



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 1650.5L
ADJ
15 MAR 2011

STATION ORDER 1650.5L

From: Commanding Officer
To: Distribution List

Subj: ADMINISTRATIVE PROCEDURES FOR PROCESSING DECORATIONS,
MEDALS AND AWARDS

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J

Encl: (1) Instructions for Completing NAVMC 11533
(2) List of Recurring Annual Awards

1. Situation. To establish policy and procedures for the administrative processing of decorations, medals and awards.

2. Cancellation. StaO 1650.5K.

3. Mission. An important factor in leadership and morale is prompt and appropriate recognition of outstanding accomplishments beyond that normally expected. The judicious use of awards is an effective means of fostering high morale, incentive, and esprit de corps and is encouraged for those individuals who have brought distinction upon themselves and the command, by acts or services which clearly demonstrate superior personal performance. End of tour awards are intended to be neither routine nor automatic. The fitness report is the appropriate means of recognizing performance of duty. It is only in those exceptional cases when an individual's performance of duty conspicuously exceeds the norm and cannot be reflected adequately in a fitness report that an award should be considered. Such recommendations shall reflect specific achievements, not job descriptions.

4. Execution. It is the policy of the Commanding Officer, Marine Corps Air Station (MCAS) Yuma to recognize exceptionally meritorious service and achievement by approval of noncombat awards to members of this command. The Commanding Officer of Headquarters and Headquarters Squadron (HQHQRON) will prepare and award the Navy and Marine Corps Achievement Medal (NA). Awards of the Navy and Marine Corps Commendation Medal (NC) or

above will be routed through the Commanding Officer, MCAS Yuma via the Commanding Officer, HQHQRON.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The purpose of this order is to provide the leadership within the command the proper guidance in the timely submission and processing of awards for personnel who demonstrate exceptional meritorious service or superior performance of duty.

(2) Concept of Operations

(a) The Station Awards Board will consist of the following members:

Station Executive Officer	Senior Member
Station Adjutant	Member
Station Administrative Chief	Member
Station Sergeant Major	Member

(b) The Station Administrative Chief will review the award for administrative correctness and content. Following review, the Station Administrative Chief will forward the electronic link via the Improved Awards Processing System (iAPS) to the Station Adjutant who will review the award for concurrence. The Station Adjutant will then forward the award to the Sergeant Major (for all enlisted awards) who will also review the award for concurrence. The Sergeant Major will then forward the award to the Station Executive Officer who will make a final recommendation to the Commanding Officer as to the level of award to be recommended or awarded based on substance and recommendations of the awards board members. Each board member will vote on the award and place their comments/recommendations in the "comment" section of the award when forwarding it to the next board member. Each member of the board will have three working days in which to review and forward the award.

b. Subordinate Element Missions

(1) Personal Awards

(a) Recommendations for personal awards may be initiated by any officer senior to the individual being recommended.

(b) Personal award recommendations will be submitted per the references through iAPS utilizing NAVMC 11533 (electronic). The NAVMC 11533 must be filled out in its entirety. Enclosure (1) will be utilized when preparing the NAVMC 11533. The evaluation of the recommendation for an award is based on the supporting documentation contained in the "Summary of Action".

(c) When preparing award recommendations, officers should use the following guidelines to highlight the accomplishments of the individual being recommended:

1. Avoid generalities and the job description approach.
2. Use bullet format whenever possible.
3. Refrain from excessive use of superlatives.
4. Write the summary objectively.
5. Give specific examples of their performance and the manner in which it was accomplished. Concentrate on what the individual did and how it impacted the unit. Results should be evident.

(d) Award recommendations for members who are separating or transferring will be submitted to the approving authority via the Commanding Officer, HQHQRON according to the following timelines (failure to meet these deadlines may result in delayed processing of the award):

1. NA - 60 days before the award is to be presented.
2. NC - 90 days before the award is to be presented.
3. MM - 120 days before the award is to be presented.
4. LM - 150 days before the award is to be presented.

(e) Award recommendations returned to the originator for corrective action will be corrected and resubmitted for processing within three working days.

(2) Certificates of Commendation

(a) The Commanding Officer, (MCAS) Yuma is the approval authority for the Certificate of Commendation.

(b) In those cases where a Commanding General's Certificate of Commendation is warranted, the recommendation will be submitted in the format of a naval letter with the proposed citation included as an enclosure. The proposed citation must be prepared in sentence form, natural capitalization, must not exceed 1250 characters of type, must not contain abbreviations or acronyms, and must be written in the third person.

(c) In those cases where a Commandant of the Marine Corps (CMC) Certificate of Commendation is warranted, a recommendation will be submitted via iAPS to the CMC (MMMA). The CMC Certificate of Commendation recommendation requires a "Summary of Action" and a proposed citation.

(d) Any officer desiring to submit a recommendation for a Certificate of Commendation will submit it to the Station Commanding Officer via the chain of command.

(3) Recurring Annual Awards. Enclosure (2) contains a list of annual recurring awards that personnel assigned to Marine Corps Air Station Yuma may be eligible to receive.

c. Coordinating Instructions

(1) The Commanding Officer, HQHQRON will:

(a) Review your current awards program and establish procedures utilizing the guidelines set forth in the references and this Order.

(b) Review enclosure (2) and submit all recommendations by the prescribed due date.

(c) Resubmit corrected award recommendations within five working days to the Station Adjutant for processing.

(2) Department Heads and Special Staff Officers will submit all recommendations for awards/decorations via the Commanding Officer, HQHQRON within the timelines prescribed herein.

(3) Awards for Special Staff members will be submitted directly to the Station Administrative Chief for processing and will not be boarded by the HQHQRON Awards Board.

(4) The Station Adjutant will:

(a) Track all recommendations submitted to the Commanding Officer, Marine Corps Air Station Yuma to ensure timely turn-around by the individual assigned action.

(b) Prepare Certificates of Commendation and Navy and Marine Corps Commendation certificates for the Commanding Officer's signature.

(c) Submit endorsed award recommendations for the CMC Certificate of Commendation and Meritorious Service Medal and higher to the Commander, Marine Corps Installations West for processing.

(5) Awards board members will review all award recommendations within the time prescribed while paying particular attention to the justification and appropriateness of the recommended award.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the Commanding Officer (Attn: Adjutant), Marine Corps Air Station Yuma via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to all members of this command.

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


M. A. WERTH

DISTRIBUTION: A

Instructions for Completing NAVMC 11533

From Address: The Billet and address of the originator
Example: Adjutant, MCAS Yuma, AZ Box 99100, Yuma, AZ 85369

To: Awarding Authority
Example: CO, HQHQRON, MCAS Yuma (NA)
CO, MCAS Yuma (NC)
CG, MCI West (MM)
COMMARFORPAC (LM)

When creating an award in iAPS, you will be prompted for the member's social security number. Once the social security number has been entered the following blocks of the NAVMC 11533 will auto populate:

Block 1: SSN
Block 2: DESIG/NEC/MOS
Block 3: Name
Block 4: Component
Block 5: Grade/Rank
Block 6: N/A for Marine Corps Personnel
Block 7: RUC
Block 8: Recommended Award

The following blocks of the NAVMC 11533 must be manually selected or completed during the award creation process:

Block 9: Specific Achievement: (For impact award, you must select the "Y" option. For all others select "N".)

Block 10: Type: (For most CONUS awards you will select "Meritorious" from the drop down menu.)

Block 11: Number of Award of Recommended Medal: (This option will default to the number of awards currently present in MCTFS. If the default number is incorrect contact the Squadron S-1 to correct the member's record.)

Block 12: Action Dates/Meritorious Period: (These dates must match dates included in the proposed citation and summary of action.)

Block 13: Geographic Area of Action/Service: (Should default to CONUS.)

Enclosure (1)

Block 14: Exp. Of Active Duty: (This will default to the member's EAS. If the member is retiring, you must enter the number of total years of service.)

Block 15: Estimated Date of Detachment/Ceremony: (This will be the projected date of presentation of the award. If "Y" is not selected in block 9, you must select a detachment type from the drop down menu.)

Block 16: New Duty Station: (Enter the member's future duty station and MCC here. If the member is separating from the Marine Corps enter the home address.)

Block 17: Unit at Time of Action: (This will default to HQHQRON, MCAS Yuma AZ.)

Block 18: Duty Assignment: (Enter the member's duty assignment. This must match the duty assignment annotated in the proposed citation and the summary of action.)

Block 19: Previous Personal Decorations: (This will auto populate based on the information present in MCTFS. If the information is inaccurate, contact the Squadron S-1 to correct the member's record.)

Block 20: Personal Awards Recommended Not Yet Approved: (If the member is pending approval for an award for other actions, enter the two letter award code, period covered and the date submitted here.)

Block 21: Other Personnel Being Recommended for Same Action: (Enter the Rank, Last Name, First Name and Middle Initial of all individuals who are being recommended for the same award.)

Enclosure (1)

List of Recurring Annual Awards

<u>AWARD</u>	<u>REFERENCE</u>	<u>CMC DUE DATE</u>
Marine Corps Aviation Association	MCO 1650.29	1 February
Association of Naval Aviation	MCO 1650.29	30 days prior to COMNAVAIRFOR Naval message established timeline
American Helicopter Society Awards	MCO 1650.29	5 January
Exceptional Pilot Award	MCO 1650.29	1 February
International Forest Of Friendship Award	MCO 1650.29	15 March
Aviator's Valor Award	MCO 1650.29	5 January
Collier Trophy	MCO 1650.29	5 January
Leftwich Trophy	MCO 1650.32	28 February
Marine Corps Engineer Association Awards	MCO 1650.41	30 June
Marine Corps Communications Awards	MCO 1650.50	1 February
American Legion Spirit of Service Award	MARADMIN	1 June
Navy League Sea Service Awards	MARADMIN	15 April
Marine Corps League Enlisted Awards	MARADMIN	15 June

Enclosure (2)

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Jim Kallstrom Award	MARADMIN	1 February
Marine Corps Combat Correspondents Association Merit Awards	MARADMIN	1 February
MGen W.P.T. Hill Memorial Award	MCO 10110.14	30 December
Marine Corps Institute Graduate of the Year	MARADMIN	28 October
GEICO Military Service Award	MARADMIN	1 November
Vice Admiral Robert B. Pirie Naval Air Traffic Controller of the Year	NAVAIR 00-80T-114	15 January
Vice Admiral William P. Lawrence Naval ATC Technician of the Year	NAVAIR 00-80T-114	15 January

Enclosure (2)