



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVE
NEW ORLEANS, LOUISIANA 70114-5400

ForO 1650.2D
G-1
JUL 26 2016

FORCE ORDER 1650.2D

From: Commander
To: Distribution List
Subj: MARINE FORCES RESERVE AWARDS ORDER

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J W/Ch 1
(c) MARADMIN 042/08
(d) CMC ltr dtd 25 Mar 2014
(e) DODM 1348.33
(f) MARADMIN 636/13
(h) ForO 12450.1

Encl: (1) MARFORRES Awards Board Criteria
(2) Sample Letter of Appointment for Awards Board Member
(3) Awards for Government Civil Service (chart)

1. Situation. Military decorations and awards are issued as a means to recognize the acts and services of deserving personnel. Awards programs shall be designed 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. They provide an excellent incentive for individual achievement and can improve the morale of both the unit and individual.

2. Cancellation. Force Order 1650.2C.

3. Mission. Establish policy and publish instructions concerning the preparation and processing of unit, personal, and special award recommendations for Marine Forces Reserve (MARFORRES) personnel.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide guidance necessary to enhance the Commander's ability to prepare, submit, endorse, and manage all aspects of the awards process.

(a) The level of personal award recommendations shall not be based upon the grade, billet, or time in service. 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).

(b) Members of the Ready Reserve, when not performing periods of active duty training, can be recommended for award of the Navy and Marine

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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 via the Headquarters Marine Corps (HQMC) Improved Awards Processing System (iAPS) at: <https://www.manpower.usmc.mil/iaps/>.

(a) Award originators must be a commissioned officer or a civilian (General Schedule (GS)-09/Non Appropriated Fund (NAF)-5 or above) senior in grade to the awardee and submit the personal award recommendation in accordance with reference (b).

(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 can "endorse" an award recommendation in iAPS.

b. Coordinating Instructions

(1) Procedures. References (a) through (h) contain instructions for the preparation and submission of personal awards and decorations. It is essential that recommendations be thoroughly prepared and documented. A poorly written recommendation or incorrect preparation 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. All awards shall be originated through iAPS in accordance with reference (c).

(2) Awarding Authority

(a) Any Battalion/Squadron or equivalent-level Commanding Officer commander with the authority to convene a Special Courts-Martial has the authority to award the NA/NC.

(b) 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.

(c) Recommendations for Legion of Merit (LM) for personnel assigned to MARFORRES MSCs will be endorsed by the CG of that MSC and forwarded to Commander, MARFORRES (COMMARFORRES). COMMARFORRES is the awarding authority for a Retirement LM only. Recommendations for LM at the time of transfer will be endorsed and forwarded to HQMC.

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

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

(f) 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 HQMC, Manpower Management Awards Branch (MMMA).

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

(a) Navy and Marine Corps Commendation Medal:
Impact, transfer or retirement: 30 Days prior to awarding;

(b) Meritorious Service Medal:
Transfer or retirement: 30 Days prior to awarding;

(c) Legion of Merit:
Retirement (only): 30 Days prior to awarding;

(d) Legion of Merit:
Transfer: 120 Days prior to awarding;

(4) MARFORRES Awards Board. Enclosure (1) outlines the composition, duties, and responsibilities of the MARFORRES Awards Board. Each board member will be appointed in writing. Enclosure (2) is a sample of the letter of appointment for the awards board members. In accordance with reference (b), 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 LM that require 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 12 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 iAPS.

(8) Civilian Service Awards

(a) In accordance with reference (a) Civilians are not normally awarded military decorations. Reference (g) contains guidance on Department of Defense (DoD)/Department of Navy (DON)/NAF civilian awards. This guidance includes the approving authority and eligibility requirements. Enclosure (3) is a chart of Government civil service awards. Liaison with the civilian human resources department is recommended when considering civilian awards.

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

(10) Unit Award

(a) Unit award recommendations must originate at the next higher echelon of the command above the unit being recommended for the award. A command may not submit an award on its own behalf. To be eligible for a unit award, a unit must surpass normal performance. Normal performance expected of Marine units is "excellence".

(b) Recommendations should state specifically which units were involved, periods of involvement not to exceed one and a half years, by name roster of eligible personnel to include Electronic Data Interchange Personal Identifier (EDIPI), 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.

(11) 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, DoD, and community agencies sponsor these awards which are primarily announced by Marine Administrative Message. 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 projected 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.

(12) 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 4.b.(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

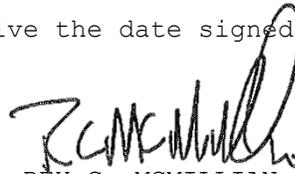
a. Correspondence and related records regarding recommendations for personal decorations, citations and medals, or awards to naval personnel or units will be retained permanently per reference (a).

b. Subordinate commanders will institute the necessary procedures in order to maintain award criteria standards, administrative completeness, accuracy, and provide prompt attention to each award recommendation.

6. Command and Signal

a. Command. This Order is applicable to MARFORRES.

b. Signal. This Order is effective the date signed



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Directives issued by this Headquarters are published and distributed electronically.

MARINE FORCES RESERVE (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. 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-8
 AC/S Comptroller
 AC/S Facilities
 AC/S Staff Judge Advocate

Enlisted Board Members

MARFORRES SgtMaj
 MARFORRES Command Master
 Chief Petty Officer (CMDM)
 SNCOIC G-1
 SNCOIC G-2
 SNCOIC G-3/5
 SNCOIC G-4
 SNCOIC G-6
 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 its 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 five 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 five 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 (COMMARFORRES) for final approval or, for transfers, endorsement.

7. The MARFORRES CMDCD must vote on all awards for Navy Enlisted personnel. If the MARFORRES CMDCM is unavailable (leave, Temporary Additional Duty, 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

8. The awards board makes a recommendation to the COMMARFORRES. 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/MOS 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 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). 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 Navy and Marine Corp 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

AWARDS FOR GOVERNMENT CIVIL SERVANTS

| AWARD NAME | PIC | APPROVING AUTH | PARAMETERS | NOTES |
|---|---|--------------------------|---|-------|
| <p><u>Armed Forces Civilian Service Medal</u></p> |  | <p>CMC/SECNAV/SECDEF</p> | <p>This is the highest DoD award for a civilian in direct support of military forces engaged in operations of peacekeeping or a prolonged humanitarian nature. It's closely aligned with the Armed Forces Medal (AFSM) for military members.</p> <p>a. General requirements for eligibility:</p> <p>(1) The AFCSM may be awarded to civilian employees of the DoD who, after June 1, 1992, to a date to be determined, participate in direct support of the U.S. military operation for which military personnel have been awarded the AFSM which was established by Executive Order 1295 dated January 11, 1996.</p> <p>(2) The AFCSM may only be awarded for a military operation approved for award of the AFSM for military personnel.</p> <p>b. Specific requirements for eligibility:</p> <p>(1) Employees must be engaged in direct support for 30 consecutive days in the area of eligibility (or for the full period when an operation is of less than 30 days duration) in a military operation awarded the ASFM or for 60 nonconsecutive days in a ASFM operation provided this support involves the employee entering the areas(s) of eligibility.</p> <p>(2) Area(s) of eligibility: Same as those designated for approved ASFM for military operations, as described below:</p> <p>(a) The foreign territory on which military troops have actually landed or are present and specially deployed for the operation;</p> <p>(b) Adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation, and</p> <p>(c) The air space above and adjacent to the area in which operations are being conducted.</p> <p>(3) Qualifying operations: Significant U.S. military activities authorized the AFSM for military personnel.</p> <p>c. Guidelines. The AFCSM is a "theater" award and is authorized for all civilian employees who meet the eligibility requirements above. Civilian employee are those defined as "employee" under 5 U.S. 2105 and under DoD 1400.25-M Subchapter 451, "Awards," including employees of non-appropriated activities.</p> <p>d. Definitions</p> <p>(1) "Direct support" is defined as services provided to participating military activities or armed forces in a military operation awarded the AFSM only if the employee actually enters the designated area of eligibility.</p> <p>(2) "Civilian employee" is an individual meeting the definition of "employee" under 5 U.S.C. 2105 and who would be eligible for awards under DoD 1400.25-</p> | |

October, 2013

AWARDS FOR GOVERNMENT CIVIL SERVANTS

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| | | | <p>M, subchapter 451, "Awards," including employees of non-appropriated fund activities.</p> | |
| <p>Distinguished Civilian Service Award</p> |  | <p>SECNAV</p> | <p>The highest honorary award the Secretary of the Navy can confer on a Department of the Navy civilian employee. The achievements or service must be truly exceptional when measured against the position requirements of the employee and should far exceed the contributions and service of others with comparable responsibilities. The Navy Distinguished Civilian Service Award should be reserved for contributions that are so unusual or significant that recognition at the Secretary of the Navy level is deserved. Additional qualifiers include:</p> <ol style="list-style-type: none"> (1) A pattern of long-term, sustained high performance as evidenced by the employee having previously received high honorary awards (e.g., <u>Navy Superior Civilian Service Award</u>, the <u>Navy Meritorious Civilian Service Award</u> or similar awards or honors). (2) Career achievements that are recognized throughout the Department of the Navy. (3) Indications of innovative leadership of highly successful programs or projects that had impact beyond the employee's command. (4) Accomplishments/achievements that have had as a minimum, a wide impact in the Department of the Navy. (5) Scientific or technical advances, or suggestions of significant value. (6) Accomplishments that show unusual management abilities, innovative thinking, and/or outstanding leadership, which benefit the Department of the Navy. (7) Responsibility for major cost savings/reductions/avoidance. (8) Unusual acts of heroism. (9) Exceptional cooperative efforts with other Navy offices, Federal agencies, or the private sector. | |

AWARDS FOR GOVERNMENT CIVIL SERVANTS

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| <p><u>Superior Civilian Service Award</u></p> |  | <p>CNO/CMC</p> | <p>The highest honorary award the <u>Chief of Naval Operations</u> or the <u>Commandant of the Marine Corps</u> may bestow on a civilian employee in the <u>Department of the Navy</u> and the highest award granted at the major claimant level. This is the second highest honorary award under the Department of the Navy Civilian Awards program. This award recognizes employee contributions that are exceptionally high in value, but affect a smaller area than the <u>Navy Distinguished Civilian Service Award</u> and are more significant than those for which the award of the <u>Navy Meritorious Civilian Service Award</u> is made. The Superior Civilian Service Award may be awarded for contributions that serve as a model for other commands. The award consists of a certificate, citation, medal, and lapel bar. The award is presented for:</p> <ol style="list-style-type: none"> (1) Indications of innovative leadership of highly successful programs or projects that had impact beyond the employee's command. (2) Accomplishments/achievements that have had as a minimum, a wide impact in the Department of the Navy. (3) Scientific or technical advances, or suggestions of significant value. (4) Accomplishments that show unusual management abilities, innovative thinking, and/or outstanding leadership, which benefit the Department of the Navy. (5) Responsibility for major cost savings/reductions/avoidance. (6) Unusual acts of heroism. (7) Exceptional cooperative efforts with other Navy offices, Naval civilian employees, Federal agencies, or the private sector. | |
| <p><u>Meritorious Civilian Service Award</u></p> |  | <p>CDR</p> | <p>The <u>Navy Meritorious Civilian Service Award</u> is awarded to civilian employees in the Department of the Navy for meritorious service or contributions resulting in high value or benefits for the Navy or the Marine Corps.^[1] It is conferred for a contribution that applies to a local or smaller area of operation or a project of lesser importance than would be warranted for consideration for the <u>Navy Distinguished Civilian Service Award</u> or the <u>Navy Superior Civilian Service Award</u>. It is awarded by the local activity head to U.S. Navy employees for service or contributions resulting in high value or benefit to the Department of Navy. The award consists of a certificate and citation signed by the activity head, medal and lapel emblem. The award is the third highest Navy civilian award, ranking just behind the Navy Superior Civilian Service Award, but ahead of the <u>Navy Distinguished Public Service Award</u>.^[2]</p> | <p><u>Certificates:</u> CMC (MPO-30). <u>The DON medal set :</u> Defense Personnel Center, 2800 South 20th, Philadelphia, Pennsylvania 11011.</p> |

AWARDS FOR GOVERNMENT CIVIL SERVANTS

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| <p>Navy Global War on Terrorism Civilian Service Medal</p> |  | <p>SVC HRO/DC, M&RA (MPC)</p> | <p>The Global War on Terrorism Civilian Service Medal was authorized on August 9, 2007. It may be awarded for expeditionary service in a GWOT mission in a combat zone on or after September 11, 2001, until a date to be determined.</p> <p>The eligibility criteria for the medal are nearly identical to those of the GWOT Expeditionary Medal.</p> | |
| <p>Federal Length of Service Awards</p> | | <p>SVC HRO/DC, M&RA (MPC-30A)</p> <p>CDR</p> | <p>These awards recognize significant milestones in employees' careers and emphasize breadth of service to the Government. Credit is given for total Federal service, including civilian and all honorable military service. Granting the awards is greatly encouraged for employees with 10 years of service and for each 10 year interval thereafter.</p> <p>The awards recognizing 10, 20, and 30 years of Federal service are granted by commanders.</p> | <p>Pins for 10 and 20 years of Federal service are available through normal supply channels.</p> |
| <p>Certificate of Commendation</p> | | | | |
| <p>Certificate of Appreciation</p> | | | | |