



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
FLEET MARINE FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

II MEFO 1650.1H
G-1/Adj
NOV 20 2020

II MARINE EXPEDITIONARY FORCE ORDER 1650.1H

From: Commanding General, II Marine Expeditionary Force, FMF
To: Distribution List

Subj: II MARINE EXPEDITIONARY FORCE AWARDS PROGRAM

Ref: (a) DoDI 1348.33, DoD Military Decorations and Awards Program
(b) DoDM 1348.33, Manual of Military Decorations and Awards
(c) SECNAV 1650.1J, Department of the Navy Military Awards Policy
(d) SECNAV M-1650.1, Navy and Marine Corp Awards Manual
(e) SECNAV M-5216.5, Department of the Navy Correspondence Manual
(f) MCO 12451.3B, Incentive Awards Program for Headquarters,
U.S. Marine Corps Civilians
(g) MCO 12451.2D, Honorary Awards for Civilian Employees
(h) MARFORCOMO 1650.1C, Personal and Unit Awards
(i) MARCENTO 1650.1D, Personal and Unit Awards

Encl: (1) Instructions for Personal Awards
(2) Instructions for Unit Awards
(3) Timeline for Submission of Awards
(4) Request for Commanding General, II Marine Expeditionary
Force Certificate of Commendation
(5) Award Citation Opening and Closing Sentence and
Requirements
(6) Criteria/Sample - Letter of Continuity

1. Situation. This Order promulgates policy, procedures, and guidance for the conduct of the II Marine Expeditionary Force (MEF) Awards Program.

a. Reference (c) sets forth policies and procedures for the II MEF Navy and Marine Corps Awards Programs which enables commanders to enhance morale and esprit de corps among their Marines and Sailors by providing prompt recognition of exceptional and/or heroic service. Standard submission procedures and award criteria creates a structured awards program that promotes the value and integrity of the individual or unit award.

b. Reference (d) prescribes procedures and instructions for issuing decorations, medals, and awards. It also sets forth policy guidelines for submitting personal and unit award recommendations via the Improved Awards Processing System (iAPS).

c. Reference (h) is the U.S. Marine Corps Forces Command (MARFORCOM) guidance on preparing and submitting awards. It has timelines for submitting awards that require processing at MARFORCOM or Headquarters, U.S. Marine Corps (HQMC).

d. Reference (i) provides the U.S. Marine Corps Central Command (MARCENT) and HQMC guidance for preparing and submitting combat related

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awards. It establishes criteria and submissions procedures for combat awards, combat conditions, and timelines for valor awards.

e. References (f) and (g) provides HQMC's guidance for properly recognizing civilian Marines for their superior service and actions.

2. Summary of Revision. This Order contains significant changes and should be reviewed in its entirety.

3. Cancellation. II MEFO 1650.1G.

4. Mission. To promulgate policy for the administration of the II MEF Awards Program in order to ensure individuals and units are promptly recognized for heroism, superior achievement, or sustained superior service.

5. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Marines, Sailors, and civilians should be appropriately and promptly recognized for truly exceptional performance. Commanders should exercise their best judgement to consider each recommendation individually when approving or endorsing awards. Not everyone will receive an award, but our responsibility as leaders is to make sure we take the time to appropriately recognize every deserving Marine, Sailor, or civilian.

(2) Concept of Operations. The references and this order, with its enclosures, will guide the preparation and submission of all award recommendations in II MEF.

b. Subordinate Element Tasks

(1) Assistant Chief of Staff G-1 (Adjutant)

(a) Process and prepare for signature all MEF-level or higher, awards.

(b) Ensure II MEF Awards Boards are staffed with an appropriate number of personnel from II MEF staff and ensure diversity of composition by race, gender and rank structure (officer/SNCO). At no point shall an awards board be staffed with members of lesser rank than the recommended individual.

(c) Ensure the appropriate II MEF Awards Board members review and vote on their assigned awards in a timely manner. Close the board once a majority vote is received.

(d) Ensure annual and special program award submissions are reviewed by a II MEF subject matter expert (SME) prior to the Commanding General's disposition.

(e) Ensure unit award submissions are properly reviewed by the appropriate II MEF principal/special staff members.

(2) II MEF Awards Board Members. II MEF Awards Board members will vote within five working days of notification. Each member will carefully consider the justification for the award and make one of the following

recommendations for the in person boards for review:

- (a) Concur with the award as written.
- (b) Non concur, recommending approval of a higher/lower award.
- (c) Recommend a Letter of Continuity.

(3) Major Subordinate Command/Element Commander

(a) Commanders are tasked with ensuring noteworthy performance is recognized in a timely manner.

(b) Establish an awards program and ensure maximum use of the awards system in order to recognize deserving Marines, Sailors, Civilians and units.

(c) Ensure recommendations are thoroughly prepared and submitted in a timely manner using the enclosures in order to ensure heroism, superior achievement, or sustained performance are recognized before a Marine's, Sailor's, or civilian's end of tour or career.

(d) Ensure unit award recommendations are originated by higher headquarters and are in accordance with reference (a) and this Order.

6. Administration and Logistics

a. Administration

(1) Originators will familiarize themselves with this order, the references, and ensure eligibility criteria and administrative requirements are met for each recommended award.

(2) All recommendations should be thoroughly prepared, as a poorly prepared recommendation can delay action by the endorsing/awarding chain or result in disapproval. Originators should pay particular attention to quantifying superior performance or providing requisite sufficient detail for heroism.

(3) It is imperative that all involved in proposing, voting on, or approving awards strive to maintain the integrity of the awards program.

(4) Personal decorations should be limited to those cases in which the service member's or civilian's performance of duty was superior, significant, and contributions were clearly recognized by senior Service members and contemporaries.

(5) Quality and extent of meritorious service performed by the individual and level of responsibility, not the rank of the individual, should be the primary factors in making a determination as to the level of the award proposed. Proper justification based on accomplishments, length of performance, level of responsibility and billet held will ensure that deserving individuals are properly and fairly considered for recognition/decoration.

(6) Legions of Merit (LM) are normally associated with the level of responsibility associated with O-6 level command and general officer level

staffs.

(7) For II MEF Command Element personnel, Navy and Marine Corps Commendation (NC) and Navy and Marine Corps Achievement (NA) will be processed through II MEF Information Group and II MEF Support Battalion as appropriate.

(8) Multiple Personal Awards during a Standard Tour Length

(a) Only one award may be submitted for the same act, achievement, or period of meritorious service. However, an award for heroism or specific achievement performed within a period of meritorious service is not considered duplication. The Summary of Action (SOA) and citation issued for meritorious service will not mention heroic acts or specific achievements previously recognized. Any personal awards delivered during the period of service will be uploaded as an attachment in iAPS.

(b) A standard tour should be appropriately recognized. Additionally, letters of continuity to document superior performance are also encouraged for individuals who did not serve a standard tour and are being re-assigned within II MEF. A standard tour is defined as 2-3 years for Permanent Change of Station (PCS) or Permanent Change of Address (PCA) orders. For assignments of one year or less, a letter of continuity (LOC) or impact Navy and Marine Corps Achievement Medal will be the standard approach.

(9) Civilian Awards. Commanders, supervisors, and managers will familiarize themselves with references (e) and (f) in order to properly submit civilians for incentive and honorary awards.

(10) Combat Related Awards. Combat related awards will be submitted in accordance with reference (d) and with guidance established by the deployed commander of the unit.

(11) Reclama. Per reference (a), if an award is downgraded by the approval authority, there is a process known as reclama used to re-submit the award for further consideration prior to presentation. This action should be carefully considered, as it is a request to re-consider a decision made by higher headquarters and should introduce new facts or factors not previously considered. After a reclama is initiated, the award will get re-boarded for consideration, approval, or recommendation.

(a) The command originating the reclama must provide new and relevant information not originally in the award submission within 90 days of the disposition.

(b) iAPS will not be used to reclama an award. Instead, standard naval letter correspondence will be used and routed to the awarding authority via the chain of command.

(c) Only commands, not individuals, are authorized to submit a reclama.

(12) Late Award Submission. For any award submitted later than the required timeline, a reasonable justification for the delay must be provided and attached to the iAPS record or entered as a comment.

(13) Unit Awards Submissions. Unit awards will be submitted in accordance with references (a) and (b). Unlike personal awards, unit awards will not be on voted through iAPS. Instead, these awards will be voted on by the designated II MEF primary and deputy primary staff members via a hard copy paper routed process.

b. Logistics

(1) Recommendations for personal awards will be prepared utilizing iAPS following the procedures outlined in reference (b) and enclosure (1).

(2) Awards will have an endorsement from a Commanding Officer/General or a II MEF Command Element primary staff member before they are submitted to the II MEF Adjutant for boarding and routing.

(3) In accordance with reference (a), Commanding Generals are not authorized to approve awards for his/her personal staff. Awards for personnel on a Commanding General's personal staff will be forwarded to the next higher headquarters.

(4) Awards Board

(a) Personal Awards. II MEF Awards Boards will consist of two boards chaired to review and vote for personal award submissions. Awards boards shall be staffed with members that are equal to or senior in rank to those being considered for the award.

1. Board A. Consists of primary staff members and the II MEF Adjutant as an alternate. This board will vote on awards at the LM level and above. The screening criteria for these awards are the impacted success of Regiment/Group or higher.

2. Board B. Consists of deputy staff members and the II MEF Adjutant as an alternate. This board will vote on awards below the LM level. The screening criteria for these are awards are the impacted success of Battalion/Squadron or higher.

(b) Unit Awards. Consists of designated II MEF primary/special staff members. Unit awards will be voted on by the staff member via a paper routing process initiated by the II MEF Adjutant. Each staff member reviewing a unit award will apply proper scrutiny outlined per reference (a) and enclosures (2).

7. Command and Signal

a. Command. This Order is applicable to II MEF.

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


B. D. BEAUDREULT

DISTRIBUTION: A, B

Instructions for Personal Awards

1. Personal award recommendations required to be processed by the Commanding General, II Marine Expeditionary Force (CG, II MEF) will be forwarded electronically utilizing the Improved Awards Processing System (iAPS). Strict adherence to the procedures outlined in enclosure (5) of reference (d) will reduce the submission of awards with preventable administrative errors. The following common errors are identified to help reduce errors:

a. Originator. Block 1 - Missing unit mailing address.

b. Nominee

(1) Block 10 - Missing "DESIG/NEC/MOS" for Navy personnel.

(2) Block 14 - Missing "Warfare Designator" for Navy personnel.

c. Award

(1) Block 17 - Specific achievement (impact award) not correctly identified for the time of action/service.

(2) Block 19 - Incorrect number of recommended medals of the same type.

(3) Block 20 - Action dates/meritorious period does not match dates in the summary of action (SOA) and/or the citation.

(4) Block 21 - Includes awarding authority as via endorser. Only via endorser should be included in this block. Do not type II MEF in this box, for Meritorious Service Medals and lesser awards. II MEF is the awarding authority, not a via endorser.

(5) Block 23 - Providing the incorrect date the award is required for presentation at retirement ceremony, post and relief, or farewell.

(6) Block 24 - Incomplete mailing address (unit or personal if separation is anticipated).

(7) Block 27 - Missing actual period of previous awards. The block automatically auto populates other awards decorations for Marines. Carefully examine the block and remove all but personal decorations. For Navy personnel, not all personal awards populate. Visit the U.S. Navy Awards website at

[https://awards.navy.mil/awards/webbas01.nsf/\(frmQPersAwards\)?OpenForm&Search](https://awards.navy.mil/awards/webbas01.nsf/(frmQPersAwards)?OpenForm&Search)

Under the "Personal Awards" tab, "Personal Awards Query" section, an originator may search to find the personal awards for a particular Sailor with a first name, last name, middle initial, and last six digits of the social security number.

d. SOA

(1) Every award recommendation is evaluated on the merits of the SOA; consequently, the SOA is required in all cases. It is imperative that

personal award recommendations should be adequately justified in the "SOA" section.

(2) Proper justification based on accomplishments, achievements, level of responsibility and billet held, regardless of rank, will ensure deserving Marines and Sailors are properly recognized and significantly enhance the chances of the recommendation being approved. Avoid generalities and excessive use of superlatives. The SOA is written using normal capitalization. All acronyms must be spelled out the first time mentioned in the text and may then be abbreviated. Present an objective SOA with specific examples of the performance and manner of accomplishing the performance tied to the results and benefits derived to the unit and/or service. The amount of detail and supporting documentation required will depend upon the circumstances and the level of the award being recommended, but in general, a single page will suffice. Awards of higher precedence (Navy and Marine Corps Medal, Legion of Merit, Meritorious Service Medal, and combat awards) require tailored detail and warrant a more standard style covering a wider spectrum of the recommended individual's performance. In accordance with enclosure (5) of reference (b) the following serves as guidance for length and type of SOA:

(a) Navy and Marine Corps Achievement Medal (NA): All NA recommendations (to include impact awards) will be written in bullet format and limited to one page.

(b) Navy and Marine Corps Commendation Medal (NC): Can be written in bullet format or paragraph format and will be limited to two pages.

(c) Meritorious Service Medal (MM)/Navy and Marine Corps Medal (NM): Must be written in paragraph format and will be limited to two pages. Supporting documents for the NM are not included in the page limit.

(d) Legion of Merit (LM): Must be written in paragraph format and will be limited to two pages; unless superior impacts warrant more than two pages.

(e) Military Outstanding Volunteer Service Medal (MOVSM): In accordance with reference (d), ensure the SOA contains sufficient information on the sustained volunteer work provided for a minimum of three years. A citation is not required, however, it is recommended that a proposed citation be provided in the event the awarding authority desires to present one.

e. Citation. The text should encapsulate the individual's most significant noteworthy accomplishments; it is very important that an individual's unique contribution be described accurately, a citation means a lot to the awardee and will endure well past his/her career. Citations emphasize individuals for acts of heroism, meritorious achievements, meritorious service that goes beyond what is normally expected in the capacity in which the individual or unit is tasked, a distinguished performance worthy of recognition, and some act that demonstrated noteworthy extra effort, extra work, personal risk or significant financial benefit/savings.

(1) Rank will be spelled out. For navy personnel, rate, not rank, will be used through the citation. Example Hospital Corpsman Second Class Jones vice Petty Officer Jones.

(2) Dates should match block (20) and/or the SOA.

(3) Acronyms will not be used.

(4) Names of exercises will be spelled out using natural capitalization. Example: Exercise Trident Juncture.

(5) Names of operations will be spelled out using all capitalization for MMs and above. Example: Operation ENDURING FREEDOM.

(6) Dollar amounts stated in the citation will be as follows: 1.5 million dollars or \$650,000.

(7) When referring to the year in the citation, the four digits will be used, example January 2003. Abbreviate the year when used thereafter, example: "00 for 2000, '02 for 2002.

(8) The originator should attach a copy of personal awards delivered to the nominee during the meritorious period encompassed in the current award submission in order to prevent duplication of recognition.

(9) Navy personnel require a copy of the delivered award and NAVMC 11533 (EF) (Award Information, SOA, citation) to be sent to the appropriate Navy Department Awards Web Service (NDAWS) Authority. Contact the CG, II MEF Personnel Specialist to process the award through the correct NDAWS.

Instructions for Unit Awards

1. Unit Awards. Unit awards require additional scrutiny not easily available through iAPS. The following are requirements for unit awards from reference (d):

a. The normal performance expected of Marine units is excellence. To be eligible for a unit award, a unit must surpass normal performance. Unit awards, therefore, should recognize "surge" efforts and/or specific accomplishments or services.

b. The "surge" efforts, by nature and magnitude, should clearly and distinctly place that unit's performance significantly above that of other units performing a similar mission.

c. Unit accomplishments should be expressed in definitive terms rather than broad generalized statements. For example, the recommendation should state specifically which units were involved and precisely why their accomplishments place them distinctly above other units performing similar missions.

d. In accordance with reference (c), unit awards will be forwarded to the awarding authority through the administrative (for sustained performance) or operational (for deployment) chain of command, as appropriate. If a portion of period of performance includes an operational deployment, the recommendation must be forwarded via the Combatant Commander for endorsement to prevent duplication of awards.

Timeline for Submission of Awards

1. It is imperative that prompt recognition be given to deserving personnel. Award recommendations should be submitted as expeditiously as possible after the act has occurred. Timely submission of personal awards is a necessity, especially those to be awarded at retirement or upon completion of an end of tour. Failure to submit awards in a timely manner can result in a individual ending a tour or career without proper and timely recognition.
2. To ensure awards are presented prior to an individual's detachment, the award recommendation must be submitted in sufficient time to enable appropriate board proceedings; administrative processing; approval by the Commanding General and forwarding to MARFORCOM and/or HQMC as appropriate.
3. Personal award recommendations must be submitted to II MEF via iAPS according to the below timelines.

<u>Award</u>	<u>To II MEF</u>
Legion of Merit (Transfer)	120 days prior to presentation
Legion of Merit (Retirement)	NLT 60 days prior to presentation
Navy and Marine Corps Medal	60 days after action
Meritorious Service Medal	60 days prior to presentation
Navy and Marine Corps Commendation Medal	NLT 60 days prior to presentation
Impact NC	45 days after action
Navy and Marine Corps Achievement Medal	60 days prior to presentation
Impact NC	NLT 45 days after action

4. Combat awards for valor will be processed in accordance with reference (b).

Request for Commanding General, II Marine Expeditionary Force Certificate of Commendation

(letterhead)

1650
Orig Code
(Date)

From: Commanding Officer, Unit
To: Commanding General, II Marine Expeditionary Force (Attn: G-1)
Via: Chain of Command

Subj: REQUEST FOR COMMANDING GENERAL CERTIFICATE OF COMMENDATION

Ref: (a) MEFO 1650.1

Encl: (1) Proposed Citation

1. Per the reference, this command requests a Commanding General, II Marine Expeditionary Force Certificate of Commendation be prepared for awarding to _____ for the service/actions outlined in the enclosure.

2. Point of contact at this command is _____.

I. M. COMMANDER

EXAMPLE

**COMMANDING GENERAL
II MARINE EXPEDITIONARY FORCE**

**CORPORAL ISABELLA M. MARINE
UNITED STATES MARINE CORPS**

SUPERIOR PERFORMANCE IN THE EXECUTION OF HER DUTIES WHILE SERVING AS ADMINISTRATIVE CLERK, INFORMATION GROUP, II MARINE EXPEDITIONARY FORCE, FROM MARCH TO APRIL 2018. DURING THIS PERIOD, CORPORAL MARINE DEMONSTRATED EXCEPTIONAL LEADERSHIP, ORGANIZATIONAL SKILLS, AND EXTRAORDINARY PROFESSIONALISM. IN ADDITION TO SUSTAINED SUPERIOR PERFORMANCE OF HER REGULAR ADMINISTRATIVE DUTIES, CORPORAL MARINE SUCCESSFULLY MANAGED THE COMMAND'S PERSONNEL SPONSORSHIP PROGRAM PROCESSING OVER 200 INBOUND MARINES. THE COMMAND SPONSORSHIP PROGRAM ENSURED MARINES DEPARTING FROM AND ARRIVING TO THE GROUP HAD ACCESS TO RESOURCES AIMED AT A SMOOTH TRANSITION BETWEEN COMMANDS. SHE ALSO MAINTAINED A COMMAND TRACKING PROGRAM THAT ENSURED PROPER TIMING OF REPLACEMENTS IN ORDER TO GUARANTEE ADEQUATE TURNOVER TIME BETWEEN INCOMING AND OUTGOING PERSONNEL. NOT ONLY DID HER ACTIONS INCREASE THE PRODUCTIVITY OF THE S-1 SECTION, BUT ALSO HELPED REDUCE THE LOSS OF FUNCTIONAL CAPABILITIES ACROSS THE STAFF. IN ADDITION, CORPORAL MARINE ENABLED EXECUTIVE LEVEL SITUATIONAL AWARENESS DURING A HIGH TRANSITION PERIOD. CORPORAL MARINE'S PROFESSIONALISM AND DEDICATION TO DUTY REFLECTED CREDIT UPON HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

DD FORM 1300 1/03

**I. M. COMMANDER
LIEUTENANT GENERAL, U. S. MARINE CORPS
COMMANDING GENERAL
II MARINE EXPEDITIONARY FORCE**

Award Citation Opening and Closing Sentence and Requirements

1. Background. A proposed citation, which is a condensation of the SOA, must accompany the recommendation. Although a citation is laudatory and formalized, it must be factual and contain no classified information. Acronyms and abbreviations will NOT be used in the proposed citation. The citation will be written per the guidance provided by references (c), (d), and as stated below:

COMMANDING GENERAL'S CERTIFICATE OF COMMENDATION		
	OPENING	CLOSING
All Capital letters, Times New Roman font, 9 point, Landscape style, 11 lines of text, no abbreviations	SUPERIOR PERFORMANCE IN THE EXECUTION OF HIS/HER DUTIES WHILE SERVING AS (BILLET, UNIT), II MARINE EXPEDITIONARY FORCE, FROM (MONTH YEAR) TO (MONTH YEAR).	(RANK/NAME)'S PROFESSIONALISM AND 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.
NAVY AND MARINE CORPS ACHIEVEMENT MEDAL		
	OPENING	CLOSING
All Capital letters, Courier New font, 9 point, Landscape style, minimum 9 lines of text, no more than 10 lines or 1250 characters w/ spaces, no abbreviations	PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS (BILLET, UNIT), II MARINE EXPEDITIONARY FORCE, FROM (MONTH YEAR) TO (MONTH YEAR).	(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 COMMENDATION MEDAL		
	OPENING	CLOSING
All Capital letters, Courier New font, 9 point, Landscape style, minimum 9 lines of text, no more than 10 lines or 1250 characters w/ spaces, no abbreviations	MERITORIOUS ACHIEVEMENT/SERVICE WHILE SERVING AS (BILLET, UNIT), II MARINE EXPEDITIONARY FORCE, FROM (MONTH YEAR) TO (MONTH YEAR).	(RANK/ NAME)'S UNSWERVING DETERMINATION, WISE JUDGEMENT, AND COMPLETE DEDICATION TO DUTY REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND UNITED STATES NAVAL SERVICE.
MERITORIOUS SERVICE MEDAL		
	OPENING	CLOSING
Regular capitalization, Courier New font, 12 point, Portrait style, minimum 20 lines, no more than 22 lines or 1800 characters w/ spaces, no abbreviations	For outstanding meritorious service/or achievement while serving as (Billet), (Unit), II Marine Expeditionary Force, from (Month Year) to (Month Year).	(Rank/Name)'s exceptional professionalism, personal initiative, and loyal 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.

LEGION OF MERIT		
	OPENING	CLOSING
Regular capitalization, Courier New font, 12 point, Portrait style, minimum 20 lines, no more than 22 lines or 1800 characters w/ spaces, no abbreviations	For exceptionally meritorious conduct in the performance of outstanding service as (Billet), (Unit), II Marine Expeditionary Force, from (Month Year) to (Month Year).	By his/her dynamic direction, keen judgment, and loyal devotion 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.
NAVY AND MARINE CORPS MEDAL		
	OPENING	CLOSING
Regular capitalization, Courier New font, 12 point, Portrait style, minimum 20 lines, no more than 22 lines or 1800 characters w/ spaces, no abbreviations	For heroism while serving as (Billet), (Unit) on (day month year).	By his/her bold leadership, wise judgement and complete 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.
RETIREMENT		
	OPENING	CLOSING
Character limitations and capitalization requirements for respective award level. Retirement citations will have a maximum of 24 Lines.	Use appropriate opening sentence for the type of award.	Her/His superior performance of duty during this tour is the hallmark of a career devoted to accomplishing broad and diverse assignments, highlighting the culmination of (##) years of honorable and dedicated Marine Corps Service. (Also, use appropriate closing sentence for the type of award).
COMBAT RELATED AWARDS		
Refer to references (b) through (d) and/or appropriate operational chain guidelines		

Criteria/Sample - Letter of Continuity

1. Background

a. Upon reassignment of an individual within II MEF (any Major Subordinate Command/Element thereof) before completing a standard tour length, the reporting senior may, if he or she considers the individual's performance truly distinctive, forward a letter of continuity (LOC) outlining the individual's performance of duty. This letter may be the basis for an award recommendation upon the member's detachment from II MEF.

2. SAMPLE LOC FORMAT.

(letterhead)

1650
Orig Code
(Date)

From: Officer in Charge, Unit
To: Gaining Command

Subj: LETTER OF CONTINUITY IN THE CASE OF RANK/NAME/EDIPI/MOS COMPONENT

Encl: (1) Summary of Accomplishments
(2) Any New Supporting Documentation (i.e. Diagrams, Eye Witness Statements, etc.)

1. Rank/Name served as _____ with _____, II Marine Expeditionary Force, from _____ to _____. During this period his/her performance of duty provided significant contributions to the command/unit. New and relevant information concerning his/her specific actions/achievements are included in enclosure (1).

2. Point of contact at this command is _____.

SIGNATURE BLOCK