



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 1650.6D w/Ch1  
MPR  
13 Mar 13

AIR STATION ORDER 1650.6D w/Ch1

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: ADMINISTRATION OF AWARDS

Ref: (a) SECNAVINST 1650.1H  
(b) MCO 1650.19J  
(c) MARADMIN 514/09  
(d) MARADMIN 042/08  
(e) MCIEAST-MCB CAMLEJO 1650.6  
(f) MCO 7042.6C  
(g) ASO P12000.6E

Encl: (1) Administrative Guidelines for an Award Recommendation/  
Summary of Action (SOA)  
(2) Citations and Mandatory Opening/Closing/Retirement  
Statements  
(3) Sample Meritorious Service Medal (MM)  
(4) Sample Navy and Marine Corps Commendation Medal (NC)  
(5) Sample Navy and Marine Corps Achievement Medal (NA)  
(6) Sample Military Outstanding Volunteer Service Medal (OV)

1. Situation. This Order establishes policy and procedures for preparation and processing of award recommendations at Marine Corps Air Station (MCAS), Cherry Point. Reference (a) sets forth the policies and procedures for the Navy and Marine Corps Awards Program. It defines the eligibility requirements for both individual and unit awards. References (b) and (e) contain procedures and instructions for issuing decorations, medals, and awards (including Certificates of Commendation, Meritorious Masts, and Letters of Appreciation). They set forth policy guidelines for submitting personal and unit award recommendations. Reference (c) clarifies the eligibility requirements for the Military Outstanding Volunteer Service Medal (MOVSM). Reference (d) provides instructions for implementing Improved Awards Processing System (iAPS). Reference (f) provides guidance for awarding medallions ("coins") in recognition of significant accomplishments. Reference (g) provides guidance and procedures when recommending Civilian employees of MCAS Cherry Point for an award.

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

13 Mar 13

2. Cancellation. ASO 1650.6C.

3. Summary of Revision. This Order has been completely revised. It contains significant changes and should be reviewed in its entirety.

4. Mission. MCAS Cherry Point will recognize Marines and sailors for actions above and beyond what is expected of them in relation to their rank and responsibilities. To facilitate this, the station will conduct a professional awards board that will meet higher headquarter's submission timelines and provide sufficient opportunity for unit leaders to appropriately present awards to their personnel.

5. Execution

a. The administration of awards falls under the staff cognizance of the Adjutant, MCAS Cherry Point. The Adjutant will convene awards boards as required to ensure board members have no less than 1 week to review and take action on submissions. There is no minimum or maximum number of award submissions required to convene a board.

b. The MCAS Cherry Point Awards Board will be comprised of:  
 President of the Board: Executive Officer  
 Voter: Deputy Director, Manpower  
 Voter: Deputy Director, Operations  
 Voter: Deputy Director, Facilities  
 Voter: Deputy Director, Supply  
 Voter: Director, Telecommunications and Information Systems  
 Voter: Command Inspector  
 Voter: H&HS Executive Officer  
 Voter: VMR-1 Executive Officer  
 Voter: Sergeant Major (~~enlisted awards only~~) \*\*1  
 Recorder: Adjutant

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

d. Board members will vote on each submission presented on the basis of eligibility requirements and merit of the accounting in the Summary of Action. 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,

13 Mar 13

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 Adjutant via email for insertion into IAPS. 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.

e. Originators will make every effort to ensure an award recommendation is submitted in sufficient time to allow for processing and delivery. Award recommendations must reach the station Adjutant according to the following timeline:

	<u>Calendar Days</u> <u>Prior to EDD</u>
Legion of Merit (LM) or higher	240
Legion of Merit (retirement only)	240
Meritorious Service Medal (MM)	70
Navy and Marine Corps Commendation Medal (NC)	70
Navy and Marine Corps Achievement Medal (NM)	60

f. Awards submitted outside the above timelines are considered to be late awards. Justification for lateness will be fully explained in the comments section in iAPS. The station Adjutant will not begin processing of late awards until the station Executive Officer has approved the late submission for processing. "Administrative oversight" alone does not constitute sufficient justification.

g. Recommendations for Legion of Merit (LM), Meritorious Service Medal (MM), Navy and Marine Corps Commendation Medal (NC), Navy and Marine Corps Achievement Medal (NA), and Military Outstanding Volunteer Service Medal (OV) will be submitted utilizing the Headquarters Marine Corps Improved Awards Processing System (iAPS). All personal awards, including impact awards, require an SOA. It is the originator's responsibility to ensure spelling, grammar and details of award are complete and accurate.

h. Medallions ("Coins") as Awards. The words "medallion" and "coin" are considered to be interchangeable within the text of this Order. Per reference (f), Commanding Officers aboard Marine Corps Air Station Cherry Point may use locally available appropriated funds to purchase medallions as awards. Commanders

13 MAR 2013

are required to submit a written request to purchase coins through the chain of command to the (MCIEAST-MCB CamLej) for approval. Commands may only request to purchase enough medallions ("coins") to meet the bona fide need of the command for each fiscal year. An awards program that recognizes individual achievements identified but not limited to those listed in reference (e) that warrant the presentation of coins as an award should be established. Issued coins should be appropriately tracked. Coins or other items for use as morale boosters, motivational tools or mementos for Distinguished Visitors may not be purchased with Marine Corps funds.

5. Administration and Logistics.


a. Administration. Recommendations for changes to this Order may be directed to the Adjutant through the chain of command.

b. Logistics. None.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Air Station Cherry Point and its subordinate commands.

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

  
B. R. BLALOCK  
Executive Officer

DISTRIBUTION: A



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ASO 1650.6D Ch 1  
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20 MAR 2013

AIR STATION ORDER 1650.6D Ch 1

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: ADMINISTRATION OF AWARDS

1. Situation. To direct a pen change to the basic Order.
2. Execution. On page 2 paragraph 5.b. of the basic Order scroll down to the line that reads 'Voter: Sergeant Major (enlisted awards only)' and delete the words '(enlisted awards only)'.
3. Summary of Change. This change makes the Air Station Sergeant Major a voting member for all awards considered by the MCAS Cherry Point Awards Board.
4. Administration and Logistics. File this Change transmittal immediately behind the signature page of the basic Order.

A handwritten signature in black ink, appearing to read "B. R. Blalock".

B. R. BLALOCK  
Executive Officer

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distribution is unlimited.

Administrative Guidelines for an Award Recommendation/  
Summary of Action (SOA)

1. Start early. Gather pertinent information and verify its accuracy. Ensure all required information is entered correctly in the appropriate blocks of the NAVMC 11533 (EF). Verification of personal information is time consuming, and incorrect information as to previous awards can result in incorrect citations being prepared. Be concise and accurate.
2. Ensure the SOA is properly completed. This is the most important element of the award recommendation since each recommendation is evaluated on the justification contained therein. Present an objective summary giving specific examples of the performance and manner of accomplishing it, together with the quantifiable results and benefits derived.
3. Do not use any of the below statements, or variations thereof, in the SOA or proposed citation. They tend to detract from the justification of the award and degrade the citation.
  - a. "Warrants no less than a ..."
  - b. "Highly recommended for a ..."
  - c. "Deserving of a ..."
  - d. "Qualifies for a ..."
4. Per reference (b), the guidance below is provided for the use in preparing an SOA. Additional guidance for the Navy and Marine Corps Medal (NM) and the Military Outstanding Volunteer Service Medal (OV) is also contained in reference (b).
  - a. NA - All NA recommendations (to include impact awards) will be written in bullet format and limited to one page.
  - b. NC - Can be written in bullet format or paragraph format and will be limited to two pages.
  - c. MM - Must be written in paragraph format and will be limited to three pages.
  - d. LM - Must be written in paragraph format and will be limited to four pages.

13 Mar 13

**Citations and Mandatory Opening/Closing/Retirement Statements**

1. Recipients of awards are entitled to a well-prepared citation. It must agree with the recommendation as to date(s), duty station(s) and assignments of the individual. It must be factual, contain no classified information, and be adaptable for publication by news media. The following mandatory Opening/Closing/Retirement Statements apply:

**Legion of Merit (LM)****Opening Statement (prepared using natural capitalization):**

"For exceptionally meritorious conduct in the performance of outstanding service..."

**Closing Statement:**

Beginning with the three attributes: "By (his/her) outstanding leadership, commendable innovation, and inspiring dedication to duty, (Rank/Name) reflected great credit upon (himself/herself) and upheld the highest traditions of the Marine Corps and the United States Naval Service."

**OR**

Beginning with the individual's name: "(Rank/Name)'s outstanding leadership, commendable innovation, and inspiring dedication to duty reflected great credit upon (himself/herself) and upheld the highest traditions of the Marine Corps and the United States Naval Service."

(1,800 characters maximum (to include spaces))

**Meritorious Service Medal (MM)****Opening Statement (prepared using natural capitalization):**

For outstanding meritorious achievement/service...

**Closing Statement:**

(Rank/Name)'s untiring efforts to carry out (his/her) demanding tasks with unfailing good judgment, effectiveness, 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.

(1,800 characters maximum (to include spaces))

ENCLOSURE (2)

Citations and Mandatory Opening/Closing/Retirement Statements

**Navy and Marine Corps Commendation Medal (NC)**

Opening Statement (prepared using all capital letters):

MERITORIOUS SERVICE (OR MERITORIOUS ACHIEVEMENT) (OR HEROIC SERVICE) (OR HEROIC ACHIEVEMENT) WHILE SERVING AS ...

Closing Statement:

Beginning with the three attributes: "BY (HIS/HER) INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY, (RANK/NAME) REFLECTED CREDIT UPON (HIMSELF/HERSELF) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

Beginning with the individual's name: "(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."

(1,250 characters maximum (to include spaces))

**Navy and Marine Corps Achievement Medal (NA)**

Opening Statement (prepared using all capital letters):

"PROFESSIONAL (LEADERSHIP FOR ALL FIRST SERGEANTS AND SERGEANTS MAJOR) ACHIEVEMENT (OR HEROIC ACHIEVEMENT) IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES WHILE SERVING AS ..."

Closing Statement:

Beginning with the three attributes: "BY (HIS/HER) INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY, (RANK/NAME) REFLECTED CREDIT UPON (HIMSELF/HERSELF) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

Beginning with the individual's name: "(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."

(1,250 characters maximum (to include spaces))



**Retirement Statement for LM, MM, NC, and NA**

**Closing Statement (second to last sentence of the citation):**

(His/Her) superior performance during this tour is the hallmark of a career devoted to accomplishing broad and diverse tasks, highlighting the culmination of XX years of faithful and dedicated Marine Corps service.

**Certificate of Commendation**

**Opening Statement:**

Exceptional performance of duty while serving as ...

**Closing Statement:**

(Rank/Name)'s exceptional contributions 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.

**Military Outstanding Volunteer Service Medal (MOVSM)**

There is no Certificate or Citation for the MOVSM and local creation of a 'Unit Format' certificate is not authorized. While there are no hard and fast rules for the way the MOVSM award should be written, below are some guidelines to assist the preparer:

1. Background - The President established the MOVSM for members of the U.S. Armed Forces who distinguished themselves through outstanding community service.
2. Eligible Personnel - Members of the Armed Forces, including Reserve Components.
3. Precedent and Subsequent Awards - the MOVSM will be worn immediately after Humanitarian Service Medal. Subsequent awards will be denoted by 3/16 bronze stars. A 3/16 silver star will be worn in lieu of sixth award. No citation or certificate will be issued.
5. Eligibility Requirements - The MOVSM may be awarded to members of the Armed Forces of the United States and their Reserve Components who, subsequent to December 31, 1992, performed outstanding volunteer community service of a

13 Mar 13

sustained, direct, and consequential nature. To be eligible, an individual's service must:

(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. While no specific log of individual service is required or encouraged, a Service Member should normally perform a sustained, direct "hands-on-community-service" over a 3-year period. Members assigned to deploying units may include deployed time in the 3-year period. Although minimal requirements are left up to the awarding authority, service performance must be of a sustained long term nature. Awarding authorities will ensure the service to be honored merits the special recognition afforded by this medal. The MOVSM is intended to recognize exceptional community support over time and not a single act or achievement. Further, it is intended to honor direct support of community activities. For the purposes of this award, attending membership meetings or social events of a community service group, as an example, would not normally be considered qualifying service, while manning a community crisis action phone line or serving 3 years as a Boy or Girl Scout Leader would.

6. Recommendation - To be awarded a MOVSM, service members must be recommended by any Officer or civilian employee (GS-9 or above) senior to them and submitted via their Commanding Officer using OPNAV 1650/3 for Navy personnel and the iAPS for Marine Corps personnel. The Commanding Officer will certify the eligibility requirements in paragraph 5 have been met and service was honorable throughout the award period.

7. Awarding Authority - Authority to award the MOVSM is delegated to those Commanding Officers who have awarding authority for the Navy and Marine Corps Achievement Medal. The MOVSM may be awarded posthumously. For Navy Personnel, a letter of authorization will be issued by the awarding authority to include period recognized. Copies will be furnished to bureau of naval personnel for inclusion in service records. For Marine Corps Personnel, a copy of the approved award will be forwarded to the CMC (MMSB) for inclusion in the OMPF. More information is available in **MarAdmin 461/00**.

13 Mar 13

Sample Citation Format for Meritorious Service Medal (MM)

**The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL to**

MASTER SERGEANT JAMES Q. MARINE  
UNITED STATES MARINE CORPS

For service as set forth in the following  
CITATION:

"For outstanding meritorious service while serving as the Magazine Division Chief, Station Ordnance Department Marine Corps Air Station Cherry Point, Marine Corps Installations East from March 2005 to May 2008. Master Sergeant Marine's inspiring leadership and exceptional technical expertise were the main contributing factors that led to a marked improvement in the level of support the Ordnance Department provided to the Station's tenant commands. His ability to manage personnel and explosives assets directly enhanced the command's ability to safely and expeditiously issue more than 34 tons of ordnance valued at \$3.8 million in support of Operations IRAQI FREEDOM and ENDURING FREEDOM. His work ethic and tenacity resulted in flawless inventory accuracy of more than 4,100 line items of ordnance valued at more than \$69.5 million. Additionally, as one of only two instructors for the Station Explosive Ordnance Driver's class, he personally instructed and certified 138 Marines as explosives drivers. Master Sergeant Marine's profound and positive impact on the Marines of the Ordnance Department will be keenly felt for many years to come as the officers and noncommissioned officers whom he inspired and tempered as leaders continue to serve and progress through their careers. \* His superior performance during this tour is the hallmark of a career devoted to accomplishing broad and diverse tasks, highlighting the culmination of 27 years of faithful and dedicated Marine Corps service.\* Master Sergeant Marine's untiring efforts to carry out his demanding tasks with unflinching good judgment, effectiveness, and total devotion to duty reflected great credit upon him and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service."

For the President,

The asterisk (\*) indicates required text for retirement awards.

Underscoring indicates required text.

Do NOT use bold or underscoring font in the actual Citation.

Use "Justified" paragraph alignment for the actual Citation.

ENCLOSURE (3)

Sample Citation Format for Navy and Marine Corps Commendation  
Medal (NC)

The Secretary of the Navy takes pleasure in presenting the NAVY and MARINE CORPS COMMENDATION MEDAL (Gold Star in Lieu of Third Award) to

MASTER GUNNERY SERGEANT JOHN Q. RETIREE  
UNITED STATES MARINE CORPS

For service as set forth in the following  
CITATION:

"FOR MERITORIOUS SERVICE WHILE SERVING AS PROVOST SERGEANT FOR MARINE CORPS AIR STATION BEAUFORT AND MARINE CORPS RECRUIT DEPOT PARRIS ISLAND, SOUTH CAROLINA, AND AS TRAINING CHIEF FOR HEADQUARTERS AND HEADQUARTERS SQUADRON, MARINE CORPS AIR STATION, BEAUFORT FROM MAY 2006 TO MAY 2008. DURING THIS PERIOD, MASTER GUNNERY SERGEANT RETIREE TIRELESSLY WORKED TO ENSURE PROTECTION AGAINST CRIMINAL AND TERRORIST THREATS. MASTER GUNNERY SERGEANT RETIREE'S LEADERSHIP WAS INSTRUMENTAL IN THE MILITARY POLICE RESPONSE TO THE U.S. NAVY BLUE ANGEL #6 F/A-18A HORNET CRASH IN 2007. HIS INTRICATE KNOWLEDGE, SAGACIOUS ADVICE AND SUPERB PLANNING WERE EXEMPLIFIED DURING THE DEVELOPMENT AND IMPLEMENTATION OF CONTRACTORS INTO THE MARINE CORPS SECURITY ENVELOPE. AS THE SQUADRON TRAINING CHIEF, MASTER GUNNERY SERGEANT RETIREE RE-WROTE THE SQUADRON'S TRAINING STANDING OPERATING PROCEDURES INCREASING TRAINING EFFICIENCY AND CREATING A VIABLE TRAINING PLAN FOR 700 MARINES. \* HIS SUPERIOR PERFORMANCE DURING THIS TOUR IS THE HALLMARK OF A CAREER DEVOTED TO ACCOMPLISHING BROAD AND DIVERSE TASKS, HIGHLIGHTING THE CULMINATION OF 30 YEARS OF FAITHFUL AND DEDICATED MARINE CORPS SERVICE. MASTER GUNNERY SERGEANT RETIREE'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION 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,

The asterisk (\*) indicates required text for retirement awards.  
Underscoring indicates required text.  
Do NOT use bold or underscoring font in the actual Citation.  
Use "Justified" paragraph alignment for the actual Citation.

Sample Citation Format for Navy and Marine Corps Achievement  
Medal (NA)

The Secretary of the Navy takes pleasure in presenting the NAVY and MARINE CORPS ACHIEVEMENT MEDAL to

SERGEANT HARD Q. CHARGER  
UNITED STATES MARINE CORPS

for service as set forth in the following  
CITATION:

"PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS AN AIR TRAFFIC CONTROLLER, AIR TRAFFIC CONTROL DIVISION, MARINE CORPS AIR STATION CHERRY POINT, NORTH CAROLINA, FROM JANUARY 2007 TO DECEMBER 2007. SERGEANT CHARGER'S EXCEPTIONAL INITIATIVE LED TO HIM BEING DESIGNATED AS THE AIR TRAFFIC CONTROL RADAR CHIEF. DURING THIS PERIOD HIS LEADERSHIP WAS VITAL IN THE QUALIFICATION OF OVER 27 AIR TRAFFIC CONTROLLERS. HIS ENDURING COMMITMENT TO THE AIR TRAFFIC CONTROL TRAINING PROGRAM WAS DIRECTLY RESPONSIBLE FOR NEARLY 35,000 INCIDENT FREE RADAR OPERATIONS INCLUDING 2,000 GROUND CONTROL APPROACHES AND OVER 2,500 HOURS OF ON-THE-JOB TRAINING. WORKING CLOSELY WITH THE FEDERAL AVIATION ADMINISTRATION AND OTHER EXTERNAL AGENCIES, SERGEANT CHARGER WAS RESPONSIBLE FOR DEVELOPING SAFER, MORE EFFICIENT AIR TRAFFIC CONTROL PROCEDURES. HIS DILIGENT EFFORTS AND RESOURCEFULNESS RESULTED IN HIS SELECTION AS THE MARINE CORPS INSTALLATIONS EAST AIR TRAFFIC CONTROLLER OF THE YEAR. SERGEANT CHARGER'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION 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,

Underscoring indicates required text.  
Do NOT use **bold** or underscoring font in the actual Citation.  
Use "Justified" paragraph alignment for the actual Citation.

13 Mar 13

Sample Format For Military Outstanding Volunteer Service Medal  
(OV)

Unit Letterhead

1650  
CO  
(date)

From: Commanding Officer, Your Unit  
To: Staff Sergeant Dudley D. Dewgood XXXX/0369 USMC  
Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL  
Ref: (a) MarAdmin 461/00

1. Per the reference, you are awarded the Military Outstanding Volunteer Service Medal for your sustained and outstanding public service from August 2006 through July 2010. You can list the award recipient's current and past volunteer services (Organization and dates) below:

Current Volunteer Service

Boy Scouts of America 2007 - Present  
Special Olympics 2006 - Present

Previous Volunteer Services

List other volunteer services covered by this award period here.

M. D. BOSS

The awarding authority for the MOVSM (OV) was delegated to all Commanders authorized to award the Navy Achievement Medal.

ENCLOSURE (6)