



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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ADJ

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AIR STATION ORDER 1650.1

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

Subj: AWARDS PROGRAM

Ref: (a) SECNAV M-1650.1
(b) SECNAVINST 1650.1J
(c) MCO 1650.19J W/ CH 1
(d) MARADMIN 636/13
(e) SECNAV M-5216.5
(f) MCO 12451.2D
(g) MCICOMO 1650.1A
(h) MARADMIN 132/22
(i) USMC FAC 1650 Military Awards

Encl: (1) Awards Board Guidance and Composition
(2) Awards Citation Mandatory Opening and Closing Sentences
(3) Award Submission Timelines and Late Awards Justification Examples

1. Situation. This Order publishes instructions for administration of the Marine Corps Air Station, Cherry Point (MCAS CHERPT) Awards Program via the Improved Awards Processing System (iAPS). Reference (a) introduces awards as Personal Military Decorations (PMD) and will be referred to as such from this point forward. The references outline the criteria for individual and unit awards, and establish policies for the administration of awards.

2. Mission. Effective immediately, all MCAS CHERPT subordinate commands will foster an environment conducive to facilitating the timely origination and final action of award recommendations in order to recognize personnel prior to detachment, upon noteworthy impacts, and upon all other occasions that present an opportunity to highlight performance.

3. Execution

a. Commander's Intent

(1) Purpose. To effect the timely submission and presentation of PMDs for Marines and Sailors whose performance earns recognition.

(2) Method. Timely submission of all PMDs and commendatory correspondence in accordance with the contents of this Order and references (a) through (i).

(3) Endstate. Leaders and award processors at all levels, ensure the timely and appropriate recognition of personnel through personal awards, commendatory correspondence, and other means of enhancing morale in recognition of performance.

b. The Commanding Officer (CO) is the primary signatory on Navy and Marine Corps Commendation Medals (NMCCM). Navy and Marine Corps Achievement Medals (NMCAM) will be signed at the designated O-5 level. Meritorious Service Medals (MSM) and Legions of Merit (LM) will be forwarded to the Commanding General of Marine Corps Installations - East for signature or endorsement.

c. Concept of Operations. Award recommendations will be prepared in accordance with this Order and the references via iAPS. Additionally, personal awards shall be presented prior to individual's departure from the parent command. In most cases the presentation dates of an award recommendation will coincide with the members estimated departure date or rotation date. In some cases where the member is authorized an earlier departure, due to leave or transitional permissive temporary additional duty, the award recommendation shall end on the date the award is intended to be presented.

d. Tasks

(1) Adjutant, MCAS CHERPT

(a) Assume staff cognizance over the Awards Program. Receive and process all award recommendations forwarded to or via the CO, MCAS CHERPT.

(b) Facilitate the electronic board process.

(c) Maintain the CO's Award Tracker per enclosure (1).

(2) Directorates

(a) Designated staff will participate in the MCAS CHERPT Awards Board in accordance with enclosure (2).

(b) The Sergeant Major will participate in the review of awards for Marines and Sailors respectively, prior to the Executive Officer's (XO) review.

(c) Ensure the timely origination and submission of award recommendations in accordance with this Order and the references.

(3) Headquarters and Headquarters Squadron (HQHQRON) Commanding Officer

(a) Headquarters and Headquarters Squadron shall manage and run the unit awards program via iAPS.

(b) Ensure the timely processing and final action of award recommendations in accordance with the content of this Order and the references.

(c) Facilitate the processing of the Station CO's Awards Tracker as required via the Station Adjutant.

(d) Ensure unit compliance with the contents of this Order, the references, and the Commanding General's Readiness Inspection Functional Area Checklist for Military Awards (1650).

(e) Ensure awards returned for rewrite/rework are submitted to the Adjutant within three working days or as prescribed by the Adjutant in accordance with mission requirements and timely action of the awarding authority.

e. Coordinating Instructions

(1) Letter of Continuity (LOC). LOCs document superlative performance by an individual when their reporting senior (RS)/officer in charge (OIC) is transferred/reassigned or the Marine/Sailor is transferred/reassigned.

(a) Provide LOCs to personnel departing the unit during occasions not warranting a personal award. Such instances include but are not limited to occasions of Permanent Change of Assignment (PCA) where personnel execute orders prior to completing a full tour with the unit.

(b) The recommending officer will retain the original LOC and relinquish it to the succeeding RS/OIC. Conversely, RSs/OICs gaining personnel via PCA should, at a minimum inquire about LOCs on behalf of the gained member in order to facilitate the documentation of relevant commendatory instances.

(c) If warranted, utilize LOCs to submit personal awards upon personnel rotation.

(2) Award Submission Timelines. Timeliness, accuracy, conciseness, and factual justification are foremost in all award recommendations. Submit award recommendations to the CO of MCAS CHERPT in accordance with the timelines in enclosure (1) to facilitate summer months/Permanent Change of Station (PCS) season, and regular month processing.

(3) Overlapping Awards. Only one award recommendation may be submitted for the same act, achievement, or period of service. If awards overlap by covering the same act, achievement, or period of service they are considered duplicates and are not authorized. However, there are instances in which awards seem to overlap but actually do not. For example, an impact award for heroism or a specific achievement award (meritorious period of 12 months or less) may be awarded along with a sustained meritorious service award. This is not considered duplication and is authorized. 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, commands will forward a copy of the previously issued award for review by the Awards Board. Additionally, the last paragraph of the Summary of Action will state that the service for which the impact award was given has been excluded from the meritorious service recommendation.

(4) Command Influence. Commanders have the option to disapprove awards within their authority, or recommend downgrade of awards which they do not agree with that fall within a higher command's approval authority. Commands have an obligation to groom junior originators so they may participate successfully in the awards program. In the grooming process, commands should freely exercise creativity unique to their leadership. Moreover, commands shall advise originators on what awards are reasonable and earned based on the nominee's performance. However, commands shall refrain from directing originators to rescind or downgrade award recommendations. Instead, commanders should foster an environment conducive to educating preparers and originators on the spirit and intent of recognizing performance.

(5) Routing and Boarding

(a) Submit and endorse award recommendations via the chain of command to the awarding authority for final disposition. Award recommendations shall only terminate at the final approving authority or by decision of the originator.

(b) All awards will be routed via the designated O-5 level Commander prior to being processed and boarded at the MCAS CHERPT Awards Board.

(c) All awards that require the CO's signature will be placed on the MCAS CHERPT Awards Board per enclosure (2). Award recommendations exempt from this policy include submissions for Commanders, Sergeants Major, and at times, Primary Staff, and Special Staff as determined by the CO/XO.

(6) Citations. Citations shall contain the standard opening and closing phrases in accordance with enclosure (3). Originators should be cognizant that citations have a limited number of characters in iAPS. Additionally, originators shall aim to maximize character usage in citations. Significant underuse of character spaces reflects poorly and demonstrates a lack of substance in the award submission. Maximum character spaces for personal awards are depicted in iAPS and provided in enclosure (3).

(7) Unit Awards. Recommendations for unit awards will be submitted in accordance with the references.

(8) Other Certificates

(a) For the creation of Military Outstanding Volunteer Service Medal letters, refer to reference (a) for minimum requirements.

(b) Good Conduct Medal. Good Conduct Medal certificates will be prepared in accordance with reference (a) by the unit's Administrative Section.

4. Administration and Logistics

a. Awards originators, and endorsers will ensure that individuals whose actions are less than honorable, during the award period, are not submitted for recognition.

b. Direct recommendations and updates to this Order to the MCAS CHERPT Adjutant, at (252) 466-2540 or via military email.

5. Command and Signal

a. Command. This Order is applicable to all military personnel assigned to MCAS CHERPT.

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


M. R. HUBER

Distribution: A

Awards Board Guidance and Composition

1. MCAS CHERPT Board Composition: The following staff billets are designated and standing awards board members.

a. Senior Enlisted Leader: Sergeant Major.

b. Directors, Deputies, and Chiefs for the following directorates: Manpower, Operations, Facilities, Logistics, Safety, Communications Strategy and Operations (COMMSTRAT), Telecommunications and Information Systems Directorate (TISD), Comptroller, Provost Marshal, and Fire Department.

c. Other personnel, when designated, shall participate in the awards board process.

d. Designated personnel are required to join the MCAS CHERPT Awards hierarchy via iAPS by following the below process:

(1) Login to iAPS via: <https://www2.manpower.usmc.mil/iaps>.

(2) Click “My Unit” (upper right hand corner), update title, and change “Unit Identifier” using one or all of the following:

(a) Marine Command Code: 022.

(b) Reporting Unit Code: MS4310.

(3) Click “My Permissions” (upper right hand corner), then click “Board Member” and request permissions.

(4) Contact the MCAS CHERPT Adjutant Section at (252) 466-2450, 2840, or 4250 to approve permissions.

e. Designated staff will vote on applicable awards. Voting members will be assigned to boards concerning award recommendations for personnel of equal or lesser pay grades. At times voting members will be required to participate in multiple boards over short periods due to MCAS CHERPT staffing levels, operational requirements, and seasonal requirements.

f. This Order identifies in writing designated officers and staff noncommissioned officer who shall vote on the electronic awards board. Those designated in paragraphs (1.a.) and (1.b.) will be guided by this Order and the listed references.

2. CO's Criteria for awarding Personal Military Decoration (PMD). In compliance with reference (a), the most appropriate type of decoration to recognize a military Service Member for achievement or service is a military PMD; more commonly known as a personal award. Awards are bestowed upon an individual to recognize Marines and Sailors who demonstrate exceptional valor, heroism, under combat operations, or non-combat meritorious service or achievement. Personal military decorations are only appropriate in cases where the circumstances clearly merit special recognition of the actions or service.

3. Voting. All board members will read the citation and the summary of action for each recommendation prior to voting. Voting must be completed within five working days. If access to iAPS is not available, board members may request to submit votes via electronic mail to facilitate timely voting. Should a reasonable event preclude a board member from voting, the Adjutant Section will assign an alternate

board member. Due to the configuration of iAPS, only one individual can view an award in iAPS at a time. Therefore, to allow all board members the ability to vote in iAPS, board members must be timely when voting on the iAPS website and close the browser once complete.

4. Voters Responsibilities

a. Voters will read and become familiar with ASO 1650.1 (Awards Program) and all references therein.

b. Upon notification, board members vote electronically through iAPS. Board members shall read the summary of action and citation and make their recommendation based on the merit of the nominee's achievement and service.

(1) Board members shall vote within five business days of receiving email notification to a vote from Adjutant Section.

(2) Board members will not vote on an award originated by their own section or themselves.

c. If a board member is on Temporary Additional Duty or in a field operation, they may be exempt from their voting responsibilities on a case by case basis.

d. To vote in iAPS, click on "VOTE" at the top of the award form and select the recommendation from the drop down list, enter comments and click "SUBMIT." iAPS will display a confirmation dialog box; click "YES" to record the vote. After recording the vote, board members must click "HOME" or "Logout" to fully disconnect from the award in order to allow others to vote. Awards board members shall submit one of the following recommendations in iAPS:

(1) Approve the award.

(2) Disapprove the award.

(3) Upgrade the award.

(4) Downgrade the award.

(5) Recommend a letter of continuity.

(6) In rare cases, return the award for rewrite/rework.

e. In all cases, each board member will provide a complete justification on their recommendation to the Commanding Officer. One word justifications are not sufficient: i.e. "Concur" or "Do not concur." Justifications will be submitted in the comments block of the board information section in iAPS. Special consideration will be given to awards recommended for rewrite prior to returning awards to originators who may have executed permanent change of station order or ended active service.

Awards Citation Mandatory Opening and Closing Sentence

CLOSING REMARKS FOR RETIREMENT AWARD

“{Rank} {Last Name} superior performance of duty culminated his/her {XX} years of honorable and dedicated military service.”

MUST BE PLACED IN CITATION BEFORE CLOSING STATEMENT

<u>AWARD TYPE</u>	<u>OPENING SENTENCE</u>	<u>CLOSING SENTENCE</u>
<p align="center"><u>LM</u></p> <p align="center">LEGION OF MERIT</p> <p>Characters: 1,670 w/ space</p>	<p>“For exceptionally meritorious conduct in the performance of outstanding service as {Billet}, {Unit}, Marine Corps Air Station, Cherry Point, Marine Corps Installations-East, Marine Corps Installations Command from {month/year} to {month/year}.”</p>	<p>“By his/her dynamic direction, keen judgment, and loyal dedication to duty, {Rank} {Last name} reflected great credit on himself/herself, and upheld the highest traditions of the Marine Corps and the United States Naval Service.” (Note: In the case of Sailors; use “...highest traditions of the United States Naval Service.”)</p>
<p align="center"><u>MSM</u></p> <p align="center">MERITORIOUS SERVICE MEDAL</p> <p>Length: Maximum Characters 1,670 w/ Space</p>	<p>“For outstanding meritorious service (or achievement) while serving as {Billet}, {Unit}, Marine Corps Air Station, Cherry Point from {month/year} to {month/year}.”</p>	<p>“{Rank} {last name}’s {two attributes} {adjective} dedication to duty reflected great credit on him/her and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.” (Note: in the case of sailors; use “...highest traditions of the United States Naval Service.”)</p>
<p align="center"><u>NM</u></p> <p align="center">NAVY AND MARINE CORPS MEDAL</p> <p>1,650 Characters w/ space</p>	<p>“For heroism while serving as a {Billet}, {Unit} Marine Corps Air Station, Cherry Point on {Day/Month/Year}.”</p>	<p>“By his/her courageous and prompt actions in the face of great personal risk, {Rank} {Last name} prevented the loss of life, thereby reflecting great credit upon himself/herself and upholding the highest traditions of the Marine Corps and the United States Naval Service.” (Note: in the case of sailors; use “...highest traditions of the United States Naval Service.”)</p>

<p style="text-align: center;"><u>NC</u></p> <p style="text-align: center;">NAVY AND MARINE CORPS COMMENDATION MEDAL</p> <p style="text-align: center;">Maximum 1,250 characters w/ spaces</p>	<p>“MERITORIOUS SERVICE (OR MERITORIOUS ACHIEVEMENT) (OR HEROIC ACHIEVEMENT) WHILE SERVING AS {BILLET}, {UNIT}, MARINE CORPS AIR STATION, CHERRY POINT FROM {MONTH/YEAR} TO {MONTH/YEAR}.”</p>	<p>“{RANK} {LAST NAME}'S {TWO ATTRIBUTES} {ADJECTIVE} DEDICATION TO DUTY REFLECTED CREDIT ON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.” (NOTE: IN THE CASE OF SAILORS; USE “...HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.”</p>
<p style="text-align: center;"><u>NA</u></p> <p style="text-align: center;">NAVY ACHIEVEMENT MEDAL</p> <p style="text-align: center;">Maximum 1,250 characters w/ spaces</p>	<p>“PROFESSIONAL ACHIEVEMENT (OR HEROIC ACHIEVEMENT) IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS {BILLET}, {UNIT}, MARINE CORPS AIR STATION, CHERRY POINT FROM {MONTH/YEAR} TO {MONTH/YEAR} .”</p>	<p>“{RANK} {LAST NAME}'S {TWO ATTRIBUTES} {ADJECTIVE} DEDICATION TO DUTY REFLECTED CREDIT ON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.” (NOTE: IN THE CASE OF SAILORS; USE “...HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.”)</p>
<p style="text-align: center;"><u>CERT COMM</u></p> <p style="text-align: center;">CERTIFICATE OF COMMEDATION</p> <p style="text-align: center;">Length: Maximum Nine Double- Spaced Lines of Text</p>	<p>"SUPERIOR PERFORMANCE IN THE EXECUTION OF HIS/HER DUTIES WHILE SERVING AS {BILLET}, {UNIT}, MARINE CORPS AIR STATION, CHERRY POINT FROM {MONTH/YEAR} TO {MONTH/YEAR}."</p>	<p>"{RANK} {LAST NAME}'S {TWO ATTRIBUTES} REFLECTED CREDIT ON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE." (NOTE: IN THE CASE OF SAILORS, USE " ... HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.")</p>

Award Submission Timelines

<u>AWARD</u>	<u>DUE TO H&HS S1 SUMMER MONTHS (JUNE-SEP) / OTHER MONTHS</u>	<u>DUE TO MCAS ADJ SUMMER MONTHS (JUNE-SEP) / OTHER</u>	<u>DUE TO MCIEAST</u>	<u>AWARDING AUTHORITY</u>
LM (TRANSFER)	210 / 210 Days Prior To Presentation Date	180 / 180 DAYS	150 Days	CMC
LM (RET)	180 / 180 Days	150/150 Days	120 Days	MCICOM
MSM	120 / 120 Days	90/90 Day	60 Days	CG MCIEAST
NC	120 / 90 Days	90/60 Days	N/A	CO MCAS CHERPT
NA	90 / 60 Days	90/60 Days	N/A	CO H&HS
NA (IMPACT)	No More Than 30 Days After The Act Occurred	No More Than 30 Days After The Act Occurred	N/A	O5 & Above
MUC	210 Days	180 Days	N/A	CMC
NUC	210 Days	180 Days	N/A	SECNAV
LOA/COA	30 Days	30 Days	N/A	Senior Officer/Any Officer
MERIT MAST	30 Days	30 Day	N/A	CO or Above
CERTCOM	30 Days	Days	N/A	CO or Above

Late Awards Justification Examples

1. All awards submitted outside of the mandated timelines in enclosure (1) require a Late Justification statement in the "History and Comments" section of iAPS.

2. Enter uppercase "LATE JUSTIFICATION" in the comments section and provide the justification narrative. See below for examples.

a. "LATE JUSTIFICATION: Award is late due to leadership oversight. Member's unit originated the award at the 104-day mark and Headquarters and Headquarters Squadron received the award at the 83-day mark. This resulted in submission to MCAS CHERPT Adjutant outside the timeline at 31 days prior to presentation."

b. "LATE JUSTIFICATION: This award was submitted outside the mandated timeline due to the originator's involvement with various operational commitments and exercises to include Cold Response (X)."

c. "LATE JUSTIFICATION: This award was submitted outside of the mandated timeline due to the member's PCS date shifting to a sooner timeline. Said Named Marine/Sailor received orders within 90 days of execution."