



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 1650.8H

ADJ

JUL 22 2019

AIR STATION ORDER 1650.8H

From: Commanding Officer
To: Distribution List

Subj: ADMINISTRATION OF AWARDS

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J
(c) MCO 12451.2C w/ Ch 2
(d) MARADMIN 461/00
(e) MCIEASTO 1650.6

Encl: (1) Administrative Guidelines for Award Recommendations
(2) Navy and Marine Corps Achievement Medal (NMCAM) Format Guidelines
(3) Navy and Marine Corps Commendation Medal (NMCCM) Format Guidelines
(4) Guide to Establishing an Improved Awards Processing System (iAPS) Account

1. Situation. To establish policy and procedures for the preparation and processing of awards at Marine Corps Air Station (MCAS) Beaufort.

2. Cancellation. ASO 1650.8G w/ Ch 2.

3. Mission. In accordance with the references, this Order promulgates policy, procedures, and guidance for the administration of awards and recognitions within this Command. The enclosures are provided for support and further guidance.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To publish guidelines and procedures for the judicious and timely submission of awards to recognize superior and professional performance by Marines, Sailors, and civilians assigned to this Command.

(2) Concept of Operations. The judicious use of decorations and awards provide an incentive for professional performance. The awards program must continue to receive command interest at all echelons. Vigilance must be exercised to ensure personnel are continually recognized for notable achievement by presentation of suitable awards. Certificates of Commendation (CertComs), Meritorious Masts (MMs), and Letters of Appreciation (LOAs) also provide a means of special acknowledgement of individual performance.

(a) The delegation of authority to approve certain military decorations and awards to unit commanders has enhanced the entire program by alleviating the time consuming process previously required by involving higher awarding authority.

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(b) Level of Award and Awarding Authority. In general, the Secretary of the Navy (SecNav) retains awarding authority for all awards under his purview. However, awarding authority is delegated to approve the Legion of Merit (LOM) and below in certain situations. The below designations apply to MCAS Beaufort:

1. Navy and Marine Corps Commendation Medal (NMCCM): Commanders in the grade of O-6 listed on the colonel command slate, including those frocked.

2. Navy and Marine Corps Achievement Medal (NMCAM): Same as the NMCCM, plus battalion or squadron level commanders.

3. CertCom: Commanders at the battalion or squadron level and above.

4. MM: Commanders at the battalion or squadron level and above.

5. LOA: Any officer senior to the person being recommended.

b. Tasks

(1) Commanding Officers and Department Heads. Shall be guided by policies contained in the references and will ensure that recommendations forwarded to the MCAS Beaufort Adjutant are in strict compliance with the following guidelines:

(a) The Personal Award Recommendation (NAVMC 11533) is addressed to the authority empowered to approve.

(b) All recommendations must be appropriately justified and sufficiently detailed to allow proper evaluation and decision. Special attention will be paid to mandatory opening and closing sentences of proposed citations as cited in reference (e).

(c) All originators will be registered in the Improved Awards Processing System (iAPS).

(2) Adjutant, MCAS Beaufort. The Adjutant is responsible for the administration of awards.

c. Coordinating Instructions

(1) Recommendations for all medals will be submitted utilizing the iAPS website. Refer to enclosure (4) for detailed instructions on how to register for an account.

(2) When completing the automated NAVMC 11533 within iAPS, information for block 19 will auto-populate from Marine Corps Total Force System (MCTFS). All other information on the form must be accurate and completely filled out. Provide an exact date of the presentation ceremony, if scheduled, or a date one week prior to the awardee's last day with the unit.

(3) Timeliness, accuracy, conciseness, and factual justification are foremost in all award recommendations.

(4) Award recommendations must reach the MCAS Beaufort Adjutant according to the following timeline:

<u>Award</u>	<u>Days before Desired Presentation Date</u>
LOM or higher	210
Meritorious Service Medal (MSM)	90
NMCCM	45
NMCAM	30

(5) Awards submitted outside of these timelines will be considered late awards. Justification for the late submission of the award will be explained in the comments section of the NAVMC 11533.

(6) Awards will be processed for presentation prior to an individual's transferring or retiring from their present command. Do not submit a presentation date that is the same as the awardee's last day.

(7) Awards being forwarded to higher headquarters will be submitted in compliance with reference (b).

(8) The Executive Officer will lead, and assign members to, an Awards Board. The Adjutant will add Awards Board members to the iAPS and is responsible for notification when an award nomination is ready for a review and vote. The Awards Board will convene monthly to discuss nominations, when required, and submit individual recommendations through the iAPS.

5. Administration and Logistics. Award recommendations may be originated by any commissioned officer or civilian supervisor GS-09 equivalent and above, senior to the individual being recommended, having knowledge of any act, achievement, or service, which may warrant such awards. The recommendation must be forwarded to the Commanding Officer via proper channels within the iAPS for endorsement.

6. Command and Signal

a. Command. This Order is applicable to MCAS Beaufort.

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


T. P. MILLER

DISTRIBUTION: A

Administrative Guidelines for Award Recommendations

1. Start early. Gather pertinent information and verify its accuracy. Ensure all required information is entered correctly in the appropriate block of the NAVMC 11533. Never notify the recipient of an award before the award is presented.

2. Summary of Action. Ensure the summary of action (SOA) is properly completed. This is the most important element of the award recommendation since each recommendation is evaluated on the justification contained therein. An objective SOA giving specific examples of the performance and manner of accomplishing it, together with the results and benefits derived from there, should be presented. Be concise and accurate, and use Standard English.

a. Do not use any of the below statements or variations of in the SOA or proposed citation as they detract from the justification of the award and degrade the citation.

(1) "Warrants no less than a . . ."

(2) "Highly recommended for. . ."

(3) "Deserving of a . . ."

(4) "Qualifies for a . . ."

b. The SOA for the NMCAM will be in a paragraph or bullet style and is limited to two pages. The SOA for the NMCCM will be in a paragraph and is limited to two pages. The SOA for an LOM or MSM reflects greater achievement and warrants a more standard paragraph style that covers a wider spectrum of the recommended individual's performance. The SOA for an MSM should not exceed three pages.

c. Do not immediately use acronyms. Spell out the word first and place the acronym in parenthesis; then use the acronym throughout the SOA (e.g., Summary of action (SOA)).

3. Citation. Recipients of an award are entitled to a well-prepared citation. A citation must be factual, reflect items mentioned in the SOA, contain no classified information or acronyms, and be adaptable for publication by news media. Refer to references (a), (b), and (e) for specific guidelines for writing summaries of action and citations.

Navy and Marine Corps Achievement Medal (NMCAM) Format Guidelines

1. Awarding Authority. Battalion/squadron level commanders and above may award the NMCAM.
2. Quota Based. Unlimited.
3. Eligibility Requirements. As general guidance, the NMCAM is reserved for noncommissioned officers (NCOs), staff noncommissioned officers (SNCOs), and company grade officers when the impact of their achievements is tangible. However, this shall not be interpreted to preclude the award of the NMCAM to any individual whose service meets the requirements. If there is any doubt as to the degree of service involved, a Certificate of Commendation (CertCom) is the more appropriate form of recognition.
4. Administrative Guidelines
 - a. Format. Bullet or paragraph.
 - b. Type/Font. SOA: Courier New/12, Citation: Courier New/9.
 - c. Citation Length. Minimum of 9 lines (justified) and maximum of 10.
 - d. SOA Length. No more than 2 pages.
5. Citation Opening Sentence. "PROFESSIONAL ACHIEVEMENT WHILE SERVING AS (BILLET, UNIT) FROM (MONTH YEAR) TO (MONTH YEAR)."
6. Citation Closing Sentence(s)
 - a. Retirement Only. "HIS/HER SUPERIOR PERFORMANCE OF DUTY DURING THIS TOUR IS THE HALLMARK OF A CAREER DEVOTED TO ACCOMPLISHING BROAD AND DIVERSE TASKS, HIGHLIGHTING THE CULMINATION OF (ARABIC NUMERAL) YEARS OF HONORABLE AND DEDICATED MARINE CORPS SERVICE. (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."
 - b. All Other Occasions. "(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."
7. Subsequent Awards. Subsequent awards will read as follows:

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL
(GOLD STAR IN LIEU OF THIRD AWARD)

Navy and Marine Corps Commendation Medal (NMCCM) Format Guidelines

1. Awarding Authority. Commanders in the grade of O-6 listed on the colonel command slate, including those frocked, may award the NMCCM.
2. Quota Based. Unlimited.
3. Eligibility Requirements. As general guidance, the NMCCM is reserved for senior SNCOs, gunnery sergeant and above, when the impact of their achievements is tangible. However, this shall not be interpreted to preclude the awarding of the NMCCM to any individual whose service meets the requirements. If there is any doubt as to the degree of service involved, the NMCAM is the more appropriate award.
4. Administrative Guidelines
 - a. Format. Paragraph.
 - b. Type/Font. SOA: Courier New/12, Citation: Courier New/9.
 - c. Citation Length. Minimum of 9 lines (justified) and maximum of 10.
 - d. SOA Length. No more than 2 pages.
5. Citation Opening Sentence. "MERITORIOUS ACHIEVEMENT WHILE SERVING AS (BILLET, UNIT) FROM (MONTH YEAR) TO (MONTH YEAR)."
6. Citation Closing Sentence(s)
 - a. Retirement Only. "HIS/HER SUPERIOR PERFORMANCE OF DUTY DURING THIS TOUR IS THE HALLMARK OF A CAREER DEVOTED TO ACCOMPLISHING BROAD AND DIVERSE TASKS, HIGHLIGHTING THE CULMINATION OF (ARABIC NUMERAL) YEARS OF HONORABLE AND DEDICATED MARINE CORPS SERVICE. (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."
 - b. All other occasions. "(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."
7. Subsequent Awards. Subsequent awards will read as follows:

NAVY AND MARINE CORPS COMMENDATION MEDAL
(GOLD STAR IN LIEU OF THIRD AWARD)

Guide to Establishing an Improved Awards Processing System (iAPS) Account

Manpower and Reserve Affairs (M&RA) Account

Step 1:

Create an M&RA portal account at <https://www.manpower.usmc.mil/iaps>
(If you already have an account, skip to Step 4).

Step 2:

Once you have successfully registered for your M&RA account, you will be notified via email or on the screen. The time for approval will vary, but is typically about 24 hours.

Step 3:

Test your login. If successful, go to Step 4.

iAPS Account

Step 4:

To create an iAPS account use <http://www.manpower.usmc.mil/iaps>.

Step 5:

You will see the "Welcome to iAPS" page. Follow the steps given.

Step 6:

Enter the title for the current billet that you hold (Protocol Officer, Admin Chief, etc.)

Step 7:

Click on the "Change Unit" button to search and select your current unit. Below are the search options available. Fill in at least one:

- (1) MCC: 026
- (2) RUC: 02031
- (3) Unit Name: MCAS Beaufort

Then click on the "select" button at the bottom.

Step 8:

Both the "Title Block" (with current title) and the "Unit Identifier" (your unit R/U) should be filled in. If so, click on the "submit" button.

Step 9:

You should see the "My Details/Request New Permissions" tab at the top of the page. Check your contact email address and phone number. If this information is incorrect, click on the update link to modify that information. (Note: When you change information, it may take up to 30 minutes to reflect in iAPS.)

Step 10:

Now you will select your permissions. Note that all officers are automatically Originators. Select from the following permissions, if they pertain to you:

- Endorser
- Originator (Civilians must be GS-09 or above)
- Reviewer
- Trusted Assistant (Only for the Commanding Officer)
- Board Member (Will be assigned by the Unit Awards Administrator)

Step 11:

Fill in the justification using a brief description of your billet and reason for requesting access.

Step 12:

Click the "Request Permissions" button. Allow 24 hours for your request to be processed. For questions, contact your Unit Awards Administrator. The website found in Step 1 above contains links for accessing information pertinent to iAPS such as: How to Modify your Profile, Award Messages and Reference, Tutorials, Completing the NAVMC 11533, Frequently Asked Questions, and more.

Air Station Order Annual Review Sheet MCAS Beaufort, SC

Reset Form

Calendar Year 2019

Per MCO 5215.1K and by direction of the Commanding Officer, directives shall be reviewed annually to ensure that they are necessary, current, and consistent with Marine Corps policy, existing law, and statutory authority.

ASO Directive Number: 11650.8G ASO Title: Administration of Awards

The directive has been completely reviewed and

does not require any changes or revisions (any Order that is nine years or older must be revised)

will have a change issued NLT 1 June 2019

will revise and republish NLT _____ (any Order that is nine years or older must be revised)

will be consolidated with another directive of similar subject NLT _____

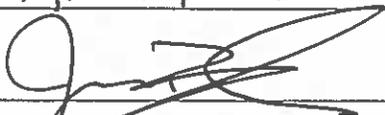
should be canceled (justification and CO's signature are required)

Additional Remarks:

- Updated reference and awards submission timelines required.

Sponsor's Name: Jeremy Bird Rank: 1st Lt Phone: X-7322

Section: Adjutant/MCS

Signature:  Today's Date: 20190401

Please note that all changes and revisions to Air Station Orders are the responsibility of the originating section. Upon completion of this review, please sign and return to the Adjutant's Office (Central Files) for processing.

Commanding Officer's Remarks (if applicable):


T. P. MILLER
Colonel, U. S. Marine Corps
Commanding Officer

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****Return to the Adjutant's Office (Central Files). Point of contact is the Directives Control Point (DCP) at 843-228-7360 ****