



UNITED STATES MARINE CORPS

FORCE HEADQUARTERS GROUP
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70146-5400

GruO 1650.1

G-1

SEP 18 2012

GROUP ORDER 1650.1

From: Commanding General
To: Distribution list

Subj: FORCE HEADQUARTERS GROUP AWARDS ORDER

Ref: (a) DoD 1348.33M
(b) SECNAVINST 1650.1H
(c) MCO 1650.19J
(d) MCO 1650.23D
(e) MCO 1650.29F
(f) ForO 1650.2B

Encl: (1) Force Headquarters Group Awards Board
(2) Instructions for Preparation of Personal Awards
(3) Award Samples
(4) Instructions for Preparation of Unit Awards
(5) Awards Board Appointment Letter template

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. None.

3. Background. The references set forth policies and procedures for awarding/issuing Navy and Marine Corps decorations and awards. It should be noted that the instructions contained in Section 3750(a) of Title 10, United States Code of 18 Nov 1997 specifies 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 for heroic or life saving acts within the Navy and Marine Corps awards system.

4. General. 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.

5. 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.

6. 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). 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.

(2) Concept of Operations.

(a) A recommendation for an award for meritorious service should not normally be submitted until an individual's detachment is anticipated. When a Reporting Senior is being detached and feels that the service of a subordinate merits recognition, a recommendation form (HQMC APS 1650(EF) for the observed period should be completed and be retained within the command, pending detachment of the individual. If at that time the current Reporting Senior feels the latter portion of the individual's tour merits recognition, the recommendation should be combined with the earlier one; if not, the recommendation of the predecessor should be forwarded for consideration on its own merits by the awarding authority empowered to approve the 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.

(b) 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 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.

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

(d) Awarding Authority/Timelines: Reference (c) 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 Navy and Marine Corps Achievement Medal and below. O-6 level commanders are authorized to award the Navy and Marine Corps Commendation Medal. All award recommendations initiated for members of the FHG Staff, will be forwarded to the Commanding General, FHG for endorsement or awarding. Reserve exercise commanders will be the awarding authority for the NA and lesser awards for that specific exercise. 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 CMC (MMMA) as needed. Award recommendations will be forwarded to COMMARFORRES no later than the following deadlines:

- | | |
|---------------------------------------|----------------------------|
| (1) MSM Retirement or Transfer: | 30 Days prior to awarding |
| (2) Legion of Merit (LOM) Retirement: | 30 Days prior to awarding |
| (3) LOM Transfer: | 120 Days prior to awarding |
| (4) Above LOM: | 120 Days prior to awarding |

(e) Retirement Awards. In accordance with references (b) and (c) 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 (b), 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.

(f) 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 (b) and whether the recommended award equals the level of responsibility, billet, and rank.

(g) Procedures. Enclosure (2) 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 will be submitted to Commanding General, FHG via the chain of command utilizing the Headquarters Marine Corps authorized Improved Awards Processing System (IAPS). It is essential that recommendations be thoroughly prepared and documented. A poorly written recommendation or incorrect preparation of the award 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 #19). 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 (b) above.

(h) Presentation.

(1) The presentation of a personal award should normally take place at the duty station where the award was earned. The HQMC APS Form 1650

and the appropriate block in IAPS must contain the expected date of transfer (block #15) and the complete mailing address of the individual's new duty station (block #16). In the case of separation, insert the home of record in said block.

(2) 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. If a presentation or retirement ceremony is scheduled, provide the exact date of ceremony. In order to receive the award at the current duty station, the recommendation must be submitted within the proper time frame, detailed in paragraph 5(d) above. 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. The effective date of retirement or retirement ceremony (block #15) and the home address after retirement or separation (block #16) must be completed in IAPS and the HQMC APS Form 1650.

(i) Unit Award. To be eligible for a unit award, a unit must surpass normal performance. Normal performance expected of Marine units is "excellence". The recommendation should state specifically which units and specific by name personnel not assigned to a unit 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 (b) and (c).

(j) 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 due dates annually. A summary of Special Category Awards due within the next 60 days will be distributed to MSCs the first week of each month and FHG will pass subsequent due dates to the subordinate commands.

7. Administration and Logistics.

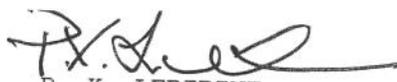
a. Correspondence and related records regarding recommendations for personal decorations, citations and medals, or awards to naval personnel or units will be retained permanently per reference (a).

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

8. Command and Signal.

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

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


P. K. LEBIDINE

Distribution: B

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 Achievement Medal (NMCAM) and higher, submitted on behalf of FHG personnel. All unit award recommendations will be submitted to FHG AC/S G-1 for review and recommendation.

2. The following billets will be appointed as Members of the FHG 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 Assistant Chief of Staff G-1 is assigned as the senior award board member.

Officer Board Members

AC/S G-1
AC/S G-3
AC/S G-4
AC/S G-6
Adjutant

Enlisted Board Members

FHG SGTMAJ

3. A minimum of three members will be the quota for the purpose of convening a board.

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

5. The Awards Board will be guided in the performance of its duties by the references and this Order.

a. The MARFORRES 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 via IAPS.

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 NMCAM or MSM, forwarded to the Commanding General, FHG for approval. Awards higher than an MSM will be 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 may overrule the board's recommendation.

INSTRUCTIONS FOR PREPARATION OF PERSONAL AWARD RECOMMENDATIONS

1. For detailed instructions review references (b) thru (e).

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. 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. All personnel who are new to IAPS should review the HQMC (MMMA) powerpoint brief found on the manpower website at:

https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/MA/k_APS/MM_MMM_A_APS_REFERENCES/IAPS%20INTRODUCTION%20BRIEF_14%20JAN%2008.ppt

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 on the 1650 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. For detailed instructions on length and format of summary of actions, review reference (c), Enclosure (5) page 6. Include only specific actions and outstanding performance achieved during period of action. In the case of military members who are retiring, summarize the individual's military career. 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). Specifically, Meritorious Service Medal's and above WILL be in paragraph format and not bulletized.

d. Citation. Citations should be brief narratives of the SOA, do not over expand. Refer to enclosure (3) for the correct opening and closing statements/wording, as well as correct formatting.

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. For Legion of Merits and higher, upon favorable endorsement from the subordinate commands, the FHG will forward award to the MARFORRES IAPS Awards Administrator.

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 OPERATIONS CHIEF, 3D AIR NAVAL GUNFIRE LIAISON COMPANY, FORCE HEADQUARTERS GROUP 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 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

UNITED STATES MARINE CORPS
FORCE HEADQUARTERS GROUP
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO
1650.1
G-1
6 Aug 12

From: Commanding General, Force Headquarters Group
To: Rank Full Name XXX XX 6789/0100 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 in helping to coordinate and execute the 2012 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 UNIT AWARD RECOMMENDATION

1. For detailed instructions refer to references (a) thru (d).
2. All unit award recommendations will be submitted to Force Headquarters Group (FHG) 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 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 a by name listing of civilians recommended for the award - if none, type "none".
3. 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. 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 ½ years.
6. When preparing a summary of action, include all major deployments, training and exercises for which the unit participated and major accomplishments for each.
7. When preparing a citation, units will prepare a proposed citation not to exceed 1 page.
 - a. Opening - "For exceptional meritorious service from "exclusive dates", the personnel of "Unit Name" consistently demonstrated unparalleled success and achievement in providing support for/to".
 - b. Closing - "reflected great credit upon themselves and upheld the highest traditions of the Marine Corps and the United States Naval Service".

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 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

(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

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 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)

HIS SUPERIOR PERFORMANCE OF DUTY DURING THIS TOUR CULMINATES 32 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 CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

UNIT ADDRESS

1000
ADJ
6 Aug 12

From: Commanding General, Force Headquarters Group
To: Rank Full Name XXX XX 6789/0100 USMC(R)

Subj: LETTER OF APPOINTMENT AS AWARDS BOARD MEMBER

1. You are hereby appointed as a member of the Force Headquarters Group (FHG) Awards Board.
2. You are required to read, become very familiar with, and adhere to Force Order 1650.2B and the most current revision of the FHG Awards Order.
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 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.
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 for individuals 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. COMMANDING