



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

StaO 1650.5H
3BD
09 AUG 1996

STATION ORDER 1650.5H

From: Commanding Officer
To: Distribution List

Subj: DECORATIONS AND AWARDS

Ref: (a) SECNAVINST 1650.1F
(b) MCO 1650.19F
(c) ABO 1650.1K

Encl: (1) Instructions for Completing the OPNAV 1650/3
(2) Annual Awards
(3) Awards Board Recommendation

1. Purpose. To establish policy and provide instructions for recommending and processing decorations and awards.

2. Cancellation. StaO 1650.5G.

3. Background. An important factor in leadership and morale is prompt and appropriate recognition of outstanding accomplishment 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. Policy. 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, MCAS, Yuma will award the NA for a specific accomplishment when the period of time

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covers six months or less. Periods of sustained superior performance will normally be awarded by higher headquarters.

5. Information. The Station Awards Board will meet as award recommendations are received and will consist of the following members:

Station Executive Officer	(Senior Member)
Station Adjutant	Member
Sergeant Major	(Member for enlisted personnel only)

6. Procedures

a. Personal Awards

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

(2) Personal award recommendations will be submitted per references (a) through (c) on OPNAV Form 1650/3 (Rev 3-76) (Personal Award Recommendation). This form must be filled out in its entirety. Enclosure (1) will be utilized when preparing the OPNAV 1650/3. The evaluation of the recommendation for an award is based on the justification contained in the "Summary of Action" (Summary of Action is not required for locally awarded NA's"). In composing the summary, specific rules apply as follows:

(a) Avoid generalities and the job description approach.

(b) Use bullet format whenever possible.

(c) Refrain from excessive use of superlatives.

(d) Write the summary objectively.

(e) Give specific examples of their performance and the manner in which it was accomplished. Concentrate on what they did and how it impacted the unit. Results should be evident.

(3) A proposed citation must:

- (a) Be factual and highlight the achievements.
 - (b) Exclude any classified material/information.
 - (c) Be adaptable to publication by the news media.
 - (d) Begin and end with the specific wording established by reference (a).
 - (e) For NA/NC, must be no more than nine lines in landscape format (all caps).
 - (f) For MSM and above, 15-21 lines in length and portrait format.
- (4) Recommendations for NA/NC awards must arrive at this Headquarters (Adjutant) 60 days prior to the desired delivery date.
- (5) All recommendations for end of tour/retirement/separation awards senior to the NC must be submitted on OPNAV 1650/3 to this Headquarters (Adjutant) NLT 180 days prior to the presentation/retirement ceremony.
- (6) If an award recommendation is returned for corrective action by the Station Headquarters, the Squadron Commanding Officer will resubmit the recommendation within five working days to the Station Adjutant.

b. Certificates of Commendation

- (1) Will be issued by the Commanding Officer, MCAS, Yuma.
- (2) 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 as an enclosure. The proposed citation must be within the following dimensions: each line nine inches, left to right margin, not more than nine lines and written in the third person.
- (3) In those cases where a CMC Certificate of Commendation is warranted, a recommendation will be submitted to the CMC (MHM) on a OPNAV 1650/3 with a proposed citation.

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(4) 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.

7. Annual Awards. Enclosure (2) is a list of annual awards MCAS, Yuma personnel are eligible to receive.

8. Action

a. Headquarters and Headquarters Squadron Commanding Officer

(1) Review your current Awards Program and establish procedures utilizing the guidelines set forth in references (a) through (c) and this Order.

(2) Review enclosure (2) and submit all recommendations for awards in a timely manner. Negative reports are required for these awards.

(3) Resubmit corrected recommendations within five working days to the Station Adjutant.

b. Department Heads and Special Staff Officers. Submit all recommendations for awards/decorations via the Squadron Commanding Officer.

c. Adjutant

(1) Track all recommendations submitted to ensure timely turn-around by the individual assigned action.

(2) Prepare Certificates of Commendation for the Commanding Officer's Signature.

(3) Upon approval from the Awards Board, type NA certificates.

d. Awards Board

(1) Members will review all award recommendations for justification and appropriateness of the recommended award.

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(2) Complete enclosure (3) indicating the recommended award prior to submission to the Commanding Officer for action.

(3) The senior member will ensure that the Board meets on as needed basis to consider all recommendations in their possession.

9. Summary of Revision. This revision contains significant changes and should be reviewed in its entirety.



W. J. GUDDECK

By direction

DISTRIBUTION: A

INSTRUCTION FOR COMPLETING OPNAV 1650/3

- From: Include command long and short titles of the originator listed in block 22.
- To: Proper awarding authority (see appendix B, chapter 1) of ref A.
1. SOCIAL SECURITY NUMBER: Social Security Number of the person who is being recommended for an award.
 2. Type the person's LAST name first (ALL CAPITAL LETTERS), followed by a comma (,), then type first name, middle initial and any suffixes, i.e., Jr., Sr., II, III, etc. If no middle name, use NMN.
 3. COMPONENT: As shown on the form, either USN, USNR, USNR (TAR), USNR-R, USMC, or USMCR.
 4. GRADE/RATE: For the person being recommended use the authorized abbreviation, i.e., COL, LTCOL, MAJ, CAPT, 1STLT, 2NDLT, CWO4, MGYSGT, SSGT, CPL, LCPL. (Do not use E7, E5 etc.)
 5. DESIG/NEC/MOS:
 - a. DESIG is for officer designator, such as 0108, 4402, etc.
 - b. NEC is Navy Enlisted Classification Code. The primary NEC should be used. If the person has no code, enter 0000 (four zeros) in this block.
 - c. MOS: This is the USMC Military Occupational Standard.
 6. HOME STATE: Of the person being recommended.
 7. BUIC/RUIC: This is the Unit Identification Code (UIC) to which the person was/is assigned during the period of recommended award i.e., 02231.
 8. RECOMMENDED AWARD: Name of award (All Caps), such as LEGION OF MERIT, MERITORIOUS SERVICE MEDAL, NAVY AND MARINE CORPS COMMENDATION MEDAL etc.

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9. Combat "V": For combat use only.

10. BLANK BOXES: Self-explanatory. The majority of peacetime awards will be "meritorious".

11. NUMBER OF AWARD OF THIS MEDAL: If the person being recommended has never received one of the recommended awards, then type in "FIRST" (All Caps). If this will be second or third in kind, then so indicate, e.g., "SECOND", "THIRD", etc.

12. ACTION DATE/MERITORIOUS PERIOD: This block asks for the start and stop dates of period covered for the recommended award.

13. AREA OF ACTION/SERVICE: e.g., CONUS, WESTPAC, EUROPE, MED, CARIBBEAN.

14. EXP. OF ACTIVE DUTY: For officers, this is usually "INDEFINITE" (All Caps), unless the officer is retiring or otherwise leaving the Naval Service, in which case, type in retirement date, or last day of active duty.

15. EST. DETACHMENT DATE: The date the person is scheduled to depart the command, whether departing for PCS or terminal leave. Include exact date if known.

16. NEW DUTY STATION: Type in the SNDL authorized short title of the new duty station and full mailing address, including ZIP code.

If the person is retiring or leaving the service, type in their next full home address, including ZIP code. (This is of utmost importance).

17. UNIT AT TIME OF ACTION/SERVICE: The unit to which the individual being recommended was assigned during the period covered by the proposed award.

18. DUTY ASSIGNMENT: Type in a one or two word general description of what the person was doing during the period the award is recommended for, e.g., Commanding Officer, OPS Officer, Flight Instructor, Flag Writer, Command Master Chief, etc.

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19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED: This block causes much confusion. A PERSONAL decoration is one that is listed in Chapter 2. Good Conduct Medal's are not considered personal decorations. NUCs, MUCs, and similar unit awards will not be listed. Ensure the period covered for each personal award is included.

20. PERSONAL AWARDS RECOMMENDED - NOT YET APPROVED: Normally, "NONE" (All Caps). Usually used for combat situations.

21. OTHER PERSONNEL BEING RECOMMENDED FOR THE SAME ACTION: Normally "NONE" (All Caps). For life saving events/actions when a group is recommended for the same action.

22. NAME, GRADE, TITLE OF ORIGINATOR: For example, John P. Jones, RADM, Director of Naval Intelligence.

The originator must sign and date the form as well as check one of the two boxes above signature block.

23. FORWARDING ENDORSEMENTS: As required by the chain of command. For MSM and above, the recommendation must be endorsed by the chain of command.

24. LEAVE BLANK.

25. SUMMARY OF ACTION. This must be submitted for every award (above a locally awarded NA) recommendation. Specific information/ accomplishments are essential to the narrative summary. Ensure that the dates in block 12 match exactly with the dates in block 25, as well as the proposed citation.

ENCLOSURE (1)

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ANNUAL AWARDS

AWARDS	<u>Directive/Instructions (current edition)</u>	<u>Due Date This Command</u>
Association of Naval Aviation (ANA)	MCO 1650.29C	1 Jan
Collier Trophy	MCO 1650.29C	1 Jan
Harmon International Trophy	MCO 1650.29C	1 Jan
Navy League Awards	SECNAVINST 1650.34B	1 Feb
Admiral Robert B. Pirie Naval Air Traffic Controller of the Air	OPNAVINST 3721.1K	1 Apr
Leftwich Trophy	MCO 1650.32C	1 May
Association of Old Crow Awards (AOC)	OPNAVINST 1650.15A	1 May
James Martin Award	MCO 1650.29C	1 May
Marine Corps Aviation Association (MCAA)	MCO 1650.29C	1 May
Marine Corps Combat Correspondence Associations, Inc. Distinguished Performance Awards	MCO 5720.57B	15 Jun
Kitty Hawk Memorial Award	MCO 1650.29C	1 Jul

ENCLOSURE (2)