



UNITED STATES MARINE CORPS
COMBAT LOGISTICS BATTALION 3
COMBAT LOGISTICS REGIMENT 3
3D MARINE LOGISTICS GROUP
BOX 63030
MCBH KANEOHE BAY HI 96863-3030

BnO 1650.3
S-1

MAR 15 2021

BATTALION ORDER 1650.3

From: Commanding Officer, Combat Logistics Battalion 3
To: Distribution List

Subj: ADMINISTRATIVE PROCEDURES FOR AWARDS

Ref: (a) MCO 1650.19J w/CH 1
(b) SECNAVINST 1650.1H
(c) 3DMLGO 1650.1X

Encl: (1) Awards checklist
(2) Sample letter of continuity
(3) Sample letter of appreciation

1. Situation. This Order is written to publish information pertaining to the battalion policy and procedures in regards to Combat Logistics Battalion 3 (CLB 3) awards program and to amplify guidance provided within the references. The references outline the criteria for individual and unit awards and establishes policies for the administration of awards.

2. Cancellation. Battalion Order 1650.2.

3. Mission. In order to preserve the integrity of the awards program, Marines and Sailors will only be nominated for an award as a result of acts or services which are clearly and distinctly outstanding in nature or magnitude. The acts or services must place a person's performance significantly above that of his or her contemporaries, make contributions to the unit that will continue after the individual transfers, and be of such importance they cannot be appropriately recognized in any other way.

4. Execution

a. Commander's intent. The commanding officer (CO), CLB 3, encourages the submission of award recommendations, but emphasizes the need to preserve the character, prestige and meaning of personal awards. Recognition of an individual through personal awards promotes increased morale and esprit de corps amongst all personnel. Caution will be exercised to ensure the military awards program does not replace recognition more appropriately given through fitness reports or other administrative means.

b. Concept of operations. Award recommendations will be prepared in accordance with the references and this Order. Awards should be submitted as soon as possible after the act,

achievement, or service upon which they are based. Awards for sustained meritorious performance should not be submitted until the individual's detachment is anticipated.

c. Subordinate element missions

(1) S-1

(a) Assume staff cognizance over the battalion awards program. Receive and process all award recommendations forwarded to unit administration CLB 3 and Combat Logistics Regiment 3 (CLR 3).

(b) Facilitate and maintain appropriate permissions in the improved awards processing system (iAPS) for the command.

(c) Facilitate the electronic awards board process, which shall include consolidating and providing the board member's recommendations to the awarding/endorsing authority.

(d) Maintain communication with the companies concerning outbound personnel and projected timelines for award submissions in order to ensure timeliness.

(2) Company commanders

(a) Review all the awards for each respective company's submissions for completeness and accuracy in accordance with the references and this Order.

(b) Endorse all the award recommendations and forward to unit administration S-1 for further processing.

d. Coordinating instructions

(1) Submission. All Navy and Marine Corps Achievement Medals (NAM) and higher will be submitted via iAPS at <https://www.manpower.usmc.mil/iaps/> by a commissioned officer through the chain of command. All awards below a NAM will be submitted electronically from company commanders to unit S-1s for further processing.

(2) Routing. Award recommendations must be submitted and endorsed via the chain of command to the authority empowered to take final action. Award recommendations will only be terminated by the final approving authority or by decision of the originator. Enclosure (2) is provided as a quick reference for awarding authority disposition.

(3) Citations. Citations shall contain the standard opening and closing phrases in accordance with reference (a). Amplifying guidance is provided in enclosure (1) for all CLB 3 award citations.

(4) Presentation Date

(a) All personal awards should be presented to an individual before they detach from their present command. Use estimated detachment date (EDD) or rotation tour date (RTD) as a target date. However, EDDs and RTDs do not imply that the Marine to be awarded will be present up until that date. Engage your Marines/Sailors to determine their availability, to request an appropriate date of presentation, and to plan the submission based on when the approved award is required. Personal award recommendations will be received by the CO, CLB 3 per the timelines in enclosure (2).

(b) Awards will be forwarded to Headquarters Marine Corps (MMMA) for processing and will be archived after the action dates indicated in iAPS.

(5) Awards Board

(a) Members. Each board will have a minimum quorum of three voting members. Assignment of board members will be made by the Adjutant based off of eligibility and appropriate rank.

(b) Process

1. All board members will read the citation and the summary of action for each award recommendation they have been assigned.

2. After the board, members will have five business days to make corrections and provide justifications for their recommendation in iAPS. If access to iAPS is not available, board members may request to submit their corrections via e-mail to facilitate the process.

3. In all cases, each board member will provide a complete justification on their recommendation to the commanding officer (e.g. "Recommend approval. Sergeant Dodger's actions, professionalism, and time within this billet make him most deserving..." or, "Recommend downgrade. Sergeant Dodger's Summary of Action does not reflect a body of work deserving of such an award, recommend letter of continuity"). The justification will be provided in the comments block of the board information section in iAPS. Board members may recommend the following:

- a. Approve the award.
- b. Disapprove the award.
- c. Upgrade the award.
- d. Downgrade the award.
- e. Return the award for further clarification or justification.
- f. Recommend a letter of continuity.

(6) Letter of continuity (LOC)

(a) Under normal circumstances, individuals should not be nominated for more than one award for meritorious service during 36 month tour of duty at Marine Corps Base Hawaii. In accordance with reference (c), a LOC shall be used to document superlative performance by an individual when their reporting senior (RS) is transferred/reassigned or the Marine/Sailor is reassigned. Exceptions will be considered on a case-by-case basis.

(b) The recommending officer will retain the original LOC and relinquish it to the succeeding RS.

(c) If at the time of the Marine's/Sailor's detachment, the new/current RS believes the latter portion of the individual's tour also merits special recognition, the second period of outstanding performance should be documented and combined with the original recommendation and submitted for consideration. If the new RS/OIC does not think the second period of service merits special recognition, the original LOC shall be transferred to a NAVMC 11533(EF) and forwarded for consideration on its own merit.

(7) Overlapping Awards. While only one award recommendation may be submitted for the same act, achievement, or period of service, the awarding of an impact award for heroism or specific achievement performed within a period of sustained meritorious service for which an award is recommended is not considered duplication. 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, originators 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 current recommendation.

(8) Unit awards. Recommendations for unit awards will be submitted as described in chapter 3 of reference (a).

5. Administration and logistics. Instructions for the use of iAPS are available via the "Help" link in iAPS.

6. Command and signal

a. Command. This Order applies to all companies within CLB 3.

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


J.A. GREGORY

DISTRIBUTION: A

SUMMARY OF ACTION (SOA) Times New Roman

	NAM	NC	MM
LENGTH	1 PAGE	1-2 PAGES	1-3 PAGES
FORMAT	PARAGRAPH OR BULLETED	PARAGRAPH FORMAT	PARAGRAPH FORMAT
FONT	10pt TIMES NEW ROMAN	10pt TIMES NEW ROMAN	10pt TIMES NEW ROMAN
ACRONYMS/ABBREVIATIONS	ACRONYM IF USED 2+ TIMES	ACRONYM IF USED 2+ TIMES	ACRONYM IF USED 2+ TIMES
ACTION DATES	MATCH CITATION & INFO PAGE	MATCH CITATION & INFO PAGE	MATCH CITATION & INFO PAGE

CITATION

	NAM	NC	MM
MAX LENGTH	MAX IN iAPS (1250)	MAX IN iAPS (1250)	23 LINES (1650)
ACRONYMS/ABBREVIATIONS	NONE	NONE	None
ACTION DATES	MATCH SOA AND INFO PAGE	MATCH SOA AND INFO PAGE	MATCH SOA AND INFO PAGE

TIMELINE (SUBMITTED TO S-1)

	NAM	NC	MM
BEFORE PRESENTATION DATE	30 WORKING DAYS	60 WORKING DAYS	120 WORKING DAYS

Meritorious Service Medal (MM) Citation Mandatory Sentences

OPENING: "FOR OUTSTANDING MERITORIOUS SERVICE (OR ACHIEVEMENT) WHILE SERVING AS {BILLET}, {UNIT}, COMBAT BATTALION 3, COMBAT REGIMENT 3 FROM {MONTH AND YEAR} TO {MONTH AND YEAR}."

CLOSING: "{RANK} {LAST NAME}'S {THREE ATTRIBUTES} REFLECTED GREAT CREDIT UPON 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")

Navy Commendation Medal (NC) Citation Mandatory Sentences

OPENING: "MERITORIOUS SERVICE (OR MERITORIOUS ACHIEVEMENT) (OR HEROIC ACHIEVEMENT) WHILE SERVING AS {BILLET}, {UNIT}, COMBAT LOGISTICS BATTALION 3, COMBAT LOGISTICS REGIMENT 3 FROM {MONTH} {YEAR} TO {MONTH} {YEAR}."

CLOSING: "{RANK} {LAST NAME}'S {THREE ATTRIBUTES} REFLECTED CREDIT UPON 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")

Navy Achievement Medal (NAM) Citation Mandatory Sentences

OPENING: "PROFESSIONAL ACHIEVEMENT (OR HEROIC ACHIEVEMENT) IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS {BILLET}, {UNIT}, COMBAT LOGISTICS BATTALION 3, COMBAT LOGISTICS REGIMENT 3 FROM {MONTH} {YEAR} TO {MONTH} {YEAR}."

CLOSING: "{RANK} {LAST NAME}'S {THREE ATTRIBUTES} REFLECTED CREDIT UPON 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")

Certificate of Commendation (Cert Comm) and Meritorious Mast Citation Mandatory Sentences

OPENING: "SUPERIOR PERFORMANCE IN THE EXECUTION OF HIS/HER DUTIES WHILE SERVING AS {BILLET}, {UNIT}, COMBAT LOGISTICS BATTALION 3, COMBAT LOGISTICS REGIMENT 3 FROM {MONTH} {YEAR} TO {MONTH} {YEAR}."

CLOSING: "{RANK} {LAST NAME}'S {TWO ATTRIBUTES} REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

Closing remarks for a Retirement Award

Add the following sentence immediately prior to the standard closing sentence on each retirement award:

"HIS/HER SUPERIOR PERFORMANCE OF DUTY DURING THIS TOUR HIGHLIGHTS THE CULMINATION OF {XX} YEARS OF HONORABLE AND DEDICATED MARINE CORPS/NAVAL SERVICE."



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1000
CO

From: Commanding Officer, Combat Logistics Battalion 3
To: Rank FName MI LName 123456789/0311 USMC

Subj: LETTER OF APPRECIATION

1. Please accept my sincere thanks for your outstanding support of our facilities operational advisory group meeting on 9 March 2021. I truly appreciated your participation. Your presentation on the NAVFAC perspective of the shore energy program and current initiatives was especially timely given the current emphasis on energy issues.
2. Our intent for this annual meeting of senior facilities and environmental managers is to provide a forum for sharing policies, strategies, and general information for the effective development and execution of related installation management programs. Your perspective and insights helped us meet our goals for this meeting and will continue to shape our facilities management and energy strategies.
3. Thank you for a job well done!

I. M. COMMANDING

Enclosure (3)



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From: Commanding Officer, Combat Logistics Battalion 3
To: Rank FName MI LName 123456789/0311 USMC

Subj: LETTER OF CONTINUITY

1. From December 2020 to March 2021, Sergeant Marine served as the administration noncommissioned officer in charge in the active duty retirement section at Combat Logistics Battalion 3. During this time, I served as Sergeant Marine's section head and direct supervisor. Sergeant Marine made a significant contribution to our section by improving discipline, attention to detail, and the work performance of our Marines. His accomplishments during this period go beyond what can be accomplished in a fitness report. Enclosures (1) and (2) contain a proposed summary of action and citation that summarize Sergeant Marine's actions and how those actions affected the unit's missions during this period. This report is intended to summarize these accomplishments for future recognition.

2. The point of contact for this matter is Gunnery Sergeant Smith at (808) 257-1175 or email at arturo.smith@usmc.mil.

I. M. COMMANDING

Enclosure (2)