



**UNITED STATES MARINE CORPS**

U.S. MARINE CORPS FORCES, EUROPE

U.S. MARINE CORPS FORCES, AFRICA

UNIT 30401

APO AE 09107-0401

MARFOREUR/AFO 1650.1B

G-1

29 Sep 17

U.S. MARINE CORPS FORCES, EUROPE AND AFRICA ORDER 1650.1B

From: Commander, U.S. Marine Corps Forces, Europe and Africa

To: Distribution List

Subj: AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H  
(b) MCO 12451.2D  
(c) MCO 1650.19J w/Ch 1  
(d) DoD 1348.33, Volume 4, "Manual of Military Decorations and Awards: DoD Joint Decorations and Awards," December 21, 2016

Encl: (1) Headquarters Marine Corps Improved Awards Processing System (HQMC iAPS)  
(2) Awards Tracker  
(3) Awards Board  
(4) Personal Awards Breakdown  
(5) Standard Opening and Closing Sentences for Personal Awards  
(6) Award Submission Timelines

1. Situation. This Order promulgates policy, procedures, and guidance for submitting award recommendations for U.S. Marine Corps Forces, Europe and Africa (MARFOREUR/AF) personnel.

a. Reference (a) enables commanders to enhance morale and esprit de corps among their Marines by providing prompt recognition of exceptional and/or heroic service. By establishing submission procedures and standard award criteria, a structured awards program promotes the value and integrity of the individual and prevents the overly liberal dissemination of awards.

b. Reference (b) contains the policies and procedures for honorary awards for civilian employees.

c. Reference (c) is the basic guidance on the Marine Corps Awards program until appropriate revisions are made based on the content of reference (a).

d. Reference (d) authorizes U.S. European Command and U.S. Africa Command to approve joint awards up to the Defense Meritorious Service Medal.

2. Cancellation. MARFOREUR/AFO 1650.1A.

3. Mission. Provide appropriate recognition of performance and/or achievement by MARFOREUR/AF personnel and subordinate units prior to their physical departure from the command.

4. Execution

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

a. Commander's Intent. To implement proper guidelines and procedures for submitting awards and decorations as an incentive for superior professional performance.

b. Concept of Operations

(1) The judicious use of decorations and awards provides an incentive for superior professional performance. The awards program must continue to receive command interest at all echelons. Vigilance must be exercised to ensure that personnel are continually recognized for notable achievement by presentation of suitable awards. The scope of achievement must match the precedence of the award and recommending officers must take care to prevent inflation. Certificates of commendation, meritorious masts, and letters of appreciation also provide a means of special acknowledgement of individual performance.

(2) It is required that personal award recommendations for the Navy and Marine Corps Achievement Medal (NMCAM) and higher be adequately justified in the Summary of Action (SOA). Enclosure (1) has step-by-step instructions on completing the NAVMC 11533 (EF) on the Improved Award Processing System (iAPS). Proper justification will ensure that deserving service members are properly recognized and will significantly enhance the chances of the recommendation being approved. As the quality of the recommendation can significantly affect the processing time required, recommending authorities will ensure that only high quality recommendations, written per the guidance contained herein, are submitted.

(3) Award recommendations will be routed in the iAPS via the appropriate Assistant Chief of Staff (AC/S) or Deputy AC/S of the division. For personnel assigned external to MARFOREUR/AF Headquarters, award recommendations will be endorsed by the senior officer of the rotational or exercise forces and routed in iAPS.

(4) The Commander, MARFOREUR/AF is authorized to award the Meritorious Service Medal and below. All recommendations for the Legion of Merit will be forwarded to Headquarters, U.S. Marine Corps (HQMC) with the Commander's endorsement.

c. Subordinate Element Missions

(1) AC/S G-1

(a) Assume staff cognizance over the awards program. Receive and process all award recommendations forwarded to or via the Commander.

(b) Request and maintain permissions to sign awards electronically on behalf of the Commander, once approved in the iAPS.

(c) Assign board members and facilitate the board process. Detailed information about the awards board process is found in enclosure (3).

(d) Maintain a tracking database of all awards utilizing enclosure (2).

(2) MARFOREUR/AF Staff. AC/Ss and Special Staff Officers must ensure that all award submissions are reviewed for accuracy, grammar, timeliness, and sustained superior performance prior to endorsing and forwarding.

(3) Other Personnel/Staff. All other authorized personnel/staff that are authorized to submit awards on administratively assigned or attached Marines must ensure that all award submissions are reviewed for accuracy, grammar, timeliness, and sustained superior performance prior to endorsing and forwarding.

d. Coordinating Instructions

(1) Procedures for Recommending Personal Awards

(a) Anyone that meets the criteria established by reference (a) may be recommended for a personal award by any commissioned officer senior to the service member being recommended. Enclosure (4) is a breakdown of all personal awards that can be approved and/or endorsed for approval by this command. If a senior officer is not assigned, the senior enlisted member may forward documentation for award consideration to the first officer in the chain of command for action, but may not originate the award. An award recommendation will not be boarded unless it has been reviewed/endorsed by the respective AC/S, Deputy AC/S, or Special Staff Officer.

(b) Awards for AC/Ss and Special Staff Officers will be originated by the Chief of Staff (C/S). Divisions/Staff will create the award as a "preparer" in the iAPS with a SOA and citation. The award will then be forwarded to the C/S for review and signature as the "originator."

(c) Awards will not be submitted for reservists who are ending orders but remaining a part of the MARFOREUR/AF Individual Mobilization Augmentee (IMA) detachment. Letters of Continuity (LOC) will be provided in these cases and awards can be presented once the Marine's time with the command is complete.

(d) Awards requiring outside awarding authority will be submitted via the C/S to the Commander and processed through the HQMC awards board process.

(e) All award recommendations must be electronically submitted via the iAPS through the endorsement chain of command to the MARFOREUR/AF Unit Administrator (Adjutant office) for processing.

(f) Enclosures (1) and (5) and the MARFOREUR/AF awards quick references guide provide instructions on drafting an award and provides further guidance on the format and content of the citation. The awards quick reference guide can be accessed on the Non-secure Internet Protocol Router portal:  
<https://eis.usmc.mil/sites/mfe/g1/adj/CUT/AWARDS%20QUICK%20REFERENCE%20GUIDE.pdf>. The HQMC iAPS NAVMC 11533 (EF) form will be endorsed by the service member's respective AC/S or Deputy AC/S. The endorser will verify all the information within the award write-up and review the award to ensure formatting and grammar are in accordance with references (a) and (c). If more than one service member is recommended for the same action, a separate recommendation will be submitted for each service member. Block 21 of HQMC iAPS NAVMC 11533 (EF) will be completed accordingly.

(g) The Adjutant office will review the award submission and prepare packages to the awards board for voting. The awards board is conducted electronically in the iAPS. Each member will make the recommendation to concur with the submitted award or will vote to upgrade or downgrade. Once all votes are in, the Adjutant office will forward the award to the C/S for the Commander's final decision. Awards for enlisted service members must be routed through the Sergeant Major for review and his/her recommendation. Upon approval of the award, the Adjutant office will prepare requisite certificates and/or citations for signature.

(h) After the Commander approves the award recommendation and the electronic signature is annotated in block 24 of the NAVMC 11533 (EF), the award is submitted to HQMC (MMMA). HQMC (MMMA) will input the appropriate level of award in the Official Military Personnel File (OMPF) and the unit diary system.

(i) Every effort will be made to present the award to the service member before they depart this command. In the event this cannot be accomplished, the award will be forwarded to the appropriate command for presentation.

(2) Personal Award Guidance. Under normal circumstances, service members should not be awarded for more than one award for meritorious service during their tour with MARFOREUR/AF.

(a) Personal Awards. Refer to enclosure (4) for a breakdown of personal awards.

(b) Specific Achievement. A specific achievement (or impact) award may be authorized for exceptional performance over a period of short duration, which is generally no longer than twelve months. However, specific achievement awards may not support any other award recommendation.

(c) Sustained Service. Superlative performance of duty should be recognized upon the service member's reassignment to a new command. This recognition should not be routine or automatic; the superlative nature of the service rendered will be the reason for submission, not the service member's reassignment alone.

(d) Retirement/Separation. Awards may be submitted in recognition of superlative performance of duty upon the service member's separation from service, retirement, or transfer to the Marine Corps Reserve. This recognition should not be routine or automatic. The superlative nature of the service rendered will be the reason for submission, not the service member's retirement/separation alone.

(e) Letter of Continuity

1. An LOC may be used to document superlative performance by a service member, if their Officer in Charge (OIC) is reassigned, the Marine/Sailor is reassigned, or the Marine remains a part of the IMA detachment.

2. The recommending officer will retain a copy and the original letter will be provided to the succeeding Reporting Senior (RS)/OIC.

29 Sep 17

This will ensure future award recommendations reflect the superior performance rendered by the service member throughout his/her tour.

3. If at the time of the service member's detachment, the new/current RS/OIC believes the latter portion of the service member's tour also merits special recognition, the second period of outstanding performance should be documented and combined with the original recommendation and submitted for consideration. If the new RS/OIC does not think the second period of service merits special recognition, the original LOC shall be submitted into iAPS and forwarded for consideration on its own merit.

(f) Awards for Personnel of Rotational Forces/Exercises

1. Annex E of operation orders will identify authorities granted Commanders/OICs for recommending service members who participate in MARFOREUR/AF led operations/exercises for impact awards. Impact award recommendations are not to exceed 10 percent of the on-hand strength for any operation/exercise. Commanders/OICs should avoid routine "end of deployment" recommendations. LOCs may be provided to parent commands for noteworthy actions that do not justify impact awards.

2. Each rotational force will convene a unit awards board to consider award recommendations prior to submission to MARFOREUR/AF. The board will carefully evaluate each award recommendation, ensure that it meets the eligibility criteria, and is sufficiently justified. Based on this review, the board will provide their respective Commander with a recommended disposition.

(g) Awards to Other Service Personnel. Recommendations for Naval decorations to Army, Air Force, and Coast Guard service members will be submitted to the Secretary of the Navy, Chief of Naval Operations, or Commandant of the Marine Corps, as appropriate via the chain of command per reference (a). The service member must be permanently assigned to a Navy or Marine Corps unit. Service members in a Temporary Additional Duty (TAD) status can only receive a recommendation forwarded to their parent service for action.

(h) Civilian Awards. Recommendations for civilian awards will be submitted per the guidance contained in reference (b).

(i) Unit Awards. Recommendations for unit awards will be submitted per the guidance contained in chapter 3 of reference (a) and routed via the Adjutant office. Recommendations will be initiated at least one echelon higher than the unit recommended, will be in recognition of "surge" efforts, and submitted via iAPS. Recommendations will include:

1. List of attached or direct-support units.

2. Estimate of the total number of personnel (by service) eligible.

3. A statement as to whether any existing or pending awards fall within the same time frame.

4. Letter of recommendation for unit award from Commanding Officer to Commander MARFOREUR/AF.

29 Sep 17

(j) Miscellaneous Awards. Awards not covered in reference (a) and not issued by other service or foreign countries are termed "miscellaneous awards." These awards are sponsored both by military and civilian agencies. An example of this type of award is the Navy League Award. These awards are announced via separate correspondence, to include message traffic and formal letters. The Adjutant office will track these awards and act as the point of contact for information regarding submissions.

(k) Overlapping Awards. While only one award recommendation may be submitted for the same act, achievement, or period of service, the awarding of an impact award for heroism or specific achievement performed within a period of sustained meritorious service for which an award is recommended is not considered duplication. The award for sustained meritorious service will exclude the period of specific achievement or act of heroism covered by the impact award. In these cases, originators will forward a copy of the previously issued award for review by the awards board. Additionally, the last paragraph of the SOA will state that the service period covered by the impact award has been excluded from the current recommendation.

(3) Presentation of Awards. Presentation of awards will be made as soon as practical at an appropriate ceremony with publicity pursuant to the recipient's desires. Every effort will be made to present the award while the service member is still with this command. The ceremony, whether formal or informal, should be fitting to the occasion. Awards completed after the transfer of a service member will be forwarded to the service member's next command for presentation, or in the case of separation/retirement, to the address listed on the NAVMC 11533 (EF).

(4) Timeliness

(a) Recommendations for impact awards should be submitted no more than 30 days after the act occurred to ensure promptness and accuracy in recognizing specific acts or achievements. Impact awards, directed by the Commander, are not required to be boarded and will be routed directly to the Commander via the C/S and Sergeant Major (enlisted awards).

(b) Personal awards should be presented to service members before they detach from their present command. For external rotational and exercise forces, awards must be submitted no later than 30 days after disbanding. Using the Estimated Detachment Date (EDD) as a target date for when the approved award is required, personal award recommendations should be received by the Adjutant office per the timeline in enclosure (6).

(c) Personal award recommendations for Marines who are going on terminal leave must reach MARFOREUR/AF within the annotated number of days prior to the Marine's EDD or the first day of that Marine's terminal leave.

(d) External rotational and exercise forces submitting for unit awards must submit the recommended award to MARFOREUR/AF no later than 90 days after redeployment.

(e) Awards submitted outside this timeliness will be considered late. Justification for the lateness of the award will be explained in the remarks section within iAPS. The justification will answer probable

questions from the approval authority or board members and will expedite processing of the recommendation.

(5) Guidelines for Submission of Reclama. The following will apply accordingly:

(a) If an award is downgraded by the approval authority, the award recommendation may be re-submitted by the originator within 90 days of the decision.

(b) The originator must provide any new information in letter format through the same chain of command the original award recommendation followed. Do not complete a new NAVMC 11533 (EF). The new information will be presented to the approval authority. Upon receipt, the approval authority has the option to modify his original decision and approve a higher or lower level of award. If the reclama is successful, all information will be forwarded to HQMC (MMMA) so the electronic award and the member's OMPF can be modified. The member is responsible for ensuring the award is properly modified in Marine Corps Total Force System. If the approval authority elects not to alter the level of award, the reclama and any other supporting documentation will be sent to the next level commander in the chain of command for review. A written decision, in letter format, will be sent back via the chain of command to the originating unit.

(c) Only the originator is authorized to submit a reclama.

5. Administration and Logistics. The G-1 is the sponsor of this Order. For any questions regarding this Order, contact the Adjutant at DSN: (314) 431-3576.

6. Command and Signal

a. Command. This Order is applicable to all personnel assigned or attached to MARFOREUR/AF.

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



R. A. C. SANBORN

DISTRIBUTION: A, H

Headquarters Marine Corps Improved Awards Processing System (HQMC iAPS)

1. Logon to the HQMC iAPS at [www.manpower.usmc.mil/iaps](http://www.manpower.usmc.mil/iaps).
2. Select the "Create Award" tab.
3. Select the proposed award from the list provided.
4. Concur with the "Prerequisites for creating an Award" and click next.
5. Enter the nine digit Social Security Number (SSN), Service, and action period of the service member to be recognized.
6. On the award info screen, complete the following:
  - a. Originator
    - (1) Unit Mailing Address. The address where official mail is delivered.
    - (2) Awarding Authority Address. The address where official mail is delivered to the awarding authority.
    - (3) Name. Automatically populated.
    - (4) Rank. Automatically populated.
    - (5) Title. Enter originator's title/billet.
    - (6) E-Mail. Enter originator's email address.
    - (7) Phone. Enter originator's DSN phone number.
    - (8) Date Submitted. Automatically populated.
  - b. Nominee
    - (1) SSN. Enter a nine digit SSN. Automatically populated for Marines.
    - (2) DESIG/NEC/MOS
      - (a) DESIG. Naval Officer designators (i.e., 1630, 1100, etc.).
      - (b) NEC. Navy Enlisted Classification Code. The primary NEC should be used. If the person has no code, enter 0000 (four zeros).
      - (c) MOS. USMC Military Occupational Specialty. Automatically populated for Marines.
    - (3) Name. In all capitals, type the person's last name, first name, middle initial, and any suffixes (i.e., Jr., Sr., II, III, etc.). Automatically populated for Marines.

(4) Component. Select the appropriate military component using the drop down menu.

(5) Rank. Select the appropriate rank using the drop down menu. Automatically populated for Marines.

(6) Warfare Designator. For USN service members only, enter the appropriate warfare designation, if any.

(7) UIC/RUC. This is the person's Unit Identification Code/Reporting Unit Code.

c. Award

(1) Recommended Award. Automatically populated.

(2) Specific Achievement. Select "Yes" if the recommendation is an impact award, otherwise select "No".

(3) Type. Select award type from the drop down menu. For most awards, the basis will be "Meritorious".

(4) Number of Recommendation Medals. The default is "1" for non-Marines. If it is a second or subsequent award, type in the appropriate number. Automatically populated for Marines.

(5) Action Date/Meritorious Period. If not already populated, utilize the calendar icons to select the beginning and ending dates of the meritorious period. This date should be the same date in the SOA and the citation. The ending date should include any terminal leave and be the same as the expiration of active duty, not the estimated date of detachment.

(6) Geographical Area of Action/Service. Select the geographical area from the drop down menu. For OCONUS locations, enter the city and state/country of the meritorious action.

(7) Expiration of Active Duty. If not already populated, utilize the calendar icon to enter the Expiration of Active Duty Service date. If the award is for a regular Officer, select "INDEF" instead of a date. If a retirement award, enter the number of years of service.

(8) Occasion of Presentation. Select the occasion from the drop down menu. Utilize the calendar icon to enter the Estimated Date of Presentation.

(9) New Duty Station. For transfers, type in the authorized short title of the new duty station to include monitor command code, city, state, and zip code. For terminal leave, type in the service member's home of record address if forwarding address is unavailable.

(10) Unit at Time of Action/Service. Self-explanatory.

(11) Duty Assignment. Self-explanatory.

(12) Previous Personal Decorations. Enter the two letter code and date received for all personal awards previously received by the nominee.

Automatically populated for Marines. Ensure that this information is correct. Sometimes iAPS automatically populates the wrong information.

(13) Personal Award Rec Not Yet Approved. Enter the two letter code for any pending personal award recommendations for the nominee that are yet to be approved. Automatically populated for Marines.

(14) Other Personnel Recommended for the Same Action. If other persons are being recognized for the same action, use the "Add Marine" button to search for other Marines who are being recognized. List others by rank, name and SSN. If no others are to be recognized, select the "No other personnel recommended for this award" box. Note: If box "21" is left blank, it is recommended to uncheck box and type, "None."

7. SOA. The SOA will be written per the guidance provided in enclosure (4).

8. Citation. The text should encapsulate the service member's most significant noteworthy accomplishments.

a. Rank will be spelled out. For Navy service members: rate, not rank, will be used throughout the citation (i.e., Hospital Corpsman Second Class Smith vice Petty Officer Smith).

b. Acronyms will not be used.

c. For MSM and LOM awards

(1) Names of exercises will be spelled out using natural capitalization (i.e., Austere Challenge, Noble Shirley, African Lion, etc.)

(2) Names of operations will be spelled out using all capitalization (i.e., Operation ODYSSEY DAWN, etc.)

d. Dollar amounts stated in the citation will be reflected as either 1.5 million dollars or 650,000 dollars.

e. When referring to the year in the citations, the four digits will be used (i.e., January 2003). Abbreviate the year when used thereafter (i.e., '00 for 2000, '02 for 2002).

f. For NMCAM and NMCCM. All capital letters and no more than 1,250 characters including spaces.

g. For MSM and LOM. Regular capitalization and no more than 1,800 characters including spaces.

h. Examples of citations can be found in references (a) and (c).

Awards Tracker

#	NOMINEE	RANK	ORIG UNIT	AWD	STATUS	LAST ACTION	COMMENTS
1	MARINE, IAM	SGT	MARFOR EUR...	NA	COMPLETED	9/1/2015	Award has been signed and uploaded. Mailed to member.
2	MOTIVATOR, IAM	CAPT	MARFOR EUR...	NC	FOR SIGNATURE	9/1/2015	Award has been boarded, prepared, and routed for signature.

Awards Board

1. Award boards will be held electronically. Awards submitted to the Adjutants office by noon Thursday will be reviewed, and if ready, added to the electronic board, via iAPS, starting Monday. Notification will be sent to all board members of any awards ready for the electronic board. The deadline to vote on electronic boards is close of business Thursday.

2. Per the table below, standing board members will consist of the AC/S from the following staff sections: G-1, G-2, G-3, G-4, G-5, G-6, G-8. Alternates are not authorized. C/S will only vote if quorum is needed or in the event of a tie.

3. In addition to the designated board members, the Sergeant Major, Master Gunnery Sergeant chiefs from G-1, G-2, G-3, and G-6 (for all enlisted service members award recommendations), and the Force Surgeon (for all Navy service members award recommendations) will be assigned as adjunct member as appropriate. The minimum quorum for an awards board is as follows:

- a. Officer. Five standing members.
- b. Enlisted. Four standing members and three Marine adjunct members.

4. After electronic voting is complete the Adjutant office will prepare folders with the NAVMC 11533 (EF) and recommendations of the board for routing and commanders signature.

<u>Staff Section</u>	<u>Awards Board Billet</u>	<u>Award Recommendations to be Voted On</u>
C/S	Member	As required
AC/S, G-1	Member	All
Chief, G-1	Member	Enlisted awards
AC/S, G-2	Member	All
Chief, G-2	Member	Enlisted awards
AC/S, G-3	Member	All
Chief, G-3	Member	Enlisted awards
AC/S, G-4	Member	All
AC/S, G-5	Member	All
AC/S, G-6	Member	All
Chief, G-6	Member	Enlisted awards
AC/S, G-8	Member	All
SgtMaj	Member	Enlisted awards
Force Surgeon	Member	Awards for Navy Personnel

Personal Awards Breakdown

1. Letter of Appreciation. The letter of appreciation will follow standard naval letter format as outlined in SECNAVINST M-5216.5. A SOA or NAVMC 11533 (EF) is not required. Any officer, senior to the Marine or Sailor being recommended, may submit a letter of appreciation recommendation. Letters of appreciation are appropriate for any rank and should be addressed to the officer or enlisted member and forwarded through their chain of command. Letters of appreciation are appropriate for any personnel affiliated with the Navy or Marine Corps whose performance is exceptionally noteworthy while serving in an additional duty or billet such as the Combined Federal Campaign or the Tax Center. Do not forward copies of letters of appreciation to CMC (MMMA). A copy, however, should be forwarded to CMC (MMRP-20) for inclusion into the Marine's OMPF. A letter of appreciation is considered commendatory material for fitness reports purposes.

2. Meritorious Mast. The meritorious mast recommendation will be submitted under cover letter to the C/S in portrait format using no more than 12 lines of Courier New 12 font and natural capitalization. A SOA or NAVMC 11533 (EF) is not required. A meritorious mast will be recommended whenever the performance of an enlisted Marine or Sailor, E-5 or below, is considered noteworthy or commendable beyond the usual requirements of duty, or the Marine or Sailor demonstrates exceptional industry, judgment, or initiative. Do not forward copies of approved meritorious mast to CMC (MMMA). A copy, however, should be forwarded to CMC (MMRP-20) for inclusion into the Marine's OMPF. A meritorious mast is considered commendatory material for fitness report purposes.

3. Certificate of Commendation. The certificate of commendation will be submitted under cover letter to the C/S in landscape format using no more than 10 lines of Courier New 10 font in all capital letters. A SOA or NAVMC 11533 (EF) is not required. Certificates of commendation are deemed appropriate for awarding to junior enlisted Marines and Sailors, E-6 and below, whose performance is exceptional and clearly above what is expected of a Marine or Sailor of their grade and experience. Do not forward copies of approved certificates of commendation to CMC (MMMA). A copy, however, should be forwarded to CMC (MMRP-20) for inclusion into the Marine's OMPF. A certificate of commendation is considered commendatory material for fitness reports purposes.

a. In accordance with reference (b), certificates of commendation may be issued to civilians who are serving with the Marine Corps. Certificates of commendation may be presented to other civilians as deemed appropriate to recognize those who have made significant contributions to the Marine Corps.

b. In those cases in which a CMC certificate of commendation is warranted, a recommendation shall be submitted via the chain of command to CMC (MMMA) on the NAVMC 11533 (EF) with a SOA and proposed citation.

4. The Military Outstanding Volunteer Service Medal (MOVSM). May be awarded to members of the Armed Forces of the United States and their Reserve Components, who subsequent to 31 December 1992, perform outstanding volunteer community service of a sustained direct and consequential nature.

a. To qualify for award of the MOVSM a service member's volunteer service must meet the following requirements:

- (1) Be to the civilian community, to include the military family community.
- (2) Be significant in nature and produce tangible results.
- (3) Reflect favorably on the military service and the Department of Defense.
- (4) Be of a sustained and direct nature.

b. While there is no specific time period to qualify for the MOVSM, approval authorities shall ensure the service to be honored merits the special recognition afforded by the medal. The Department of the Navy views the sustained time period to be three years. The MOVSM is intended to recognize exceptional community support over time and not a single act of achievement.

c. The MOVSM is categorized as a service medal, as such, no orders are issued to announce approval. The MOVSM may be presented in a ceremony. A certificate does not accompany this award.

5. Navy and Marine Corps Achievement Medal (NMCAM), (to include Impact Awards). The SOA will focus on the quantifiable, tangible results of the service member's action and contributions. As general guidance, the NMCAM is reserved for noncommissioned officers, Staff Noncommissioned Officers (SNCO), and company grade officers when the impact of their achievements is tangible. However, this shall not be interpreted to preclude the award of the NMCAM to any service member whose service meets the requirements. If there is any doubt as to the degree of service involved, the certificate of commendation is the more appropriate form of recognition.

6. Navy and Marine Corps Commendation Medal (NMCCM), (to include Impact Awards). The SOA will focus on the quantifiable, tangible results of the service member's actions and contributions. As general guidance, the NMCCM is reserved for senior SNCOs, company grade officers and field grade officers when the impact of their achievements is tangible. However, this shall not be interpreted to preclude the award of the NMCCM to any service member whose service meets the requirements. If there is any doubt as to the degree of service involved, the NMCAM is the more appropriate form of recognition.

7. Meritorious Service Medal (MSM). The SOA will focus on the quality of the service member's impact upon the unit as a whole, and where possible, will provide quantifiable, tangible results that illustrate the service member's impact and service. As general guidance, the MSM is normally reserved for senior SNCOs (First Sergeant/Master Sergeant and above) when the member is retiring, or field grade officers. However, this shall not be interpreted to preclude the award of the MSM to any service member whose service meets the requirements. If there is any doubt as to the degree of service involved, the NMCCM is the more appropriate award.

8. Legion of Merit (LOM). To justify this decoration, the service rendered must have been comparable to that required for the Distinguished Service

Medal, but in a duty of lesser, though considerable, responsibility. In general, the LOM will be awarded to officers who have performed such exceptionally meritorious service as to justify the award of the Distinguished Service Medal, except as to degree of merit. However, this shall not be interpreted to preclude the award of the LOM to any service member whose service meets the requirements. If there is any doubt as to the degree of service involved, the MSM is the more appropriate award.

9. Award recommendations that require the approval of the commander or higher authority will include the following:

- a. Completed NAVMC 11533 (EF) in iAPS.
- b. SOA to include justification of lateness, if applicable.
- c. Proposed citation

(1) All text in blocks 1 through 24 of the NAVMC 11533 (EF) will be capitalized, and completed accurately and in its entirety.

(2) The SOA will be a concise description of the clearly exceptional accomplishments and performance of the recommended service member. The SOA must be substantive and include facts, dates, and statistics that are indisputable. Generalities, excessive superlatives, and mere job descriptions are to be avoided. In the case of senior service members holding supervisory billets (i.e., Master Sergeants/Lieutenant Colonels and above), the quality of the service member's impact upon the unit is key in ensuring the award is approved and/or not downgraded. The length of the SOA must meet the requirements in reference (c). Topics to discuss in the SOA include the following:

- (a) Quantifiable results of service member's efforts.
- (b) Significant and positive impact upon unit.
- (c) Improvements of established procedures.
- (d) Creation of needed but nonexistent procedures.
- (e) Noteworthy personal achievements.
- (f) Significant displays of personal initiative, dedication to duty, and/or selfless service.
- (g) Names of exercises will be spelled out using natural capitalization (i.e., Austere Challenge, Noble Shirley, African Lion, etc.).
- (h) Names of operations will be spelled out using all capitalization (i.e., Operation ODYSSEY DAWN, etc.).

10. Retirement/Separation Awards. Recommendations submitted prior to a service member's retirement will include the following:

MARFOREUR/AFO 1650.1B  
29 Sep 17

- a. Block 15 of the NAVMC 11533 (EF) will reflect the best estimated detachment date (date the award should be presented to the service member).
- b. The SOA will indicate how many years the service member will have served at their retirement date.

Standard Opening and Closing Sentences for Personal Awards

Award examples are found in the references

	Opening Sentence	Closing Sentence
<b>CERTCOM</b>	SUPERIOR PERFORMANCE IN THE EXECUTION OF HIS/HER DUTIES WHILE SERVING AS {BILLET}, {UNIT OR G-# DIVISION}, U.S. MARINE CORPS FORCES, EUROPE AND AFRICA FROM {MONTH YEAR} TO {MONTH YEAR}.	{RANK & NAME}'S OUTSTANDING MOTIVATION 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.
<b>NMCCAM</b>	PROFESSIONAL ACHIEVEMENT (OR HEROIC ACHIEVEMENT) IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS {BILLET}, {UNIT OR G-# DIVISION}, U.S. MARINE CORPS FORCES, EUROPE AND AFRICA FROM {MONTH YEAR} TO {MONTH YEAR}.	{RANK & NAME}'S INITIATIVE, PERSEVERANCE, AND TOTAL 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.
	(Per para 220.3.a of SECNAVINST 1650.1H)	
<b>NMCCM</b>	MERITORIOUS SERVICE (OR HEROIC SERVICE) WHILE SERVING AS {BILLET}, {UNIT OR G-# DIVISION}, U.S. MARINE CORPS FORCES, EUROPE AND AFRICA FROM {MONTH YEAR} TO {MONTH YEAR}.	{RANK & NAME}'S INITIATIVE, PERSEVERANCE, AND TOTAL 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.
	(Per para 220.3.a of SECNAVINST 1650.1H)	
<b>MSM</b>	For outstanding meritorious service while serving as {Billet}, {Unit or G-# Division}, U.S. Marine Corps Forces, Europe and Africa from {Month Year} to {Month Year}.	{Rank & 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.
	(Per para 220.3.a of SECNAVINST 1650.1H)	
<b>LOM</b>	For exceptionally meritorious conduct in the performance of outstanding service as {Billet}, {Unit or G-# Division}, U.S. Marine Corps Forces, Europe and Africa from {Month Year} to {Month Year}.	By his/her dynamic direction, keen judgement, and loyal devotion to duty, {Rank & Name} reflected great credit upon him/herself and upheld the highest traditions of the Marine Corps and the United States Naval Service.
	(Per para 220.3.C.(1) of SECNAVINST 1650.1H)	
<b>RETIRE</b>	Include this sentence directly before the closing sentence for Marines who are retiring:	{Rank & Name}'s superior performance of duties highlights the culmination of XX years of honorable and dedicated service.
		(Per Appendix B to Chapter 2 of SECNAVINST 1650.1H)

Award Submission Timelines

<u>Award</u>	<u>To MARFOREUR/AF Adjutant office</u>
Military Outstanding Volunteer Service Medal (MOVSM)	NLT 30 days prior to presentation date.
Navy and Marine Corps Achievement Medal (NMCAM) (IMPACT)	NLT 30 days after action occurred.
Navy and Marine Corps Achievement Medal (NMCAM)	NLT 30 days prior to presentation date.
Navy and Marine Corps Commendation Medal (NMCCM) (IMPACT)	NLT 45 days after action occurred.
Navy and Marine Corps Commendation Medal (NMCCM)	NLT 45 days prior to presentation date.
Meritorious Service Medal (MSM)	NLT 60 days prior to presentation date.
All Unit Awards	NLT 90 days after unit redeployment.
Legion of Merit (LOM)	NLT 120 days prior to presentation date.