UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 1650.17E
G-1
14 AUG 2018

DEPOT ORDER 1650.17E

From: Commanding General
To: Distribution List

Subj: AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J w/Ch 1
(c) MCO 7072.6C
(d) MCO 1900.16 w/ Ch 1
(e) TECOMO 1650.1A
(f) MCRCO 1650.1D
(g) MARADMIN 636/13
(h) MARADMIN 042/08
(i) MARADMIN 514/09
(j) MARADMIN 147/16
(k) MARADMIN 514/16
(l) DepO 12451.1A
(m) UNSECNAV MEMO dtd 16 Sep 09

Encl: (1) Sample Letter of Continuity
(2) Award Specific Summary of Action (SOA) and Citation Requirements
(3) Flag Request

1. Situation. This order provides policy and establishes procedures for implementing the Marine Corps Recruit Depot/Eastern Recruiting Region (MCRD PI/ERR) Awards Program in accordance with the references.

2. Cancellation. DepO 1650.17D.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To recognize Service Members and civilians through the awards program for exceptional meritorious service or achievement and acts of heroism. Timely recognition demands that awards be presented prior to a member's departure from the unit.

(2) Concept of Operations

(a) Reference (a) establishes policy, delineates eligibility requirements, and provides general administrative procedures.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(b) References (b) and (c) establish policies concerning decorations and awards for personnel assigned to Non-Fleet Marine Force units.

(c) Recognizing personnel through awards cultivates good morale and esprit de corps. To preserve the integrity and meaning of personal awards, caution must be exercised to ensure that the awards program is not used to recognize action more appropriately appraised through the performance evaluation system. Special achievement or impact awards are appropriate to recognize exceptional performance over a period of short duration (which is generally no longer than 12 months). This order is not an attempt to restrict awards recognizing specific acts or outstanding achievements also known as impact awards.

(d) Mid-tour awards are not appropriate. When a Marine, Sailor, or reporting senior is reassigned within the same unit or receives permanent change of assignment orders within the awarding authority of MCRD PI/ERR, a letter of continuity shall be used to document exceptional performance for consideration at the end of a tour. The originator should provide a letter of continuity to the new reporting senior and the respective member upon the reassignment or transfer of the reporting senior or the member. Enclosure (1) is a sample letter of continuity.

(e) Reference (a) authorizes Commanding Officers in the grade of Colonel or Colonels listed on the command slate as being authorized to award Navy and Marine Corps Commendation Medals (NC) and below.

(f) Commanding Officers authorized to award Navy and Marine Corps Achievement Medals (NA) or higher will establish awards boards procedures, and ensure prompt and equitable processing of award submissions and approvals.

(g) Commanders in the chain of command may recommend a lower award than that originally recommended or no award, but such commands may not approve a lower award and stop further transmittal of the submission to the approval authority. Additionally, commanders in the chain of command may not stop an award and return it to the originator simply because they do not agree that an individual is not deserving of an award. The submission must be forwarded to the awarding authority as the award was originally recommended.

(h) Per reference (i) commanders are not authorized to approve the Military Outstanding Volunteer Service Medal (MOVSM) in cases where the Marine has not completed a minimum sustained period of outstanding voluntary service of three years. Commanders may; however, issue letters of continuity detailing the period of voluntary service to those Marines prior to transferring. This allows the gaining command to include the previous period if the Marine continues the same voluntary service to the community at the new command. Additionally, commanders must ensure that the service provided has no nexus to a military mission. The authority to award the medal is commanding officers and commanders with NA approval authority.

(i) Subordinate commanders are directed to seek the Commanding General's (CG) approval before approving any award for a member that has been the subject of administrative or punitive proceedings.

b. Subordinate Element Missions. Commanding Officers, Assistant Chiefs of Staff (AC/S), Deputy AC/S, Special Staff Officers, and Officers-in-Charge (OIC) will:

(1) Ensure every effort is made to have awards submitted on time so that the award can be presented to the Marine, Sailor, or civilian employee before they leave the unit. Ensure that explanation comments are entered in the Improved Awards System (iAPS) when any award submission is outside of the listed timelines as shown in paragraph 4c(2)f.

(2) The G-1 Adjutant's office provides guidance on the mechanics of iAPS, and on the awards board "process" to ensure compliance with standards, uniformity, timeliness, and appropriate routing of submissions. The G-1 Adjutant Office does not write awards or relieve an originator of the responsibilities contained in this order to submit a relevant and administratively sound recommendation. The G-1 Adjutant Office has the authority to return award submissions to originators if they do not meet required elements set forth in the references and this order. If an award submission is returned, it will be accompanied by an explanation with specific corrective guidance.

(3) The Summary of Action (SOA) serves as a chronology of events and substantiating details pursuant to the award. Originators should: avoid generalities and excessive use of superlatives; present an objective summary giving specific examples of the performance and manner of accomplishments, along with the results and benefits derived; and include actions and subsequent impact on the unit's mission. The use of templates is not appropriate for individual awards and therefore not authorized. Each SOA will be specific to the actions and impacts of the individual receiving the award.

(4) The proposed award citation should highlight all aspects of the individual's performance that are of the utmost significance. Submit proposed citations following the format outlined in enclosure (2), paying particular attention to mandatory opening and closing sentences. The proposed citation must be unclassified and contain no abbreviations.

c. Coordinating Instructions

(1) MCRD PI/ERR Awards Boards and Members

(a) The awards board ensures the equitable application of standards for awards. It functions in an advisory capacity only. The CG relies on the board's advice and recommendation regarding quality, both on the profundity and merit.

(b) The board members vote on each submission presented on the basis of eligibility requirements and merit of the accounting in the SOA. The board will not improve or edit the submission to correct grammar, spelling, etc. The board's purpose and task is to recommend approval, disapproval, upgrade or downgrade of a submission as it is presented to them. All voting and voting representatives' comments will be made via iAPS, unless there is a system restriction. In those situations, forward a specific recommendation and justification, if required, to the G-1 Adjutant office via email. Comments provided in iAPS or via email must be clear, concise, and provide relevant information as to why a recommendation was made. A specific recommendation is required. A board member must provide justification when recommending an award be upgraded or downgraded or when recommending that no award be approved.

(2) Award Submission and Processing

(a) Subordinate commands must ensure timely submission of award recommendations via IAPS. Ensure that explanation comments are entered in iAPS record when any award submission is outside of the listed timelines as shown in paragraph 4c(2)f.

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

1. In order to meet the CG's intent as stated in paragraph 4a(1) of this order; if the award is submitted outside of the prescribed timelines within this order, the originator will indicate why the award is late through iAPS. E-mails, phone conversations, and personal meetings, will remain attached throughout the process in an effort to streamline routing.

2. If the award has been originated within the required timeline, but, in opinion of any individual throughout the routing process, it becomes apparent that the award may not be processed in time to meet the presentation date listed in iAPS, that individual will notify the MCRD PI/ERR Staff Secretary and indicate this through iAPS. E-mails, phone conversations, and personal meetings, remain attached throughout the process to ensure streamline routing.

3. Enclosure (2) is provided to assist award writers with preparing awards for submission. It contains award specific requirements for the proper formatting of the SOA and citation.

(c) Award submissions will be reviewed and endorsed by their chain of command including their respective Commanding Officers, AC/S, Special Staff Officer, or OIC in order to ensure quality and adequate justification for the respective award.

(d) Award recommendations shall be submitted to the MCRD PI/ERR in accordance with the following timeline:

Award	Days Before Presentation
Legion of Merit (LM) or higher	150
Legion of Merit (retirement only)	120
Meritorious Service Medal	60
Navy and Marine Corps Commendation Medal	45
Navy and Marine Corps Achievement Medal	30
Certificate of Commendation	30

[LM award submission requirements are dictated per references (e) and (f).]

(e) The writer is responsible for assembling the factual information about the recipient's performance and for employing the proper writing techniques that will turn those facts into a convincing summary of action that satisfies the awards system's requirements.

(f) Statistics are an important part of a summary of action, especially in the case of drill instructors and recruiters. The following are examples of tables to be used:

COMPANY COMMANDER/SERIES COMMANDER/COMPANY FIRST SERGEANT/
DRILL INSTRUCTOR/SENIOR DRILL INSTRUCTOR/SERIES GUNNERY SERGEANT

Platoon/ Series	Rifle Range 1st Time Qual/% Expert	Swim %Qual/%S-2 & Above	Academics Written/ Prac	Final PFT Average Score	SDI Final Drill	Training Efficiency
BN AVG						
RTR AVG						

RECRUITER

Months on Production	APR	Pool Attrition	MCRD Attrition	I-IIIA % contracting/ shipping	TIER I% contracting/ shipping
RS AVG					
DIS AVG					

NCOIC

Months As NCOIC	% Ship Mission Attained	% Contracting Mission Attained	Pool Attrition	MCRD Attrition	I-IIIA % Contracting /shipping	TIER I% Contracting/ shipping
RS AVG						
DIS AVG						

(g) Navy, Joint, and other service Commands. Reference (h) provides detailed guidance on these types of awards.

1. Joint Billet. The recipient must be assigned to a billet in a Joint Command or Joint Task Force Headquarters with a joint manning document (JMD) number to be eligible for this award.

2. Other Service Billet. The recipient must be assigned to a billet on another Service's equivalent of a Table of Organization (T/O) to establish eligibility for awards from that Service. A T/O document is required to be attached in iAPS for award approval.

3. Required Documents for Joint/Other Service Billets.

a. For permanently assigned personnel, ensure that the JMD and a copy of the recipient's permanent change of station/no cost permanent change of assignment orders are attached to the iAPS record.

b. Temporarily assigned personnel in a temporary additional duty (TAD) status, in a combat area service, assigning the recipient by name (not unit) to another Service's command for six months or more in a combat area; ensure that these TAD orders are attached to the iAPS record.

4. Erroneously awarded. If the Marine is erroneously presented another Service's award or joint award; at the Commander's discretion, may use the erroneous award as supporting documentation for an impact meritorious Department of the Navy award as appropriate.

(h) Impact Awards. These types of awards are to be originated within 45 days of the act, achievement, or service upon it is based.

(i) All non-combat or meritorious service/impact recommendations must be reviewed and endorsed/forwarded, approved, or returned to the previous command level within 45 days unless reasonable justification is annotated via iAPS.

(3) Civilian Awards. Reference (l) provides detailed guidance on civilian awards submission and processing.

(4) Marine Corps Drill Instructor Ribbon (MCDIR). Reference (a) provides detailed guidance on the award of the MCRR. Requests for waivers of eligibility criteria or questions regarding a successful tour of duty, should be sent to the Commanding General of MCRD PI/ERR via the AC/S G-1 Adjutant for decision. Packages will include an AA form endorsed by the originator's chain of command. Waivers should be accompanied by documentation that shows that the Marine served in one of the billets described in reference (a).

(5) Marine Corps Recruiter Ribbons (MCRR). Reference (m) provides detailed guidance on these types of awards. Requests for waivers of eligibility criteria or questions regarding a successful tour of duty, should be sent to the Commanding General of MCRD PI/ERR via the AC/S G-1 Adjutant for decision. Packages will include an AA form endorsed by the originator's chain of command. Waivers should be accompanied by documentation that shows that the Marine served in one of the billets described in reference (m).

(6) Flag Requests. Flag requests shall be delivered to the MCRD PI/ERR Staff Secretary Office. The Flag Coordinator's number is (843) 228-2594.

(a) Originators must provide the Flag Coordinator with a flag and include enclosure (3) with their flag request.

(b) Flag requests made within the local area may be dropped off to the Staff Secretary Office within 5 working days prior to presentation and picked up once the flag has been flown.

(c) Flag requests outside of the local area must provide a prepaid form of return (i.e. a filled out mailing label and return packaging) via USPS or

FedEx. Flag requests outside of the local area must be submitted within 15 working days allowing the Staff Secretary Office sufficient amount of time to receive, fly, and return the flag back to the originator. Flag requests made within the local area may be dropped off to the Staff Secretary Office and picked up once the flag has been flown.

5. Administration and Logistics

a. Per reference (a), paragraph 221.2, personnel involved in the submission and processing of awards shall not comment on any case under consideration, and all award recommendations shall be handled on a "FOR OFFICIAL USE ONLY" basis until the awards are officially announced or presented.

b. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of MCRD PI/ERR directives can be found on the G-1 SharePoint site at https://eis.usmc.mil/sites/mcrdpi/g1/Shared%20Documents/Forms/AllItems.aspx

6. Command and Signal

a. Command. This order is applicable to all Marines, Sailors, and civilians aboard MCRD PI/ERR.

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

J. B. STONE IV
Chief of Staff

DISTRIBUTION: A

SAMPLE LETTER OF CONTINUITY

COMMAND LETTER HEAD

1650
XX
Date

From: Commanding Officer/Assistant Chief of Staff/Reporting Senior/etc.
To: Whom it may concern

Ref: (a) DepO 1640.17E

Encl: (1) Proposed summary of action
(2) Proposed citation

Subj: LETTER OF CONTINUITY FOR SERGEANT I. M. MARINE EDIPI/MOS USMC

1. Per the reference, from March 2015 to March 2018, Sergeant Marine served as the Training Noncommissioned Officer-in-Charge, Headquarters and Service Battalion. During this time, I served as Sergeant Marine's Officer-in-Charge and direct supervisor. Sergeant Marine made significant contributions to our section by improving discipline, attention to detail, and the work performance of our Marines. His accomplishments during this period go beyond what can be documented in a fitness report. Enclosures (1) and (2) contain a proposed summary of action and citation that summarize Sergeant Marine's actions and how those actions affected the unit's missions during this period. This report is intended to summarize these accomplishments for future recognition.

2. The point of contact for this letter is Major. I. M. Commanding at (843) 228-0000 or i.m.commanding@usmc.mil.

I. M. COMMANDING

Award Specific Summary of Action (SOA) and Citation Requirements

Legion of Merit (LM/LM)

SOA
- Paragraph format
- Limited to 4 pages

Citation
- Regular capitalization
- No acronyms
- Limited to 1800 characters (with spaces)

[Word Document: go to Tools / Word Count / Characters (with spaces)]

Citation Opening:
- "For exceptionally meritorious conduct in the performance of outstanding service as (billet), (specific unit), Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island, South Carolina, from (Month Year to Month Year). During this period, (Rank Last Name). . .

Citation Closing: *(two options)*
- "(Rank Last Name's) exemplary professional competence, vision, and loyal devotion to duty reflected great credit upon (him/her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service."
- "By (his/her) exemplary professional competence, vision, and loyal devotion to duty, (Rank, Last Name) reflected great credit upon (himself/herself) and upheld the highest traditions of the Marine Corps and the United States Naval Service.

Meritorious Service Medal (MSM/MM)

SOA
- Paragraph format
- Limited to 3 pages

Citation
- UPPER and lower case type (regular capitalization)
- No acronyms
- Limited to 1800 characters with spaces

Citation Opening
- "For outstanding meritorious (achievement or service) as (billet), (specific unit), Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island, South Carolina from (Month Year to Month Year). During this period, (Rank Last Name). . .

Citation Closing: (*two options*)
- "(Rank Last Name's) exceptional professional ability, steadfast initiative, and selfless dedication to duty reflected great credit upon (him/her) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service."
- "By (his/her) exceptional professional ability, steadfast initiative, and selfless dedication to duty. (Rank Last Name) reflected great credit upon (himself/herself) and upheld the highest traditions of the Marine Corps and the United States Naval Service.

Navy and Marine Corps Commendation Medal (NMCCM/NC)

SOA
- Paragraph or bullet format
- Limit to 2 pages

Citation
- UPPER case type only (ALL CAPS)
- No acronyms
- Limited to 1250 characters (with spaces)

[Word Document: go to Tools / Word Count / Characters (with spaces)]

Citation Opening:

"FOR" (preprinted on certificate)
(MERITORIOUS OR HEROIC) (SERVICE OR ACHIEVEMENT) WHILE SERVING AS (BILLET, SPECIFIC UNIT, MARINE CORPS RECRUIT DEPOT/EASTERN RECRUTING REGION, PARRIS ISLAND, SOUTH CAROLINA, FROM (MONTH YEAR TO MONTH YEAR), RANK LAST NAME). . .

Citation Closing: *(two options)*
- (RANK LAST NAME'S) PROFESSIONALISM, PERSEVERANCE, AND UNTIRING DEVOTION TO DUTY REFLECTED CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.
- BY (HIS/HER) PROFESSIONALISM, PERSERVERANCE, AND UNTIRING DEVOTION TO DUTY, (RANK LAST NAME) REFLECTED CREDIT UPON (HIMSELF/HERSELF) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Navy and Marine Corps Achievement Medal (NMCAM/NA)

SOA
- Bullet format
- Limited to 1 page

Citation
- UPPER case type only (ALL CAPS)
- No acronyms
- Limited to 1250 characters (with spaces)

[Word Document: go to Tools / Word Count / Characters (with spaces)]

Citation Opening

"FOR" (preprinted on certificate)
(PROFESSIONAL OR HEROIC) ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES WHILE SERVING AS (BILLET), (SPECIFIC UNIT), MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION, PARRIS ISLAND, SOUTH CAROLINA, FROM (MONTH YEAR TO MONTH YEAR). (RANK LAST NAME) . . .

Citation Closing: *(two options)*
- (RANK LAST NAME'S) PROFESSIONALISM, PERSERVERANCE, AND UNTIRING DEVOTION TO DUTY REFLECTED CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.
- BY (HIS/HER) PROFESSIONALISM, PERSERVERANCE, AND UNTIRING DEVOTION TO DUTY, (RANK LAST NAME) REFLECTED CREDIT UPON (HIMSELF/HERSELF) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Certificate of Commendation (COC/CF)

SOA

- Not required

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

Citation Opening:

"FOR" (preprinted on certificate)
SUPERIOR PERFORMANCE OF DUTY WHILE SERVING AS (BILLET), (SPECIFIC UNIT), MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION, PARRIS ISLAND, SOUTH CAROLINA FROM (DAY MONTH YEAR TO DAY MONTH YEAR). DURING THIS PERIOD, (RANK LAST NAME) . . .

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

Awards Presented at the Time of Retirement

The Navy and Marine Corps do not have a retirement award, nor is it appropriate to recommend an award for the entire career of a service member. However, the occasions of one's retirement or transfer to the Fleet Marine Corps Reserve are significant achievements that warrant consideration for an award. If such an individual is recommended for an award, it shall only recognize service at the last duty station, or service that has not previously been recognized. However, it is appropriate to include a statement in the citation reflecting the member's total number of years of service. For example: **(Rank Last Name's) superior performance of duties highlights the culmination of (20) years of honorable and dedicate service.**

Note: If an award is given in the name of the President, then the individual has reflected "great credit" upon himself/herself (Air Medal and above).

MARINE CORPS RECRUIT DEPOT EASTERN RECRUITING REGION

COMMEMORATIVE U.S. FLAG RAISING REQUEST FORM

_____

RANK, NAME, OF PERSON FLAG IS BEING FLOWN FOR

_____

OCCASION OR REASON FOR REQUEST (e.g., retirement 20 years) **BRANCH OF SERVICE**

_____

SPECIAL DATE TO BE FLOWN (IF ANY)
**FLAG WILL NOT BE FLOWN IN INCLEMENT WEATHER*

WHICH TYPE OF FLAG REQUESTING TO BE FLOWN: (SIZE, FABRIC) _____

FLAG RETURN ADDRESS: _____

_____

BILLING INFORMATION: _____
OR
PICK UP INFORMATION: _____

**************PLEASE NOTE!!**************

FLAGS ARE NOT PROVIDED. WE CANNOT RETURN YOUR FLAG AND CERTIFICATE UNLESS YOU PROVIDE THE FLAG COORDINATOR WITH A PREPAID FORM OF RETURN (A FILLED OUT MAILING LABEL AND RETURN PACKAGING) VIA USPS OR FEDEX

ADDITIONAL COMMENTS:

_____

_____

_____

_____

REQUESTOR E-MAIL ADDRESS **PHONE NUMBER**

_____

SIGNATURE & PRINTED NAME OF PERSON REQUESTING FLAG

FLAG PROGRAM COORDINATOR (843) 228-2594
MAIL TO:

REGULAR MAIL:
COMMANDING GENERAL
MCRD/ERR
ATTN: STAFF SECRETARY
P.O. BOX 19001
PARRIS ISLAND SC 29905-9001