSIONAL ABILITY, INITIATIVE, AND TOTAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

SAMPLE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION

("IF APPLICABLE" GOLD STAR IN LIEU OF "## AWARD")

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)

(TIMES NEW ROMAN/UPPER CASE SIZE 8-9)
NO MORE THAN 9 LINES OF TEXT TOTAL

[Closing]

(IF NON-RETIREMENT/EAS) (RANK/LAST LAST NAME)'S 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.

(IF RETIREMENT/EAS) HIS/HER SUPERIOR PERFORMANCE OF DUTY DURING THIS TOUR CULMINATES # YEARS OF HONORABLE AND DEDICATED MARINE CORPS SERVICE. (RANK LNAME)'S HONOR, FIDELITY, AND PATRIOTISM HAS FAITHFULLY SERVED BOTH CORPS AND COUNTRY IN TIMES OF WAR AND PEACE. (RANK LNAME)'S 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.

SAMPLE CERTIFICATE OF COMMENDATION

THE COMMANDER, MARINE FORCES RESERVE

RANK FNAME MI LNAME
UNITED STATES MARINE CORPS (RESERVE)

OUTSTANDING PERFORMANCE OF DUTY WHILE SERVING AS (BILLET), (UNIT/SECTION), FROM (MONTH YYYY TO MONTH YYYY), DURING THIS PERIOD, (RANK LNAME) (MAIN BODY)

(TIMES NEW ROMAN/UPPER CASE SIZE 8-9)
NO MORE THAN 9 LINES OF TEXT TOTAL

[Closing]

(IF NON-RETIREMENT/EAS) (RANK/LAST LAST NAME)'S 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.

(IF RETIREMENT/EAS) HIS SUPERIOR PERFORMANCE OF DUTY DURING THIS TOUR CULMINATES # YEARS OF HONORABLE AND DEDICATED MARINE CORPS SERVICE. (RANK LNAME)'S HONOR, FIDELITY, AND PATRIOTISM HAS FAITHFULLY SERVED BOTH CORPS AND COUNTRY IN TIMES OF WAR AND PEACE. (RANK LNAME)'S 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.

SAMPL MERITORIOUS MAST

(RANK/LAST NAME)

For superior performance of duties while serving as **(BILLET)**, **(UNIT/SECTION)**, from **(MONTH YEAR)** through **(MONTH YEAR)**. During this period **(MAIN BODY)**

(Times New Roman/Sentence case 11-12)
NO MORE THAN 24 LINES OF TEXT TOTAL

[Closing]

(RANK/LAST NAME)'s professionalism and devotion to duty reflected credit upon him/her and were in keeping with the highest traditions and standards of the Marine Corps.

SAMPLE LETTER OF APPRECIATION

From: Commander, Marine Forces Reserve
To: Rank Full Name EDIPI 1234567890/0100 USMC

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 while serving as a member of the Marine Forces Reserve Crisis Action Team in response to Hurricane Isaac from 27 August to 1 September 2012.

2. As Hurricane Isaac approached the city of New Orleans, the Crisis Action Team quickly became the focal point of this Headquarters' crisis action planning. As a Crisis Action Team member your contribution provided the leadership throughout Marine Forces Reserve increased situational awareness, outstanding planning support, and the capability to monitor and assess the constantly changing situation. Your efforts contributed greatly to providing the necessary and timely response actions which ensured the health and safety of personnel and increased protection and evacuation of Marine Corps assets and equipment.

3. You have my sincere thanks and appreciation for a job well done!

I. M. COMMANDER

MARFORRES AWARDS BOARD CRITERIA

1. Purpose. To establish a MARFORRES awards board to process individual and unit award recommendations for The Navy and Marine Corps Commendation Medal and higher, submitted on behalf of MARFORRES personnel. All unit award recommendations will be submitted to MARFORRES Assistant Chief of Staff (AC/S) G-3/5 for review and recommendation.

2. The following billets will be appointed as members of the MARFORRES awards board. Members will be appointed in writing (enclosure (5)). Should a majority of voting members be unavailable, temporary members may be assigned to satisfy surge requirements. The AC/S, G-1, is assigned as the senior awards board member for officer awards and the MARFORRES Sergeant Major is assigned as the senior awards board member for enlisted awards.

Officer Board Members

AC/S G-1
 AC/S G-3/5
 AC/S G-4
 AC/S G-6
 AC/S G-7
 AC/S G-8
 AC/S Comptroller
 AC/S Facilities
 AC/S SJA

Enlisted Board Members

MARFORRES SgtMaj
 MARFORRES CMDCM
 SNCOIC G-1
 SNCOIC G-2
 SNCOIC G-3/5
 SNCOIC G-4
 SNCOIC G-6
 SNCOIC G-7
 SNCOIC Comptroller

3. A minimum of five members will constitute a quorum for the purpose of convening.

4. The MARFORRES Force Adjutant will facilitate the electronic awards board.

5. The awards board will be guided in the performance of it's duties in accordance with this Order and associated references.

6. Voting members **may not** vote on awards that they have reviewed or originated as part of the award submission process.

a. The MARFORRES Force Adjutant is available to assist board members upon request. Upon transfer or reassignment, board members will notify the MARFORRES Force Adjutant and a replacement will be identified.

b. Awards boards will convene every Tuesday and notices will be sent electronically to all board members with links to

recommended awards. Board members are required to provide comments and vote no later than close of business (COB) of the following Monday. This will allow each board member 5 working days to vote per award recommendation.

c. Notices will be sent to board members the following Thursday of an award's board convening as a reminder to vote by COB the following Monday. It is recommended that votes be entered prior to the expiration of the 5 working days to prevent an overlap of awards being voted on.

d. Upon receipt of a minimum of five votes or when a majority of board members have affirmed or denied the recommended award, the award will be forwarded electronically to the MARFORRES Chief of Staff for review. Legions of Merit for retirement will be forwarded to the Commander, MARFORRES for final approval or, for transfers, endorsement.

6. The MARFORRES Command Master Chief (CMDCM) must vote on all awards for Navy Enlisted personnel. If the MARFORRES CMDCM is unavailable (leave, TAD, etc.), the award will remain in the board until the CMDCM casts a vote. Only COMMARFORRES, the MARFORRES Executive Director, or the MARFORRES Chief of Staff may waive this requirement

7. The awards board makes a recommendation to the Commander, MARFORRES. The Commander may overrule the board's recommendation.

SAMPLE LETTER OF APPOINTMENT FOR AWARDS BOARD MEMBER

From: Commander, Marine Forces Reserve
To: Rank Full Name EDIPI 1234567890/0100 USMC
Subj: LETTER OF APPOINTMENT AS AWARDS BOARD MEMBER
Ref: (a) ForO 1650.2C
(b) SECNAVINST 1650.1H

1. You are hereby appointed as a member of the Marine Forces Reserve Awards Board.
2. You are required to read, become familiar with, and adhere to reference (a).
3. Military decorations and awards are issued as a mean 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). Personal award recommendations must be limited to exceptional cases. The exceptional performance of the individual must be clear and the Marine's actions must warrant recognition above that normally afforded by an evaluation. 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.
4. 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 Naval Achievement Medal (NA), which is not appropriate above the grade of Major/Lieutenant Commander as outlined in reference (b).
5. The awards Board collectively recommends to approve or disapprove an award submission. The Commander may overrule the board's recommendation.

I. M. CHIEF
Chief of Staff

INSTRUCTIONS FOR PREPARATION OF UNIT AWARD

1. For detailed instructions refer to references (a) and (b).
2. All unit award recommendations will be submitted to MARFORRES via the chain of command utilizing the same website and procedures as personal awards. The following instructions for completion of administrative procedures for unit award recommendation are provided:
 - a. Include additional persons/unit eligible for award and include a complete list of attached and direct support units eligible for award.
 - b. Include eligible support personnel by name from other than attached and direct support units, who deserve inclusion in the award and the period of their performance - if none, type "none".
 - c. Include name listing of civilians recommended for the award - if none, type "none".
3. Include estimate the total number of personnel eligible to participate in the award. Give total number of active duty, selective Marine Corps reserve, active reserve, etc.
4. Include list existing and/or pending awards falling within the time frame of the recommendation for components/supporting units. If none, type "none".
5. Action period/inclusive dates of award not to exceed 1 1/2 years.
6. When preparing a summary of action unit accomplishments should be expressed in definitive terms rather than in broad generalized statements. For example, the recommendation should state specifically which units were involved, their periods of involvement, and precisely why their accomplishments place them distinctly above other units performing similar missions.
7. When preparing a citation, units will prepare a proposed citation not to exceed one page.

a. Presidential Unit Citation (PU)

(1) Opening - "For extraordinary heroism in action against enemy forces from (day, month, year) to (day, month, year). NAME OF UNIT..."

(2) Closing - "NAME OF UNIT reflected great credit upon themselves and upheld the highest traditions of the United States Naval Service".

b. Navy Unit Commendation (NU)

(1) Opening - "For exceptionally meritorious (service or achievement) during assigned missions from (day, month, year) to (day, month, year). The personnel of NAME OF UNIT..."

(2) Closing - "NAME OF UNIT reflected great credit upon themselves and upheld the highest traditions of the United States Naval Service".

c. Meritorious Unit Commendation (MU)

(1) Opening - "For meritorious (service or achievement) from (day, month, year) to (day, month, year). The personnel of NAME OF UNIT..."

(2) Closing - "NAME OF UNIT reflected credit upon themselves and upheld the highest traditions of the United States Naval Service".