



UNITED STATES MARINE CORPS  
11th Marines  
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CAMP PENDLETON, CALIFORNIA 92055-5503

IN REPLY REFER TO:  
RegO 1650.1C  
CO

NOV 03 2020

REGIMENTAL ORDER 1650.1C

From: Commanding Officer  
To: Distribution List

Subj: PERSONAL AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1J  
(b) SECNAVINST M-1650.1  
(c) SECNAVISNT M-5216.5  
(d) MCO 1650.19J W/CH1  
(e) DivO 4400.27G  
(f) MCO 7042.6C  
(g) MARFORPACO 1650.4J  
(h) IMEFO 1650.1K  
(i) DivO 1650.15S  
(j) MARADMIN 065/20

Encl: (1) Definitions  
(2) General Instructions  
(3) Standard Citation Lines for Awards and guidelines  
(4) Summary of Action Guidelines  
(5) Command Coin Matrix

1. Situation. This Order establishes policies and procedures for the administration of the 11th Marines Personal Awards Program.

2. Cancellation. RegO 1650.1B

3. Mission. To establish policy and procedures enabling timely and accurate submissions of award recommendations within 11th Marines.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. It is my intent to ensure the 11th Marines Personal Awards Program supports commanders' efforts to **promptly** and appropriately recognize Marines and Sailors who demonstrate exceptional valor, heroism, or meritorious service that clearly merits recognition while with 11th Marine Regiment.

(2) Concept of Operations. The references and enclosures provide ample guidance for the preparation and submission of personal award recommendations. Commanders will ensure adherence to published guidance and the administrative instructions in this Order when preparing and forwarding award recommendations for Marines and sailors in the 11th Marines. The Regimental Adjutant will process the appropriate award recommendations expeditiously and in accordance with the procedures in this Order.

b. Coordinating Instructions

(1) Commanders will ensure their Officers and Staff are trained to recognize noteworthy performance of duty by personnel under their command. After receiving training, officers and staff will ensure subordinate personnel receive timely and appropriate recognition.

(2) Award originators at both the Headquarters Battery and Battalion level will have their respective S-1 shops review the awards in the Marine Corps automated improved Awards Processing System (iAPS) before forwarding it to the Regimental level for processing. Timely submission of personal awards is a necessity, especially those to be awarded in a timely manner. Marines and Sailors of 11th Marines will be recognized and receive their awards while with 11th Marines, prior to departing this command. Timely action on all awards will be conducted as follows:

(a) Impact awards, as defined in enclosure (1), will be submitted by the originator into iAPS within one week of the date of action for approval by the appropriate level.

(b) All other awards will be submitted via the following timelines to the appropriate levels

1. Navy and Marine Corps Achievement Medal (NA). O5 Level approval. Must be submitted by the Originator or endorsing unit to the Awarding Authority's Unit Awards Administrator at least 30 days prior to the planned presentation date.

2. Navy and Marine Corps Commendation Medals (NC). O6 Level approval. Must be submitted by the Originator or endorsing unit to the Awarding Authority's Unit Awards Administrator at least 60 days prior to the planned presentation date.

3. Meritorious Service Medals (MM)/with Remote. O7 Level approval. Must be submitted by the Originator or endorsing unit to the Awarding Authority's Unit Awards Administrator at least 90 days prior to the planned presentation date.

4. Legions of Merit/Bronze Star and above. Must be submitted by the Originator or endorsing unit to the Awarding Authority's Unit Awards Administrator at least 120 days prior to the planned presentation date.

(c) Additional procedural clarification is provided in enclosure (2).

(3) Unit Coins. Per reference (f), when used exclusively as awards for significant accomplishments, unit coins may be purchased with locally available appropriated funds. Coins purchased with appropriated funds may not contain the name of any individual commander. Commands may only purchase enough coins to meet the need of the command for each fiscal year. Unit Coins or other items for use as morale boosters, motivational tools, or mementos for VIPs, may not be purchased with Marine Corps funds. Appropriated funds are not to be used for purchasing personal gifts of any kind without specific statutory authority.

(a) Unit coins will be purchased in accordance with reference (f).

(b) Per reference (g), Unit Coins will be presented by Commanders on a case-by-case basis for significant accomplishments by personnel within their respective commands and the Regiment. A logbook annotating the monthly inventory and recipients of the coins must be maintained. Enclosure (5) provides the Regimental coin matrix of categories for which Marines, Sailors, and other personnel will typically receive coins.

## 5. Administration and Logistics

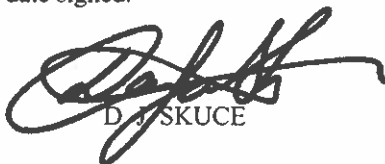
a. Administration. Awards will be prepared and forwarded to the appropriate awarding authority using iAPS. Instructions can be found in enclosure (2). As per references (a), (b), and (d) Unit Commanders are tasked with ensuring that noteworthy performance of duty by personnel under their command receive timely and appropriate recognition and that suitable notations are entered in the official records of the individuals concerned. Originators of award recommendations are to fully review the references to ensure eligibility criteria and administrative requirements are met for recommended awards.

b. Logistics. None

6. Command and Signal

a. Command. This Order is applicable to personnel under the cognizance of the 11th Marines.

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



D. SKUCE

Distribution List: A

## DEFINITIONS

1. Impact Awards. Impact awards are authorized for performance above and beyond what is normally expected over a period of short duration, generally one to six months but not to exceed 12 months. They also may recognize a one-time occurrence. Impact awards may not support an end of tour award. The Summary of Action and the citation issued for a period of meritorious service will not mention a specific achievement that has been the subject of an award presented during the period of meritorious service. Per reference (b) impact awards must be originated within 45 days of the meritorious actions. For all impact awards within 11th Marines, they will be inputted in iAPS within one week of the date of action for approval.

2. Meritorious Service Awards. Meritorious service awards are awarded for sustained superior service distinct from normal performance of assigned duties. Meritorious service awards will normally be forwarded at the end of the individual's tour with 11th Marines. Caution must be exercised to avoid recommendations based solely on grade and/or billet. The basis of any recommendation must be the superior quality of service rendered.

3. Retirement Awards. Retirement or transfer to the Fleet Marine Corps Reserve is a significant milestone to consider when an individual's recent performance is evaluated per established awards criteria. In making judgments regarding the appropriate level of recognition, the magnitude of the achievement or service and the level of responsibility are pertinent factors that must be considered. There are no provisions in the awards system for personal decorations based solely on accumulated years of service or rank. However, properly supported award recommendations that coincide with the retirement of Marines and Sailors of 11th Marines generally receive favorable consideration. The proposed citation must focus on the present tour of duty, although reference to combat history and total years of service is required.

4. Types of Awards. Decorations, medals, and awards, as referred to herein, are those official decorations, medals, and awards listed in reference (a).

a. Letter of Continuity (LoC). Upon reassignment of an individual within 11th Marines (or any subordinate unit thereof) or upon change of reporting senior, a Marine's reporting senior may, if he or she considers the individual's performance to be noteworthy, forward a LoC outlining the individual's performance of duty. This letter may be the basis for an award recommendation upon the member's detachment from 11th Marines and should be maintained on file with the respective S-1/Adjutant and the Marine's new reporting senior.

b. Certificate of Commendation (CC). A CC is a form of recognition for exceptional performance of duty when an individual has distinguished himself/herself among those performing similar service but not to the extent to warrant a personal award. A CG's CC may be issued by the CG, 1st Marine Division. A Commanding Officer's (CO) CC may be issued by any CO with the authority to approve the Navy and Marine Corps Achievement Medal. The awarding command must ensure the awardee's CC is entered into the awardee's Official Military Personnel File (OMPF) and in Marine Corps Total Force System (MCTFS).

c. Certificate of Appreciation (CoA). A CoA is a form of recognition for individuals who receive an honorable separation from active duty. The awarding command must ensure the awardee's CoA is entered into the awardee's OMPF and in MCTFS.

d. Meritorious Mast (MT). A MT is a form of recognition for enlisted personnel whose performance is considered noteworthy or commendable beyond the usual requirement of duty, or who demonstrates exceptional industry, judgment, or initiative. A MT is awarded by commanders using the Navy and Marine Corps Form (NAVMC) 10935 (1-00). The awarding command must ensure the awardee's MT is entered into the awardee's OMPF and in MCTFS.

e. Letter of Appreciation (LoA). An LoA is a form of recognition for noteworthy or commendable performance beyond the usual requirements of duty, normally issued to individuals not in the chain of command. Any Officer senior to the person whose performance is considered noteworthy or commendable may issue a LoA.

f. Commendatory Correspondence. Commendatory correspondence is correspondence from any source recognizing an individual's commendable acts or service.

## 5. Eligible Personnel

### a. United States Marine Corps and Navy personnel

(1) Any service member serving in a capacity with the United States Marine Corps and United States Navy, defined as active duty and reserve Marines and Sailors.

(2) Anyone who meets the eligibility criteria for an award may be recommended for such an award by any commissioned officer senior to the individual recommended.

b. Sister Services Personnel. Recommendations for Naval decorations to Army, Air Force, and Coast Guard personnel will be submitted to the Secretary of the Navy (SecNav) via the chain of command, per reference (a).

### c. Personal Awards for Foreign Military Personnel

(1) It is Department of Defense (DoD) policy to recognize individual acts of heroism, extraordinary achievement, or meritorious achievement on the part of service members of friendly foreign nations when such acts have been of significant benefit to the United States or materially contributed to the successful prosecution of a military campaign by the Armed Forces of the United States per reference (a).

(2) Department of the Navy (DoN) Awards. The SecNav or his designee, may award the following DoN decorations to foreign military personnel, in grades comparable to O-6 and below at the time the act was performed, and at the time the decoration is presented. These decorations may not be awarded to foreign General or Flag Officers without the approval of the Secretary of Defense. Delegated authority to award DoN personal awards to foreign military personnel is always in writing and is not commensurate with a Commander's delegated awarding authority for awards to U.S. personnel per reference (a).

(a) For heroic acts in actual combat in direct support of operations: Silver Star Medal, Distinguished Flying Cross, Bronze Star Medal, or Air Medal. The Bronze Star Medal may also be awarded for meritorious service in direct support of combat operations.

(b) The Legion of Merit may be awarded to personnel assigned under U.S. commands for exceptionally meritorious conduct in performing outstanding service.

(c) The Navy and Marine Corps Medal may be awarded for heroic acts in direct support of operations not involving actual combat.

(d) As authorized by reference (k), commencing 1 June 1962, the Meritorious Service Medal, Navy and Marine Corps Commendation Medal, and Navy and Marine Corps Achievement Medal may be awarded to members of the armed forces of friendly foreign nations, who distinguish themselves by extraordinary achievement or meritorious service that has been of mutual benefit to a friendly nation and the United States.

6. Late Awards. Timely action is defined as any award processed outside the below timelines: All valor award recommendations, to either approve the award or forward via the chain of command to the appropriate awarding authority must occur within 10 days of receipt. All non-combat or meritorious service/impact recommendations must be processed and endorsed/forwarded, approved, or returned to the previous command level within 45 days unless reasonable justification for a delay is provided and attached to the iAPS record or entered as a comment. Longer processing times are acceptable if an award is approved prior to the transfer/retirement date where the command approves the award prior to the member's departure.

7. Expedited Awards. Awards routed to the awarding authority not in compliance with specified timelines due to unforeseen circumstances or situations. These circumstances include situations such as unexpected or short notice orders on personnel leaving the command. Other conditions that could not be reasonably predicted by the originator will be considered on a case by case basis at the awarding authority. Per enclosure (5), any units submitting awards requiring a signature higher than the O6 level will submit a request to expedite award letter and forward the request to the regimental S-1 giving a detailed explanation of circumstances of the request. This request will then be

forwarded, with the award, to 1st Marine Division G-1 OMB 1mardiv\_g1\_adj@usmc.mil. All expedited awards will be validated by the Assistant Chief of Staff (AC/S) G-1 and or the Chief of Staff (CoS).

## GENERAL INSTRUCTIONS

1. Personal Award. Recommendations will be submitted per the current edition of the references and this order. Recommendations for unit awards will be prepared per references (a) and (b).

2. Establishing Procedures. COs under administrative control of the CG, 1st Marine Division will establish procedures for processing recommendations for decorations, medals, and awards. The CO should carefully review each submission and recommend an award commensurate with responsibility/level of excellence, as well as ensure prudent and judicious use of the awards system.

a. All Navy and Marine Corps Achievement Medal and Navy and Marine Corps Commendation Medal for principle staff and Regiment Headquarters Battery (HQBtry) will be routed to Regiment S-1 for processing and O6 Level approval. All Meritorious Service Medal and higher –level awards for Regiment Headquarters, HQBtry personnel, and Subordinate Battalions will be routed to Regiment S-1 for processing for O6 level endorsement with follow on routing to Division G-1 for CG signature.

b. Each level of the chain of command has no more than 10 days upon receiving a valor award on iAPS to process and forward to higher headquarters.

3. iAPS Originators. Recommendations for personal awards may be initiated by any commissioned officer who is senior to the individual being recommended; however, the award must be routed via the appropriate chain of command.

a. End of tour or retirement award recommendations will be routed through the parent command for endorsement. Per reference (b) and (c), Retirement/Transfer awards are to arrive at the final awarding authority at a minimum of 60 days prior to desired presentation date desired, 90 days prior during the summer months, or 90 days prior for any award that requires approval or endorsement by the Secretary of the Navy.

b. Generally, only one award per tour within the division will be awarded based on a standard tour length of three years. This excludes impact awards which are for a specific achievement or deployment. Letters of continuity are encouraged for deserving personnel who transfer within the Division.

c. The originator of an award recommendation will ensure it is well written, fully justified and consistent with the criteria established in references and this order. Additionally, proposed citations will be consistent with the information contained in the Summary of Action, with no new achievements introduced.

d. Timely presentation of approved decorations at an appropriate ceremony is expected.

## 4. Administrative Instructions

a. Prior to submitting an award recommendation, the award originator must register with their respective unit via the online awards website <http://www.manpower.usmc.mil/iaps>, and follow the “Registration” procedures described. Marines interested in checking the status of awards or browsing the website do not need to register.

b. Prepare recommendations per references (a), (d), and this Order, using the online awards program HQMC iAPS, proposed citation, and SOA format. Forward the recommendation to the appropriate approval authority via the operational chain of command. Subordinate unit personnel should forward endorsed recommendations in iAPS for CO, 11th Marines, action to 11TH MARINE REGT 1ST MARDIV (R/U) M11300. In the event that more than one individual is recommended for the same action, the recommendation is to be written in the senior member’s name. Additional personnel must be listed in the roster available in iAPS. Personal achievements of all personnel are to be noted individually in the SOA.

c. Recommended personal award citation format defaults are set in the iAPS and cannot be adjusted by the award originator.

d. COs will order and stock appropriate award supplies per reference (d).



e. COs will ensure record copies of approved awards are maintained and all awards are endorsed as appropriate.

f. Approved awards will be forwarded electronically to HQMC/MMMA (MCC 010) for inclusion in the Marine's OMPF within 10 working days after the summary of action end date or date of presentation (whichever is later).

g. Unit Awards Administrators will review all awards submitted to verify the correct awarding authority address is annotated on the award information page, and Summaries of Action and citations are free of spelling and grammatical errors. They will also ensure citations and Summaries of Action have correct beginning and end sentences per this order, retirement awards have correct sentencing prior to the ending sentence. Awards Administrators will also manage the awards boards, making sure they are conducted on all awards. Expedited awards or on the spot awards will be boarded via the division paper routed voting sheet. All awards will be tracked in iAPS and in an awards tracking log maintained by the Division G-1 Adjutant section. Unit Awards Administrators will manage iAPS permissions for the unit and verify correct permissions are assigned monthly.

#### 5. Managing permissions for other Personnel within the Unit

(a) Managing permissions in iAPS is an ongoing responsibility of the Unit Awards Administrator. Unit Awards Administrators are key to the successful and timely processing of awards and are therefore expected to log into iAPS daily to process permission requests and manage user accounts for the personnel within their unit.

(b) The approval and delegation of iAPS permissions will be reviewed monthly by the Unit Awards Administrator to ensure the proper permissions are granted and any pending requests are seen to within 30 days and removing permissions from personnel who depart the command within 30 days.

(c) All officers in the unit will automatically have originator permissions in iAPS but must request additional permissions, such as endorser, reviewer or approval authority through their respective Unit Awards Administrators. Civilian supervisors who are Reporting Seniors for fitness reporting can request originator, endorser, and reviewer permissions from their respective Unit Awards Administrators. Unit Award Administrators can manage permissions or process new requests by clicking on the Manage Users tab located in the top of the iAPS screen. Once there, the Unit Awards Administrator will see a roster of all iAPS users registered within their local unit. Administrators can click on each name to view the detailed permissions of the account and make modifications. Once the modifications are made the changes can be saved in iAPS by clicking on the approve button located in the bottom of the screen.

#### 6. Awarding Authority

a. Awarding authorities may take one of the following actions:

(1) Approve the award.

(2) Approve a lower award (downgrade the award).

(3) Disapprove the award (ZZ).

(4) Recommend/Approve a higher award, if empowered to do so, or recommend a higher award to the appropriate awarding authority.

(5) Return the recommendation for further clarification or justification.

b. The awarding authorities for the below listed awards are as follows:

(1) Bronze Star Medal (BS). Awarded by the Commander U.S. Marine Corps Forces Central Command (COMUSMARCENT) and Commander U.S. Marine Corps Forces Special Operations Command (COMUSMARSOC).

(2) Bronze Star Medal With V Device (BV). Awarded by the Commander U.S. Marine Corps Forces Central Command (COMUSMARCENT) and Commander U.S. Marine Corps Forces Special Operations Command (COMUSMARSOC).



- (3) Purple Heart (PH). Awarded by the Commander U.S. Marine Corps Forces Central Command (COMUSMARCENT) and Commander U.S. Marine Corps Forces Special Operations Command (COMUSMARSOC).
- (4) Air Medal Individual Action (AF). Awarded by the Commander U.S. Marine Corps Forces Central Command (COMUSMARCENT) and Commander U.S. Marine Corps Forces Special Operations Command (COMUSMARSOC).
- (5) Air Medal Individual Action With V Device (AH). Awarded by the Commander U.S. Marine Corps Forces Central Command (COMUSMARCENT) and Commander U.S. Marine Corps Forces Special Operations Command (COMUSMARSOC).
- (6) Air Medal Individual Action With C Device (A1). Awarded by the Commander U.S. Marine Corps Forces Central Command (COMUSMARCENT) and Commander U.S. Marine Corps Forces Special Operations Command (COMUSMARSOC).
- (7) Air Medal Strike Flight (AS). Awarded by the Commander U.S. Marine Corps Forces Central Command (COMUSMARCENT) and Commander U.S. Marine Corps Forces Special Operations Command (COMUSMARSOC).
- (8) Navy and Marine Corps Commendation Medal with V Device (CV). Awarded by the Commander U.S. Marine Corps Forces Central Command (COMUSMARCENT) and Commander U.S. Marine Corps Forces Special Operations Command (COMUSMARSOC).
- (9) Navy and Marine Corps Commendation Medal with C Device (C1). Awarded by the Commander U.S. Marine Corps Forces Central Command (COMUSMARCENT) and Commander U.S. Marine Corps Forces Special Operations Command (COMUSMARSOC).
- (10) Navy and Marine Corps Achievement Medal with C Device (N1). Awarded by the Commander U.S. Marine Corps Forces Central Command (COMUSMARCENT) and Commander U.S. Marine Corps Forces Special Operations Command (COMUSMARSOC).
- (11) Combat Action Ribbons. Awarded by the Commander U.S. Marine Corps Forces Central Command (COMUSMARCENT) and Commander U.S. Marine Corps Forces Special Operations Command (COMUSMARSOC).
- (12) Legion of Merit (LM)/with Remote. Awarded by the Commandant of the Marine Corps (CMC) or the Secretary of the Navy. Retirement LMs are awarded by the Commander, U.S. Marine Forces, Pacific (MARFORPAC).
- (13) Bronze Star Medal (BSM). Awarded by the Commander, U.S. Marine Corps Forces Central Command (COMUSMARCENT).
- (14) Meritorious Service Medal (MM)/with Remote. Awarded by the CG, 1st Marine Division.
- (15) Navy and Marine Corps Commendation Medal (NC)/with Remote. Awarding authority is sub-delegated to commanders in the grade of Colonel (O-6) listed on the Colonel Command slate, to include those frocked. Independent battalions may submit to CG, 1st Marine Division as the awarding authority.
- (16) Navy and Marine Corps Achievement Medal (NC)/with Remote. Awarded by the CG, 1st Marine Division and Regimental/Battalion Commanders (O-5 and above), to include those frocked.
- (17) Military Outstanding Volunteer Service Medal (OVSM). Awarded by O-5 CO's, O-6 Colonels, at the regimental and battalion levels.

(18) Certificate of Commendation (CC). Awarded by the CG, 1st Marine Division and Regimental/Battalion Commanders. CC's must be submitted in letter format with a proposed citation as an enclosure. On page 4, enclosure (5) and enclosure (6) provides an example of such a request. The proposed citation should be no more than 10 1/2 lines in length (Courier New, font size 10).

c. Per the references, all award recommendations are to be routed to the awarding authority to whom has/had jurisdiction over the nominee at the time of the action or service. The award nomination is to be forwarded to the commander who has the authority to approve the level of the award recommended by the originator.

Note: per reference (b) and (d), the official with the award approval authority must be in the awardee's chain of command at the time of the distinguishing act, or the end of the meritorious service.

## 7. Timely Submission of Award Recommendations

a. In order to ensure the timely presentation of awards, recommendations for personal awards should be submitted to the 1st Marine Division Unit Awards Administrator in accordance with the following timelines:

(1) Navy and Marine Corps Achievement Medals (NA). Must be submitted by the Originator or endorsing unit to the Awarding Authority's Unit Awards Administrator at least 30 days prior to the planned presentation date.

(a) Navy and Marine Corps Achievement Medals (NA). Regiment HQBtry personnel will be routed to the HQBtry CO for endorsement followed by the Regiment S-1 for processing.

(b) Navy and Marine Corps Achievement Medals (NA). Subordinate battalions, the originator will route these awards to their Bn S-1s for O5 level approval.

(2) Navy and Marine Corps Commendation Medals (NC). Must be submitted by the Originator or endorsing unit to the Awarding Authority's Unit Awards Administrator at least 60 days prior to the planned presentation date.

(3) Meritorious Service Medals (MM)/with Remote. Must be submitted by the Originator or endorsing unit to the Awarding Authority's Unit Awards Administrator at least 90 days prior to the planned presentation date.

(4) Legions of Merit/Bronze Star and above. Must be submitted by the Originator or endorsing unit to the Awarding Authority's Unit Awards Administrator at least 120 days prior to the planned presentation date.

(5) Purple Heart. Must be submitted by the Originator or endorsing unit to the Awarding Authority's Unit Awards Administrator as soon as practical after the awarding action has occurred. Reference (a) and reference (k) give further guidance on Purple Heart submission timelines and criteria. Medical documentation relating to injuries sustained and two notarized eye witness statements corroborating the event are required with the submission. Note per reference (k), casualty reports need detailed and specific information to give substantiating documentation for Purple Heart award submissions.

(6) Air Medal. Air Medals may be awarded if criteria is met in reference (a). Must be submitted by the Originator or endorsing unit to the Awarding Authority's Unit Awards Administrator as soon as practical after the awarding action has occurred. Proper criteria for the award must be met and verified in accordance with reference (a).

(7) Late Awards. Late awards are unprofessional. Late awards will be processed expeditiously if extenuating circumstances exist and no guarantee will be made that the award will be signed prior to the requested presentation date. Comments from the command are required in the History and Comments section on iAPS for ALL awards not meeting the above timelines. Commands must use the "Notification to:" feature in iAPS to notify the chain of command of valor award recommendations.

b. Award Reclamas. Per reference (b) and after communications between command leaderships at the originating and awarding authority levels, reclamas may be submitted by providing new and relevant information that was not submitted in the original award submission. Reclamas must be submitted by the originating command or staff section to the Awarding Authority's Unit Awards Administrator within 90 days of the decision the command seeks to appeal. More guidance on reclama submissions may be found in reference (b).

STANDARD CITATION LINES FOR DIVISION AWARDS

<u>AWARD</u>	<u>OPENING SENTENCE</u>	<u>CLOSING SENTENCE</u>
MEDAL OF HONOR (MH) ****	"For conspicuous gallantry and intrepidity at the risk of his/her life above and beyond the call of duty..."	"By his/her undaunted courage, intrepid fighting spirit, and unwavering devotion to duty in the face of certain death, sergeant doe saved his/her comrades from further injury or possible death, thereby reflecting great credit upon himself/herself and upholding the highest traditions of the Marine Corps and The United States Naval Service."
NAVY CROSS (NX) ****	"For extraordinary heroism..."	"By his/her decisive actions, bold initiative, and complete dedication to duty, sergeant doe reflected great credit upon himself/herself and upheld the highest traditions of the Marine Corps and The United States Naval Service."
DISTINGUISHED SERVICE MEDAL (DM) ****	"For exceptionally meritorious service to the United States in a duty of great responsibility while serving under combat conditions as from [date] to [date] in support of Operation [NAMED OPERATION]."	"By his/her superior leadership, wise judgment, and deep devotion to duty, rear admiral doe reflected great credit upon himself/herself and upheld the highest traditions of the Marine Corps and The United States Naval Service."
SILVER STAR MEDAL (SS) ****	"For conspicuous gallantry and intrepidity in action..."	"By his/her bold initiative, undaunted courage, and complete dedication to duty, lance corporal doe reflected great credit upon himself/herself and upheld the highest traditions of the Marine Corps and The United States Naval Service."

<p>LEGION OF MERIT (LOM) ****</p>	<p>"For exceptionally meritorious conduct in the performance of outstanding service as..."</p>	<p>"(Rank, Name)'s dynamic direction, keen judgment and loyal devotion to duty reflected great credit upon himself, herself and upheld the highest traditions of The Marine Corps and The United States Naval Service."</p>
<p>DISTINGUISHED FLYING CROSS WITH COMBAT DISTINGUISHING DEVICE (DV) ****</p>	<p>"For heroism while participating in aerial flight on (date) as with (unit) in support of operation (NAMED OPERATION)..."</p>	<p>"By his/her superb airmanship, inspiring courage, and loyal devotion to duty in the face of hazardous flying conditions, (Rank, Name) reflected great credit upon himself/herself and upheld the highest traditions of The Marine Corps and The United States Naval Service."</p>
<p>DISTINGUISHED FLYING CROSS (DX) ****</p>	<p>"For extraordinary achievement while participating in aerial flight..."</p>	<p>"By his/her steadfast efforts, superb airmanship, and unexcelled dedication to duty in the face of hazardous flying conditions, (Rank, Name) reflected great credit upon himself/herself and upheld the highest traditions of The Marine Corps and The United States Naval Service."</p>
<p>NAVY AND MARINE CORPS MEDAL (NM)</p>	<p>"For Heroism..."</p>	<p>"By his/her courageous and prompt actions in the face of great personal risk, (Rank, 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"</p>

<p>BRONZE STAR MEDAL WITH COMBAT DISTINGUISHING DEVICE (BV) ****</p>	<p>"For heroic achievement in connection with combat operations against the enemy on [date], while serving as with [unit] in support of [NAMED OPERATION]."</p>	<p>"By his/her extraordinary guidance, zealous initiative, and total 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."</p>
<p>BRONZE STAR MEDAL (BSM) * ****</p>	<p>"For meritorious service/achievement** in connection with combat operations against the enemy (or operations involving conflict with an opposing foreign force)..."</p>	<p>"...(Rank Name)'S distinctive contributions, unrelenting perseverance, and steadfast 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"</p>
<p>MERITORIOUS SERVICE MEDAL (MM) ****</p>	<p>"For outstanding meritorious service/achievement** while serving as..."</p>	<p>"By his/her exceptional professional ability, steadfast initiative, and selfless dedication to duty,(Rank Name) reflected great credit upon herself/himself and upheld the highest traditions of the Marine Corps and the United States Naval Service."</p>
<p>RETIREMENT</p>	<p>"Navy and Marine Corps Commendation Medal will be ALL CAPS"  "Meritorious Service Medal and above will be Sentence case"</p>	<p>"(HIS/HER SUPERIOR PERFORMANCE OF DUTY DURING THIS TOUR IS THE HALLMARK OF A CAREER DEVOTED TO ACCOMPLISHING BROAD AND DIVERSE ASSIGNMENTS IN COMBAT AND PEACE, HIGHLIGHTING THE CULMINATION OF OVER (#) YEARS OF HONORABLE AND DEDICATED MARINE CORPS SERVICE.)"</p>
<p>NAVY AND MARINE CORPS COMMENDATION MEDAL (NC)</p>	<p>"MERITORIOUS SERVICE/ACHIEVEMENT** WHILE SERVING AS..."</p>	<p>"{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."</p>

NAVY AND MARINE CORPS COMMENDATION MEDAL WITH COMBAT DISTINGUISHING DEVICE (CV)	HEROIC ACHIEVEMENT WHILE SERVING AS WITH [UNIT] ON [DATE] IN SUPPORT OF OPERATION [NAMED OPERATION].	“{RANK NAME}'S INITIATIVE, PERSERVERANCE, 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.”
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NAVY AND MARINE CORPS ACHIEVEMENT MEDAL WITH COMBAT DISTINGUISHING DEVICE (NV)	“HEROIC ACHIEVEMENT AS...”	“{RANK NAME}'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL 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.”
NAVY AND MARINE CORPS ACHIEVEMENT MEDAL (NA)	“FOR PROFESSIONAL ACHIEVEMENT (OR HEROIC ACHIEVEMENT) IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS...”	“{RANK NAME}'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL 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.”
CERTIFICATE OF COMMENDATION (COC)	“EXEMPLARY PERFORMANCE WHILE SERVING AS....”	“{RANK NAME}'S OUTSTANDING MOTIVATION AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS.
CERTIFICATE OF APPRECIATION (COA)	“WHILE THE MARINE CORPS HAS BEEN YOUR OCCUPATION, FAMILY, AND LIFE FOR ONLY A....”	“BEST WISHES TO YOU FOR HAPPINESS AND SUCCESS IN THE FUTURE. SEMPER FIDELIS.”
AIR MEDAL (AF) ****	“For heroic achievement while participating in aerial flight on [date] while serving as with [unit] in support of Operation [NAMED OPERATION]. ....”	By his/her superior airmanship, perseverance and loyal devotion to duty in the face of hazardous flying conditions (rank name) reflected great credit upon himself/herself and upheld the highest traditions of the Marine Corps and The United States Naval Service.



\* = The Meritorious Service Medal is the counterpart to the Bronze Star Medal for recognition of meritorious non-combat service. Bronze Star is primarily an impact award. Eligibility requirements for BSM are listed in SECNAVINST on page 2-18.

\*\* = In the opening sentence, the word achievement will be used for an award action period of less than one year, and the word service will be used for an award action period of one year or more.

\*\*\* = This is the retirement line for all retirement awards, insert this line before the closing sentence. This retirement line will be used in any level of retirement award, such as LoM, BSM, MSM, NC, and NAM.

\*\*\*\* = Refer to reference (a) for natural caps or all caps requirements on award citations.

SUMMARY OF ACTION GUIDELINES1. Opening Paragraph

(Rank/full name) is enthusiastically recommended for the (level of award) for superior performance of duties while serving as (billet), (unit), 1st Marine Division, from (day/month/year) to (day/month/year). During this period, he/she is credited with the following significant accomplishments:

2. Closing Paragraph

(Rank Last Name)'s superior performance of duty reflected ("credit") ("great credit" for an MSM or higher) upon him/her, the Marine Corps and the United States Naval Service. He/she is enthusiastically recommended for the (specify level of award).

3. Additional Guidance

a. The SOA should be free of superlatives and opinions. Be detailed and provide quantifiable data. Narrative should speak of the awardee's accomplishments and what impact the accomplishments had on the unit/work section/mission. Navy and Marine Corps Achievement Medal and Navy and Marine Corps Commendation Medal paragraph can be bulletined to explain the Marine or Sailors accomplishments. However, Meritorious Service Medal, Legion of Merit or higher must be in paragraph format. When using abbreviations, upon the first abbreviations it must be spelled out, after it is spelled out, the originator can use the abbreviation.

b. Using the appropriate format paints a clearer picture of the awardee's accomplishments and displays the effort the originator took to relay to the awards board and the awarding authority that the Marine/Sailor is deserving of a personal award.

c. Be mindful of duplication. If the awardee received an impact award/deployment award during his/her division tour, ensure no accomplishments from that award are duplicated in the newly created award.

d. SOA for a Navy and Marine Corps Achievement Medal will be written in bullet format and should not be more than one page in length (One page is defined as one page when printed from iAPS).

e. SOA for a Navy and Marine Corps Commendation Medal will be written in bullet or paragraph format and should not be more than two pages in length (Two pages are defined as two pages when printed from iAPS).

f. SOA for a Meritorious Service Medal will be written in paragraph format and should not be more than three pages in length (Three pages are defined as three pages when printed from iAPS).

g. SOA for Legion of Merit will be written in paragraph format and should not be more than four pages in length (Four pages are defined as four pages when printed from iAPS).

h. All abbreviations must be defined prior to using them throughout the SOA to include rank (ie. SOA).

i. All numbers less than 10 must be spelled out and number greater than 10 will stay the same.

j. If the SOA includes an exercise or operation, ensure to capitalize the entire name.

k. SOA must be free of any special characters (ie. \$,%,&,etc.).

l. Combat Action Ribbon (CAR). Recommendation for submission of a CAR consist of the following guidelines: The SOA will be at least half a page in length. A detailed description of the event that transpired during (Deployment Name, Mission Name, Unit Name) on or about (Year/Month/Day). The submission will be routed to division with two eye witness statements and a Chronological Report in the attachment portion of iAPS. CAR will be submitted and formatted per reference (f).

4. Impact Awards (CG on the spot awards). On the spot awards SOA will be submitted via iAPS and format use the following example:

(Rank/full name) is enthusiastically recommended for the (level of award) for superior performance of duties while participating in (exercise), (billet), (unit), 1st Marine Division, from (day/month/year) to (day/month/year). During this period, he/she is credited with the following significant accomplishments:

On (Date) at approximately (time), (Unit) was (a detailed description of what the Marine or Sailor is being recognized.)

(Rank Last Name)'s superior performance of duty reflected ("credit") ("great credit" for an MSM or higher) upon him/her, the Marine Corps and the United States Naval Service. He/she is enthusiastically recommended for the (specify level of award).

Comments in iAPS are required for CG on the spot awards, to ensure proper processing of the award. Specific achievement period must be for the duration of the exercise or event that the CG is recognizing the Marine or Sailor.

UNIT COINS

1. Unit coins will be purchased in accordance with Division Order 4400.27G, Supply Standard Operating Procedures. Prior to purchasing coins units will accomplish the following steps:

- a. Source multiple quotes from vendors. Each quote must include pictures of both sides of the coin.
- b. Establish a unit awards program in writing and signed by the unit CO which details the criteria to be used in awarding coins. Each coin will be tracked in a logbook with the name of award for each recipient.
- c. Submit and receive approval on a request package sent through the chain of command to the 1st Marine Division, Commanding General (Attn: G-8). Requests must be signed by the unit CO.

<b>COMMAND COIN MATRIX</b>	
Marine/sailor of quarter:	16
Honor graduates/ gung ho from PME courses:	64
Notable service during regt training exercises:	30
Notable service during service level training exercise:	20
Recognized exceptional performance as part of formal inspection (LRE, FSMAO, CGIP):	50
Top Gun competitions:	50
Saint Barbara's field meet competitions:	20
CFST competition:	10
Significant accomplishment as deemed by the Commander	40
Total	300



UNITED STATES MARINE CORPS  
11TH MARINES  
BOX 55503  
CAMP PENDLETON, CALIFORNIA 92055-5503

RegO 1650  
CO  
22 Jul 18

REGIMENTAL ORDER 1650.1B

From: Commanding Officer  
To: Distribution List

Subj: DECORATIONS, MEDALS, AND AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H  
(b) MCO 1650.19J  
(c) MCO 7042.6C  
(d) SECNAVNOTE 1650 of 12 Apr 94  
(e) Divo 1650.15P

Encl: (1) Awards 101  
(2) Specific Award Guidance and Special Instructions (SPINS)  
(3) Letter of Continuity Guidance  
(4) Presentation of Awards  
(5) Awarding of Command Coins

1. Situation

a. This Order establishes policies and procedures for the administration of the 11th Marines Awards Program.

b. Cancellation. Regimental Order 1650.1A.

2. Mission. Commanders, Senior Enlisted, and reporting officers will prepare, review and submit award recommendations, in accordance with the references and this Order, for individuals under their charge whose performance of duty has been noteworthy.

3. Execution

a. Commander's Intent. This Order is to be utilized by all members of 11th Marines for the purpose of promptly and appropriately recognizing personnel who demonstrate meritorious service that clearly merits recognition.

b. Concept of Operations. The references and enclosures provide sufficient information for the preparation and submission of awards. Commanders will utilize the experience and expertise of assigned Senior Enlisted to ensure adherence to published guidance and administrative correctness. The 11th Marines leadership shall process awards expeditiously and in accordance with the spirit and intent of the listed references and this Order.

4. Administration and Logistics. Prepare award recommendations using the Marine Corps Improved Awards Processing System (iAPS). Questions or concerns regarding the appropriate type of award should be addressed to the 11th Marines Executive Officer or Sergeant Major prior to submission in iAPS. Award originators and reviewers are encouraged to familiarize themselves with the references and enclosures to ensure eligibility criteria and

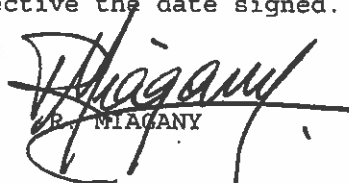


administrative requirements are met for the recommended award. Specifically, reference (e) will serve as the primary source document for all valor related awards.

5. Command and Signal

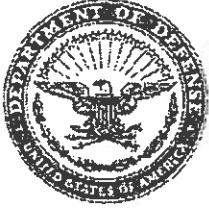
a. Command. This Order is applicable to all uniformed members of 11th Marines, including personnel attached from other major subordinate commands.

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



R. M. GANY

Distribution: A



UNITED STATES MARINE CORPS  
11TH MARINE REGIMENT  
BOX 55503  
CAMP PENDLETON, CALIFORNIA 92055-5503

IN REPLY REFER TO:  
RegO 1650.1  
CO  
14 APR 2016

REGIMENTAL ORDER 1650.1

From: Commanding Officer  
To: Distribution List

Subj: PERSONAL AWARDS PROGRAM

Ref: (a) DoD Manual 1348.33, Volume 2  
(b) SECNAVINST 1650.1H  
(c) MCO 1650.19J W/CH 1  
(d) DivO 1650.15N

Encl: (1) Definitions  
(2) General Instructions

1. Situation. This Order establishes policies and procedures for the administration of the 11th Marine Regiment Personal Awards Program.

2. Cancellation. COMMANDING OFFICER'S POLICY LETTER 3-07

3. Mission. Commanders and reporting officials will prepare and forward accurate, timely award recommendations, per the guidance in the references and this Order for personnel under their charge who perform heroic acts or whose performance of duty has been noteworthy.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. It is my intention to ensure the 11th Marine Regiment Personal Awards Program supports commander's efforts to promptly and appropriately recognize Marines and sailors who demonstrate exceptional valor, heroism, or meritorious service that clearly merits recognition.

(2) Concept of Operations. The references and enclosures provide ample guidance for the preparation and submission of personal award recommendations. Commanders and senior officers shall ensure adherence to published guidance and the administrative instructions in this Order when preparing and forwarding award recommendations for Marines and sailors in the 11th Marine Regiment. The Regimental Adjutant shall process award recommendations expeditiously and in accordance with the procedures in this Order.

5. Administration and Logistics

a. Administration. Prepare award recommendations using the Marine Corps automated improved Awards Processing System (iAPS). Instructions are in enclosure (2). Reference (b) tasks commanders with ensuring that noteworthy performance of duty by personnel under their command receive timely and appropriate recognition and that suitable notations are entered in the official records of the individuals concerned. Originators of award

Subj: PERSONAL AWARDS PROGRAM

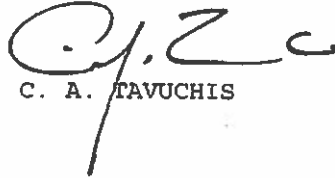
recommendations should review the references to ensure eligibility criteria and administrative requirements are met for recommended awards.

b. Logistics. Omitted.

6. Command and Signal

a. Command. This Order is applicable to all battalions and activities under the cognizance of the 11th Marine Regiment.

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

  
C. A. TAVUCHIS

Distribution List: A

## DEFINITIONS

### 1. Meritorious Service Awards

a. Meritorious service awards are awarded for sustained superior service distinct from normal performance, proficiency and conduct marks and fitness reports during their assigned duties. In making judgments regarding the level of special recognition, the magnitude of the achievement or service and the level of responsibility of the Marine are pertinent factors that must be considered. Personal decorations should be limited to those cases in which the performance of duty was so exceptionally superior that its significance and contribution to the Marine Corps are clearly recognized by superiors and contemporaries alike. Meritorious service awards should be submitted to the awarding authority per the timelines outlined in enclosure (2) to allow for the award to be given during an award ceremony before the service member's transfer date. Meritorious service awards will normally be forwarded at the end of the individual's end of tour. Recommendations shall not be based solely on grade or billet. The basis of any recommendation must be the superior quality of service rendered.

#### b. Awarding Criteria Guide:

(1) Imaginative improvements in organization or procedures that provide for more effective administration and operations.

(2) Development of programs, techniques, or equipment that materially improves the functionality or ability to accomplish the mission of 11th Marine Regiment (11THMAR REGT).

(3) Superlative performance of tasks or management of an area of responsibility that materially improves the administrative procedures of 11th Marine Regiment.

(4) Superlative performance of a specific act, project, or mission which was outstanding in character and made a major contribution to the best interests of 11THMAR REGT. Superior creative work would merit a higher recommendation than administrative work.

### 2. Superior Achievement Awards

a. Superior achievement awards ("impact" awards) are authorized for performance above and beyond that normally expected over a period of short duration, generally 1 to 12 months. They also may recognize a one-time achievement or event. The Combat Distinguishing Device ("V") is authorized for wear if the award is for acts or service involving direct participation in combat operations. Eligibility for the "V" shall be based solely on acts or service by individuals who are exposed to personal hazard due to direct hostile actions, and not upon the geographical area in which the acts or services are performed. Each case must be judged on its own merits.

b. Duplication of Awards. Only one award will be made for the same act, achievement, or period of meritorious service. A meritorious service award covering a longer period of service will not be considered duplication if an "impact" award was already presented during the period. The "impact" award may not support the meritorious service award; neither the Summary of Action nor the citation shall mention the specific achievements from the "impact" award. However, a copy of the "impact" award citation must be included in the award submission package for the longer period of meritorious service.

3. Retirement Awards. Retirement or transfer to the Fleet Marine Corps Reserve is a significant milestone to consider when an individual's recent performance is evaluated per established awards criteria. In making judgments regarding the appropriate level of recognition, the magnitude of the achievement or service and the level of responsibility are pertinent factors that must be considered. There are no provisions in the awards system for personal decorations based solely on accumulated years of service or rank. However, properly supported award recommendations that coincide with the retirement of Marines and sailors generally receive favorable consideration. Retirement awards should be submitted to the Marine or Sailor's parent command. The proposed citation must focus on the present tour of duty, although reference to combat history and total years of service is required.

4. Types of Awards. Decorations, medals, and awards, as referred to herein, are those official decorations, medals, and awards listed in reference (b).

a. Bronze Star Medal (BSM). Specific criteria are listed in reference (b), page 2-26. The following is provided as it currently applies to 11th Marine Regiment.

(1) While serving with friendly forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(2) Receipt of Imminent Danger Pay during time of service or action.

(3) Acts or services must be performed in a manner significantly above than normally expected and sufficient to distinguish the individual above those performing similar acts or services.

b. Meritorious Service Medal (MSM). Awarded to those who distinguish themselves by outstanding meritorious achievement or service to the United States. The Meritorious Service Medal is the counterpart of the Bronze Star Medal for the recognition of meritorious non-combat service. Acts or services must be performed in a manner significantly above that normally expected and sufficient to distinguish the individual above those performing similar acts or services.

c. Navy and Marine Corps Commendation Medal (NMCCM)

(1) To merit this award, the acts or services must be accomplished or performed in a manner above that normally expected and sufficient to distinguish the individual above those performing similar services.

(2) The performance should be well above that usually expected of an individual commensurate with his or her grade or rate and above the degree of excellence that can be appropriately reflected in the individual's fitness report, performance evaluation, or personnel record.

d. Navy and Marine Corps Achievement Medal (NMCAM). Based on sustained performance or specific achievement of a superlative nature, and shall be of such merit as to warrant more tangible recognition than is possible by a fitness report or performance evaluation.

(1) Professional Achievement: Clearly exceed that which is normally required or expected, considering the individual's grade or rate, training, and experience.

(2) Leadership Achievement: Noteworthy, sustained (demonstrating a

high state of development), and effort of the individual toward accomplishment of the unit mission.

5. Commendatory Correspondence. Commendatory correspondence is correspondence from any source recognizing an individual's commendable acts or service.

a. Certificate of Commendation (COFC). A COFC is a form of recognition for exceptional performance of duty when an individual has distinguished himself or herself among those performing similar service but not to the extent to warrant a decoration. A Commanding Officer's (CO) COFC may be issued by any commanding officer with the authority to approve the Navy and Marine Corps Achievement Medal (NMCAM). The awarding command must ensure the awardee's COFC is entered into the awardee's Official Military Personnel File (OMPF) and into the Marine Corps Total Force System (MCTFS).

b. Meritorious Mast (MM). A MM is a form of recognition for enlisted personnel whose performance is considered noteworthy or commendable beyond the usual requirement of duty, or who demonstrates exceptional industry, judgment, or initiative. A MM is conducted by commanders, using the Navy and Marine Corps Form (NAVMC) 10935 (5-73). The awarding command must ensure the awardee's MM is entered into the awardee's OMPF and in MCTFS.

c. Letter of Appreciation (LOA)

(1) An LOA is a form of recognition for noteworthy or commendable performance beyond the usual requirements of duty, normally issued to individuals not in the chain of command. Any officer senior to the person whose performance is considered noteworthy or commendable may issue an LOA. An LOA that recognizes individuals external to the 11th Marine Regiment will be signed by the Commanding Officer, 11th Marine Regiment (or his designated representative).

(2) Subordinate commanders may deliver an LOA to personnel internal to 11th Marine Regiment, or may submit a proposed LOA for the CO's signature, if deemed appropriate. The awarding command must ensure the awardee's LOA is entered into the awardee's OMPF and in MCTFS.

6. Letter of Continuity. Upon detachment of an individual from 11th Marine Regiment (or any subordinate unit thereof) or upon change of reporting senior, an individual's reporting senior may, if he or she considers the individual's performance to be noteworthy, forward a Letter of Continuity outlining the individual's performance of duty. This letter may be the basis for an award recommendation upon the member's detachment and should be maintained on file with the new reporting senior.

7. Eligible Personnel

a. U.S. Marine Corps, Army and Navy personnel

(1) Any service member serving in a capacity with the U.S. Marine Corps, U.S. Army, and U.S. Navy, defined as active duty and reserve Marines and Sailors.

(2) Anyone who meets the eligibility criteria for an award may be recommended for such an award by any commissioned officer senior to the individual recommended.

b. Other United States Armed Services Personnel. A recommendation for a non-combat award to personnel in the United States Armed Forces other than



the Navy or the Marine Corps shall be made to the officer in his or her chain of command with approval authority of the equivalent award in that service. Otherwise, for combat awards, recommendations for naval decorations to Army, Air Force, and Coast Guard personnel will be submitted to the Commandant of the Marine Corps (CMC) or the Secretary of the Navy (SecNav) via the chain of command, per references (a) and (b).

c. Personal Awards for Foreign Military Personnel

(1) It is Department of Defense (DoD) policy to recognize individual acts of heroism, extraordinary achievement, or meritorious achievement on the part of Service members of friendly foreign nations when such acts have been of significant benefit to the United States or materially contributed to the successful prosecution of a military campaign by the Armed Forces of the United States per references (a), (b), and (c).

(2) Department of the Navy (DoN) Awards. The SecNav or his designee, may award the following DoN decorations to foreign military personnel, in grades comparable to O-6 and below at the time the act was performed, and at the time the decoration is presented. These decorations may not be awarded to foreign General or Flag Officers without the approval of the Secretary of Defense. Note: Delegated authority to award DoN personal awards to foreign military personnel is always in writing and is not commensurate with a Commander's delegated awarding authority for awards to U.S. personnel per references (a) and (b).

(3) As authorized by E.O. 11448, commencing 1 June 1962, the Meritorious Service Medal, Navy and Marine Corps Commendation Medal, and Navy and Marine Corps Achievement Medal may be awarded to members of the armed forces of friendly foreign nations, who distinguish themselves by extraordinary achievement or meritorious service that has been of mutual benefit to a friendly nation and the United States.

## GENERAL INSTRUCTIONS

1. Personal award recommendations will be submitted per the current edition of the references and this Order.
2. Subordinate Commands under the cognizance of the Commanding Officer, 11th Marine Regiment will establish procedures for processing recommendations for decorations, medals, and awards. Subordinate Commanders have the authority to deviate accordingly for all awards they have the authority to approve. The Commanding Officers should carefully review each submission and recommend an award commensurate with the responsibility and level of excellence of the individual, as well as ensure prudent and judicious use of the awards system.
3. Recommendations for personal awards may be initiated by any commissioned officer who is senior to the individual being recommended; however, the award must be routed via the appropriate chain of command.
  - a. Unit leaders are encouraged to submit Letters of Continuity on Marines and sailors detaching from 11th Marine Regiment when the level of achievement or service merits an award, but due to personnel transfers, it would be inappropriate for leadership to submit a recommendation at that time tours within 1STMAR DIV.
  - b. Tour or retirement award recommendations for 11th Marine Regiment members will be routed through the parent command for endorsement.
  - c. Recommendations for the award of a military decoration or medal for a specific achievement, sufficiently distinct from normally assigned duties and of sufficient merit to warrant recognition should be submitted for consideration prior to the individual's detachment from the 11th Marine Regiment.
4. The originator of an award recommendation will ensure it is well written, fully justified, and consistent with the criteria established in references and this Order. Additionally, proposed citations will be consistent with the information contained in the summary of action (SOA), with no unmentioned achievements introduced.
5. Timely presentation of approved decorations at an appropriate ceremony is essential.
6. Administrative Instructions
  - a. Prior to submitting an award recommendation, the award originator must register with HQMC via the online awards website <http://www.manpower.usmc.mil/iaps>, and follow the "Registration" procedures described. Marines interested in checking the status of awards or browsing the website do not need to register.
  - b. Prepare recommendations per references (a), (b), and this Order, using iAPS, the proposed citation, and the Summary of Action (SOA). Forward the recommendation to the appropriate approval authority via the operational chain of command. MSEs should forward endorsed recommendations in iAPS for the Commanding Officer's action to "11th Marine Regiment," Unit Identifier Code (UIC) M11300, and Reporting Unit Code (RUC) 11300. In the event that more than one individual is recommended for the same action, the recommendation is to be written in the senior member's name. Additional personnel must be listed in the roster available in iAPS. Personal achievements of all personnel are to be noted individually in the SOA.

c. Units will order and stock appropriate award supplies per reference (c).

d. Units will ensure copies of approved awards are maintained.

e. Units will ensure that approved awards are forwarded electronically to HQMC/MMMA (MCC 010) for inclusion in the Marine's OMPF.

#### 7. Awarding Authority

a. Awarding authorities may take one of the following actions:

(1) Approve the award,

(2) Approve a lower award,

(3) Disapprove the award,

(4) Approve a higher award, if empowered to do so, or recommend a higher award to the appropriate awarding authority, or

(5) Return the recommendation for further clarification or justification.

b. The awarding authorities for the below listed awards are as follows:

(1) Legion of Merit (LM). Awarded by the CMC. Retirement LMs are awarded by the Commander, Marine Forces Pacific (MARFORPAC).

(2) Bronze Star Medal (BSM). Awarded by the Commander, MARFORPAC.

(3) Meritorious Service Medal (MSM). Awarded by the Commanding General 1st Marine Division (1STMARDIV).

(4) Navy and Marine Corps Commendation Medal (NMCCM). Awarded by the Commanding Officer, 11THMAR REGT.

(5) Navy and Marine Corps Achievement Medal (NMCAM). Awarded by Commanding Officers with Special Courts-Martial Convening Authority.

(6) Certificate of Commendation (COFC). Awarded by Commanding Officers with Special Courts-Martial Convening Authority.

#### 8. Timely Submission of Award Recommendations

a. In order to ensure the timely presentation of awards, recommendations for personal decorations should be submitted to the 11th Marine Regiment, Awards Administrator in accordance with the following guidelines:

(1) LM and above - 200 days prior to desired presentation.

(2) BSM - 135 days prior to desired presentation.

(3) MSM - 75 days prior to desired presentation.

(4) NMCCM - 30 days prior to desired presentation.

(5) NMCAM - 30 days prior to desired presentation.

