

AWARDS

QUICK REFERENCE GUIDE

This is a guide only. It is not intended to be all-encompassing.

1. Ensure you have completed the training/refresher course found on the Station website at (www.marnies.mil/unit/mcascherrypoint). Click on MCAS Cherry Point Offices and Staff (on left side of page), then click on Station Adjutant, then click on Awards (near bottom of page).
2. Take a moment to read your unit's Awards Policy Letter and also ASO 1650.6B (Station website, Offices and Staff, then Station Adjutant, then Orders).
3. It's recommended that you draft your Summary of Action (SOA) and proposed Citation as a word document then cut and paste it into iAPS. Do your research (facts, figures, dates, etc.) before you sit down to write the SOA and Citation. You may be able to get ideas, facts and figures, etc. from the Marine or Sailor's co-workers, current or former COs, OICs, Supervisors, SNCOICs, old FitReps or Evals, etc.
4. Fill out the NAVMC 11533 (Personal Award Recommendation) in iAPS completely - commonly missed blocks are 'Awarding Authority'; 'Estimated Date of Detachment'; 'Ret/Trans/Term Lv/Impact'; 'Duty Assignment'; 'Personal Awards Recommended Not Yet Received'; 'Other Pers Being Recommended...'.
 - a. NA and MOVSM - Local (Unit) Commander w/ local address
 - b. NC and below - Commanding Officer, MCAS Cherry Point, NC
 - c. MM and below - CG, MCIEAST
 - d. LM (Retirement only) and below - Commander, MarForLant
5. Awarding Authorities and addresses are as follows:
 - a. NA and MOVSM - Local (Unit) Commander w/ local address
 - b. NC and below - Commanding Officer, MCAS Cherry Point, NC
 - c. MM and below - CG, MCIEAST
 - d. LM (Retirement only) and below - Commander, MarForLant
6. Pay attention to the 'styles' that are to be used in the SOA and Citation - e.g. for an NA - SOA in bullet format only, Citation in all Caps and not longer than 1250 total characters. (Other award 'styles', etc. are listed in the Air Station Order.)
7. When you use an acronym for the first time in the SOA, explain it - e.g.- Marine Corps Air Station (MCAS). Do **NOT** use acronyms in the Citation. Do not put things in the Citation that aren't in the SOA. Use hard (quantifiable) numbers in the SOA and Citation, not "numerous" or "approximately" or "several". Use complete dates in the SOA (mo, day, yr) when possible. Use only mo/yr in the Citation.
8. Remember - you are very limited on space and there is a standard opening and closing statement for the Citation. There is even a standard retirement statement to be used in personal awards. This only allows for two or three things of significance to be mentioned in the Citation (that you have already covered in detail in the SOA).
9. Please, take a minute to think about what you want to say. Write the Citation as you would want your own award to read. Before you submit the recommendation up the chain, read the Citation aloud to someone else. It's usually a good barometer of how it will be received by most others.