



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 1650.59
LPC-1
8 Sep 2014

MARINE CORPS ORDER 1650.59

From: Commandant of the Marines Corps
To: Distribution List

Subj: MARINE CORPS MOTOR TRANSPORT AWARDS PROGRAM (MCMTAP)

Ref: (a) MCO 1200.17E
(b) MCO P1070.12K
(c) MCO 5210.11E
(d) SECNAV M-5210.1
(e) SECNAV M-5211.5E
(f) 5 U.S.C. 552a

Encl: (1) Sample Individual Nominee Package
(2) Sample Unit Nominee Package

1. Situation. This Order provides procedural guidance and instructions for the MCMTAP per references (a) through (e). The MCMTAP is administered by the Deputy Commandant, Installations and Logistics (DC I&L), and consists of nine individual and two unit/organization awards for technical and professional excellence in the Motor Transport occupational field.

2. Cancellation. MCO 1650.51.

3. Mission. Provide policy and procedural guidance for the nomination, selection, coordination and recognition of Marines, Civilian Marines and Motor Transport units/organizations, from the operating forces, supporting establishments and Marine Corps Reserve, who best exemplify superior Motor Transport operations and maintenance excellence and demonstrate dedication to mission accomplishment.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operation

(1) Commander's Intent. Recognize exemplary performance of Motor Transport Marines, Civilian Marines and units/organizations who have made significant contributions to the accomplishment of their unit's assigned mission and who embody the Marine Corps values of Honor, Courage and Commitment.

(2) Concept of Operation. Commands with personnel and/or organizations that meet the criteria within this Order are encouraged to submit nominations. Nominations shall be submitted via the endorsing chain of command and per guidance contained within this Order.

b. Subordinate Element Missions

(1) Deputy Commandant, Installations and Logistics (DC, I&L). Responsible for coordinating participation in award nominations, selection process and award ceremonies for this awards program. Shall convene a board of senior Motor Transport Marines (officers/enlisted) to review nominations and recommend award nominees to DC, I&L for final selection.

(2) Commanders. Ensure eligible, deserving Marines, Civilians and units are screened, nominated and forwarded to DC, I&L via the endorsing chain of command. Commanders are encouraged to recognize individual nominees and recipients at local ceremonies.

c. Coordinating Instructions. DC, I&L will publish an annual MARADMIN soliciting nominees; the message will provide eligibility and solicitation dates, points of contact and additional information regarding the submission process. Each of the below listed commands are authorized to submit one nomination package per applicable award category:

(1) I MEF.

(2) II MEF.

(3) III MEF.

(4) Marine Special Operations Command (MARSOC).

(5) Marine Forces Reserve (MFR).

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(6) Marine Corps Installations Command (MCICOM).

(7) Training & Education Command (TECOM).

(8) Program Executive Officer Land Systems (PEO LS).

(9) Marine Corps Logistics Command (MARCORLOGCOM).

(10) Deployed forces shall submit via operational chain of command.

5. Administration and Logistics

a. Information

(1) Selection should be made on the "Whole Marine Concept," in addition to the performance of the nominees assigned duties in accordance with reference (a).

(2) Commands identified in paragraph 4.c., shall submit original nominations packages directly to the Commandant of the Marine Corps (CMC), DC, I&L (LPC-1). Annual solicitation message shall contain additional information regarding submission process, format, due dates and points of contact. Information shall be collected, distributed and reviewed per references (c) and (e).

b. Individual Award Categories

(1) Motor Transport Officer of the Year

(a) Eligibility Criteria. Company Grade Marine Corps Logistics Officer in Military Occupational Specialty (MOS) 0402 assigned the Primary Duty as Motor Transport Officer by Table of Organization (T/O).

(b) Performance Criteria. Outstanding contribution, in the Marine Corps Motor Transport field, developing or advancing concepts of operation, doctrine, training, procedures and technology that contributes significantly to mission accomplishment and towards Motor Transport transformation required for the 21st century; and/or demonstrates continual resourcefulness by meeting operational and/or strategic challenges.

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(2) Motor Transport Maintenance Officer of the Year

(a) Eligibility Criteria. Warrant Officer and Chief Warrant Officer (W1 - CWO3) Marine Corps Motor Transport Maintenance Officer in MOS 3510 assigned the Primary Duty as Motor Transport Maintenance Officer by T/O.

(b) Performance Criteria. Outstanding contribution, in the Marine Corps Motor Transport maintenance field, developing or advancing concepts of operation, doctrine, training, procedures and technology that contributes significantly to mission accomplishment and towards Motor Transport maintenance transformation required for the 21st century; and/or demonstrates continual resourcefulness by meeting operational and/or strategic challenges.

(3) Motor Transport Operations Chief of the Year

(a) Eligibility Criteria. Primary Military Occupational Specialty (PMOS) 3537 Motor Transport Operations Chief, Staff Noncommissioned Officer (SNCO) (E-6 and E-7) assigned to the Primary Duty as Motor Transport Operations Chief by T/O.

(b) Performance Criteria. Outstanding contribution, in the Marine Corps Motor Transport operations field, developing or advancing concepts of operation, doctrine, training, procedures and technology that contributes significantly to mission accomplishment and towards Motor Transport operations transformation required for the 21st century; and/or demonstrates continual resourcefulness by meeting operational and/or strategic challenges.

(4) Motor Transport Maintenance Chief of the Year

(a) Eligibility Criteria. PMOS 3529 Motor Transport Maintenance Chief, SNCO (E-6 and E-7) assigned to the Primary Duty as Motor Transport Maintenance Chief by T/O.

(b) Performance Criteria. Outstanding contribution, in the Marine Corps Motor Transport maintenance field, developing or advancing concepts of operation, doctrine, training, procedures and technology that contributes significantly to mission accomplishment and towards Motor Transport maintenance transformation required for the 21st century; and/or demonstrates continual resourcefulness by meeting operational and/or strategic challenges.

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(5) Motor Transport Operations Non-Commissioned Officer (NCO) of the Year

(a) Eligibility Criteria. PMOS 3531, Motor Transport Operations Non-Commissioned Officer (NCO), (E-4 and E-5), assigned to the Primary Duty as Motor Transport Operations NCO by T/O.

(b) Performance Criteria. Outstanding contribution, in the Marine Corps Motor Transport operations field, developing or advancing concepts of operation, doctrine, training, procedures and technology that contributes significantly to mission accomplishment and towards Motor Transport operations transformation required for the 21st century; and/or demonstrates continual resourcefulness by meeting operational and/or strategic challenges.

(6) Motor Transport Maintenance NCO of the Year

(a) Eligibility Criteria. PMOS 3521, Motor Transport Maintenance NCO, (E-4 and E-5), assigned to the Primary Duty as Motor Transport Maintenance NCO by T/O.

(b) Performance Criteria. Outstanding contribution, in the Marine Corps Motor Transport maintenance field, developing or advancing concepts of operation, doctrine, training, procedures and technology that contributes significantly to mission accomplishment and towards Motor Transport maintenance transformation required for the 21st century; and/or demonstrates continual resourcefulness by meeting operational and/or strategic challenges.

(7) Motor Transport Operator of the Year

(a) Eligibility Criteria. PMOS 3531, Motor Transport Operator, (E-1 to E-3) assigned to the Primary Duty as Motor Transport operator by T/O.

(b) Performance Criteria. Outstanding contribution in the Marine Corps Motor Transport operations field, possesses an exemplary history of safe operation, and superb performance of all duties and responsibilities required of a motor vehicle operator in garrison and/or combat.

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(8) Motor Transport Maintenance Technician of the Year

(a) Eligibility Criteria. PMOS 3521, Motor Transport Maintenance Technician, (E-1 to E-3) assigned to the Primary Duty as Motor Transport operator by T/O.

(b) Performance Criteria. Outstanding contribution in the Marine Corps Motor Transport maintenance field, possesses an exemplary history of safe maintenance practices, and superb performance of all duties and responsibilities required of a motor vehicle technician in garrison and/or combat.

(9) Motor Transport Military Instructor of the Year

(a) Eligibility Criteria. Occupational Field 3500, Motor Transportation, (any grade), assigned to a Formal Learning Center of Excellence, Marine Corps Combat Service Support School (MCCSSS), Camp Lejeune, NC or Motor Transport Instruction Company (MTIC), Fort Leonard Wood, MO), and the Primary Duty as Motor Transport instructor by T/O.

(b) Performance Criteria. Outstanding contribution in the Marine Corps Motor Transport formal instruction arena and possesses exemplary instructional abilities, and superb performance of all duties and responsibilities required of a Motor Transport instructor.

(10) Motor Transport Civilian Instructor of the Year

(a) Eligibility Criteria. Federal Department of Defense (DOD) Civilian assigned to a Formal Learning Center of Excellence MCCSSS, Camp Lejeune, NC or MTIC, Fort Leonard Wood, MO), and the Primary Duty as Motor Transport instructor by T/O.

(b) Performance Criteria. Outstanding contribution in the Marine Corps Motor Transport formal instruction arena and possesses exemplary instructional abilities, and superb performance of all duties and responsibilities required of a Motor Transport instructor.

c. Unit Award Categories

(1) Motor Transport Unit of the Year

(a) Eligibility Criteria. Any Marine Corps unit at the Company or Battalion/Squadron level involved in an operational/logistical transportation mission.

(b) Performance Criteria. Outstanding contribution in the Marine Corps Motor Transport operations field, possesses an exemplary history of safe operations in garrison and/or combat, developing or advancing concepts of operation, doctrine, training, procedures and technology that contributes significantly to mission accomplishment and towards Motor Transport operations transformation required for the 21st century; and/or demonstrates continual resourcefulness by meeting operational and/or strategic challenges. Other contribution categories include but are not limited to: direct combat support, combat service support or aviation support.

(2) Motor Transport Maintenance Unit of the Year

(a) Eligibility Criteria. Any Marine Corps unit at the Company or Battalion/Squadron level involved in a Motor Transport maintenance mission.

(b) Performance Criteria. Outstanding contribution in the Marine Corps Motor Transport maintenance field, possesses an exemplary history of safe maintenance operations in garrison and/or combat, develops or advancing concepts of operation, doctrine, training, procedures and technology that contributes significantly to mission accomplishment and towards Motor Transport maintenance transformation required for the 21st century; and/or demonstrates continual resourcefulness by meeting operational and/or strategic challenges. Other contribution categories include but are not limited to: direct combat support, combat service support or aviation support.

d. Nomination Package

(1) Individual nomination packages shall include the following:

(a) Command nomination letter on Command Letterhead in standard naval letter format. See figure 1-1 of enclosure (1).

(b) Chain of command endorsements via the commands identified in paragraph 4.c. See figure 1-2 of enclosure (1).

(c) A summary of performance that provides a concise resume of qualifications, including billet description and significant contributions to the command. This summary is not to exceed two pages, using 10 or 12-pitch Courier New font. This document will be the primary reference for award selection. See figure 1-3 of enclosure (1).

(d) A summary of action not to exceed 20 typewritten lines, using 12-pitch Courier New font all CAPS. See figure 1-4 of enclosure (1).

(e) A career biography of the nominee. See figure 1-5 of enclosure (1).

(f) A digital command type photograph of the nominee, prepared in accordance with reference (a). If nominee is deployed, the Marine pattern uniform blouse is appropriate. See figure 1-6 of enclosure (1).

(2) Unit/organization nomination packages shall include the following:

(a) Command nomination letter on Command letterhead in standard naval letter format. See figure 2-1 of enclosure (2).

(b) Chain of command endorsements via the commands identified in paragraph 4.c. See figure 2-2 of enclosure (2).

(c) A summary of performance that provides a concise resume of qualifications, including accomplishments and actions. This summary is not to exceed five pages, using 12-pitch Courier New font. This document will be the primary reference for award selection. See figure 2-3 of enclosure (2).

SEP 8 2014

(d) Unit chronology of events and achievements for the award period. See figure 2-4 of enclosure (2).

(e) A summary of action not to exceed 20 typewritten lines, using 12-pitch Courier New font all CAPS. See figure 2-5 of enclosure (2).

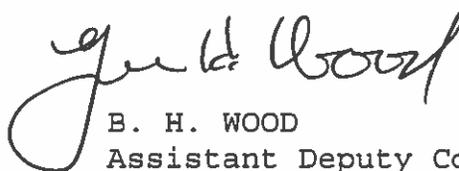
e. Retention of Records. All records created pertaining to the subject matter will be managed according to National Archives and Records Administration approved dispositions per reference (d) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

f. Management of Personally Identifiable Information (PII). The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information will be in accordance with the Privacy Act of 1974, as amended, per references (e) and (f). Any unauthorized review, use, disclosure or distribution is prohibited.

6. Command and Signal

a. Command. This Order applies to the Marine Corps Total Force.

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



B. H. WOOD
Assistant Deputy Commandant for
Installations and Logistics
By direction

DISTRIBUTION: PCN 10202257400

8 Sep 2014

Nomination Letter (Individual)

1650

H&S

31 Dec 13

From: Commanding Officer, Truck Company Alpha, Headquarters
Battalion, 1st Marine Division

To: Commandant of the Marine Corps, Deputy Commandant, Installations and
Logistics, Code: LPC-1

Via: (1) Commanding Officer, Headquarters Battalion, 1st
Marine Division
(2) Commanding General, 1st Marine Division
(3) Commanding General, I Marine Expeditionary Force

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT OPERATIONS NON-
COMMISSIONED OFFICER OF THE YEAR AWARD IN THE CASE OF SERGEANT JOHN D.
MARINE, 3531/USMC

Ref: (a) MARADMIN xxx-xx/DTG (Solicitation Message)

Encl: (1) Summary of Performance
(2) Summary of Action
(3) Career Biography
(4) Digital Photograph

1. Sergeant Marine is nominated with enthusiasm for the 2013 Marine Corps Motor Transport Non-Commissioned Officer (NCO) of the Year award for his exemplary performance while serving as wrecker section chief, Truck Company Alpha, Headquarters Battalion, 1st Marine Division, from 1 January 2013 to 31 Dec 2013.

2. Nominee Information

- a. Email address: john.d.marine@usmc.mil
- b. Work phone number: (123) 456-7890
- c. Alternate phone number: (456) 789-0123

3. Point of contact on this award package is Gunnery Sergeant I. M. Leatherneck at I.leatherneck@usmc.mil, phone number: (890) 123-4567.

I. M. CO

Figure 1-1.--Sample Nomination Letter (Individual).

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Command Endorsement

FIRST ENDORSEMENT on CO, Truck Company Alpha, Headquarters Battalion, 1st Marine Division, ltr 1650 H&S of 31 Dec 2013

From: Commanding Officer, Headquarters Battalion, 1st Marine Division
To: Commandant of the Marine Corps, Deputy Commandant, Installations and Logistics, Code: LPC-1

Via: (1) Commanding General, 1st Marine Division
(2) Commanding General, I Marine Expeditionary Force

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT OPERATIONS NON-COMMISSIONED OFFICER OF THE YEAR AWARD IN THE CASE OF SERGEANT JOHN D. MARINE, 3531/USMC

1. Sergeant Marine has proven himself to be an indispensable asset to Truck Company Alpha, Headquarters Battalion, 1st Marine Division. His dynamic leadership, aggressive initiative, and unparalleled aptitude as both wrecker section chief and a Non-Commissioned Officer have been the catalyst for many of the battalion's continued successes. Sergeant Marine sets the standard for others to follow.

2. Forwarded, recommended with enthusiasm.

I. M. CO

Copy to:
CO, Truck Company A, HQBN
CO, HQBN, 1st MARDIV

Figure 1-2.--Sample Nomination Letter--Continued

8 Sep 2014

Command Endorsement

SECOND ENDORSEMENT on CO, Truck Company Alpha, Headquarters Battalion, 1st
Marine Division, ltr 1650 H&S of 31 Dec 2013

From: Commanding General, 1st Marine Division

To: Commandant of the Marine Corps, Deputy Commandant, Installations and
Logistics, Code: LPC-1

Via: (1) Commanding General, I Marine Expeditionary Force

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT OPERATIONS NON-
COMMISSIONED OFFICER OF THE YEAR AWARD IN THE CASE OF SERGEANT JOHN D.
MARINE, 3531/USMC

1. Forwarded, recommended with enthusiasm.

I. M. GENERAL

Copy to:

CO, Truck Company A, HQBN

CO, HQBN, 1st MARDIV

Figure 1-2.--Sample Nomination Letter--Continued

8 Sep 2014

Command Endorsement

THIRD ENDORSEMENT on CO, Truck Company Alpha, Headquarters Battalion, 1st
Marine Division, ltr 1650 H&S of 31 Dec 2013

From: Commanding General, 1st Marine Division

To: Commandant of the Marine Corps, Deputy Commandant, Installations and
Logistics, Code: LPC-1

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT OPERATIONS NON-
COMMISSIONED OFFICER OF THE YEAR AWARD IN THE CASE OF SERGEANT JOHN D.
MARINE, 3531/USMC

1. Forwarded, recommended with enthusiasm.

I. M. GENERAL

Copy to:

CO, Truck Company A, HQBN

CO, HQBN, 1st MARDIV

CG, 1st MARDIV

Figure 1-2.--Sample Nomination Letter--Continued

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Summary of Performance

Sergeant Marine is enthusiastically recommended for the Marine Corps Motor Transport Operations Non-Commissioned Officer of the Year award for his exceptional performance of duties while serving as an Assistant Convoy Commander. His efforts are illustrated by the following noteworthy accomplishments:

-Sergeant Marine checked into Motor Transport Operations Platoon and quickly distinguished himself. With the battalion only days away from its first field exercise, Sergeant Marine diligently learned the standard operating procedures and battle rhythm. Undeterred by this challenge, Sergeant Marine quickly emerged from the ranks as an exceptional leader with a high degree of proficiency as a Motor Transport Marine.

-During the month of February, Engineer Support Battalion conducted a field exercise in preparation for Enhanced Mojave Viper. During this evolution Sergeant Marine stood apart from his peers. His constant evaluation and mentoring of Marines made an immediate impact on their performance. His skill as an experienced Logistical Vehicle System operator enhanced the performance of the platoon during training exercises. Sergeant Marine's influential leadership style ensured that every Marine learned from his experience and increased the learning curve for the younger Marines. He was an amazing teacher and mentor to his Marines, who strove to emulate his professionalism. He was a key player during the training evolution, serving as the load master; Sergeant Marine embarked and tracked over 200 personnel, 40 vehicles, and 20 pieces of engineer equipment to and from the field. During the battalion field training exercise, Sergeant Marine participated in four Combat Logistics Patrols constantly conducting training with his Marines to reinforce the tactics and procedures which they were training to instill.

-Upon arrival at Marine Corps Air Ground Combat Center Twenty-Nine Palms for Enhanced Mojave Viper, Sergeant Marine made an immediate impact. Tasked with leading the heavy section, he was in charge of eight Logistics Vehicle Systems with semitrailers. He immediately leaned forward and directed his Marines on first echelon maintenance. These initial vehicle inspections identified several problems that would have hindered future operations. His skill and hands on approach to educating and supervising this maintenance effort was commendable. Sergeant Marine also ensured the platoon had the appropriate amount of SL-3 gear for vehicles to complete the mission. Upon identifying several shortfalls he used contacts in the area to scrounge \$1,000 worth of gear for his vehicles. His extensive knowledge of the area made him a trusted resource for juniors and seniors alike. Sergeant Marine participated in nine combat logistics patrols, and 15 administrative movements throughout the training areas. He served as Convoy Commander on 10 movements, constantly exhibiting superior attention to detail on all procedures. His skillful ability to communicate and coordinate his convoy's movements with battle space owners and the battalion exhibited a competence rarely seen in a Sergeant. His steadfast professionalism and expert technical abilities significantly enhanced Engineer Support Company's training preparation for the battalion's deployment to Afghanistan in support of Operation Enduring Freedom.

-Immediately upon arriving at Camp Leatherneck, Sergeant Marine was sent to

Figure 1-4.--Sample Summary of Performance.

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Combat Outpost Shir Ghazay in order to assist in the Route Red horizontal construction mission. Operating at a remote site for three months, Sergeant Marine was selected for his extreme competency in convoy operations. During this mission, Sergeant Marine performed as the Assistant Convoy Commander and Convoy Commander, going outside the wire on a daily basis. Detached from the battalion with limited assets and personnel, Sergeant Marine was instrumental in maintaining the operational readiness of the motor transport vehicles that supported the road construction mission. His superior leadership, exceptional competence, and professionalism were instrumental in meeting the transportation requirements in support of these vital road construction projects. These missions required the movement of multiple engineer equipment assets, thousands of cubic yards of gravel and material, tens of thousands of gallons of water, as well as the transportation of multiple culverts and culvert denial systems. Sergeant Marine coordinated the mission specific daily load plans and detailed manifests for over 50 convoys. He personally ensured all cargo was loaded on the correct vehicle and secured properly, systematically inspecting each vehicle the night before the mission. Sergeant Marine's extreme competency and devotion to duty enabled the transport of 22,832 cubic yards of material, 225,600 gallons of water, and 1,200 feet of culverts with 60 denial end cap systems. His actions as Assistant Convoy Commander and Convoy Commander enabled the horizontal construction of 15,977 meters of improved road. Sergeant Marine's leadership proved pivotal as his motor transport operators drove over 10,000 miles through an extremely hostile environment under constant threat of enemy ambush. Sergeant Marine took this high operational tempo in stride, keeping his Marines constantly focused on the mission at hand and the maintenance of the equipment.

-Sergeant Marine's service as a Convoy Commander doubled the capability of the road construction efforts as it allowed the engineering teams to split in two. Allowing the road construction teams to accomplish more with less, Sergeant Marine performed flawlessly in command of his Marines. Showing steadfast resolve on a daily basis, Sergeant Marine's tactical decision making abilities reflected his character and technical expertise. This mission consisted of completing Route Red North construction, a vital road in the Musa Qal'eh District connecting 3rd Battalion, 2nd Marine's headquarters to Forward Operating Base Edinburgh and Combat Outpost Shir Ghazay. This new all-weather road decreased travel time and increased the safety for coalition forces and local nationals, resulting in an increased operational capability at the Marine Expeditionary Force level. Sergeant Marine's sound leadership, work ethic, and constant focus on maintenance kept his equipment running and resulted in the mission being completed at a rapid pace.

-Sergeant Marine's technical knowledge and skills are beyond reproach. He has the trust and confidence of all those around him, junior and senior alike, and is sought after for assistance in all matters, not just Motor Transport related. He has exceptional talent and an inspirational work ethic that is contagious. Sergeant Marine is highly deserving of this prestigious honor and is therefore enthusiastically recommended as the Motor Transport Association's Motor Transport Operations Non-Commissioned Officer of the Year.

NOTES:

-Courier New Font, 10 or 12-Pitch

-Single Spaced not to exceed 2 typewritten pages

Figure 1-4.--Sample Summary of Performance--Continued

8 Sep 2014

Summary of Action

Sergeant John D. Marine

SERGEANT MARINE HAS EXEMPLIFIED TIRELESS DEDICATION TO DUTY AND EXHIBITED THE ABILITY TO MANAGE MULTIPLE COMPETING PRIORITIES WHILE SERVING AS A MOTOR TRANSPORT OPERATIONS NONCOMMISSIONED OFFICER FOR TRUCK COMPANY ALPHA, HEADQUARTERS BATTALION, 1ST MARINE DIVISION FROM 1 JANUARY 2013 TO 31 DECEMBER 2013. DURING THIS PERIOD, SERGEANT MARINE'S SUPERIOR LEADERSHIP, EXCEPTIONAL COMPETENCE, AND PROFESSIONALISM WERE INSTRUMENTAL TO THE BATTALION'S SUCCESS. HIS DISTINGUISHED SERVICE WHILE SERVING AS AN ASSISTANT CONVOY COMMANDER IN 43 COMBAT LOGISTICS PATROLS DEMONSTRATES HIS CHARACTER AND TENACIOUS WORK ETHIC. WITH LIMITED RESOURCES AND DETACHED FROM HIS COMMAND ELEMENT, SERGEANT MARINE'S LED HIS MARINES OVER 10,000 MILES, TRANSPORTING OVER 50 TONS OF CARGO IN SUPPORT OF BUILDING OVER 25 KILOMETERS OF ROAD THROUGH THE MOST KINETIC ROUTES IN AFGHANISTAN. SERGEANT MARINE'S EXCEPTIONAL COMPETENCE AND PROFESSIONALISM ENABLED HIS DETACHMENT TO MAINTAIN MAXIMUM EQUIPMENT READINESS AND ENSURED THAT ALL COMBAT LOGISTICS PATROLS PERFORMED FLAWLESSLY IN THE EXECUTION OF EACH MISSION. SERGEANT MARINE'S SUPERIOR LEADERSHIP, RESOURCEFULNESS, INITIATIVE, AND COMMITMENT TO EXCELLENCE WERE EXEMPLARY AND SET A HIGH STANDARD FOR ALL MARINES TO EMULATE. SERGEANT MARINE'S INFLUENCE ON OUR MOTOR TRANSPORT COMMUNITY WILL HAVE A LASTING AND DEFINITE IMPACT ON THE FUTURE OF MARINE CORPS MOTOR TRANSPORT OPERATIONS.

NOTES:

- All CAPS
- Courier New Font, 12-Pitch
- Single Spaced
- Justify alignment not to exceed 20 type written lines

Figure 1-5.--Sample Summary of Action.

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Career Biography

Sergeant John A. Marine reported to Parris Island, SC for recruit training on 20 April 2003. Upon completing training at Parris Island, he reported to Fort Leonard Wood, MO in September 2007 for training as a 3531, Motor Vehicle Operator.

In December 2003, he reported to Okinawa, Japan for duty with GS Company, Combat Logistics Regiment 3, where he performed the duties of a motor vehicle operator. He deployed to Korea as part of exercise Team Spirit 2007. During this tour he was promoted to Lance Corporal.

In January 2005, Sergeant Marine reported to Combat Logistics Battalion 2, Combat Logistics Regiment 2, 2nd Marine Logistics Group for duties as a Motor Vehicle operator. During this tour he deployed in support of Operation Enduring Freedom on 2 separate occasions. Additional, he attended the Vehicle Recovery Course at Fort Leonard Wood, Missouri and gained the NMOS of 3536, Vehicle Recovery Operator. He was promoted to Corporal during this tour.

In December 2008, he PCS'd to 29 Palms, California for duty as a Motor Vehicle Operator, 3rd Light Armored Reconnaissance Battalion, 1st Marine Division. Sergeant Marine was meritoriously promoted to his current rank in 2008.

In July 2011, Sergeant Marine joined his present unit with Truck Company Alpha, Headquarters Battalion, 1st Marine Division. During this tour Sergeant Marine deployed to Afghanistan in support of Operation Enduring Freedom with Regimental Combat Team 5.

Sergeant Marine is married to the former Cathy Jones and they have 2 children: Daughter Chelsea (2) and son Jonathan (1).

Sergeant Marine's personal awards include the Navy and Marine Corps Achievement Medal with Gold star in lieu of second award and the Combat Action ribbon with Gold star in lieu of second award.

Sergeant Marine's military schools include the Basic Motor Vehicle Operations Course, Corporal's Course, Vehicle Recovery Course, and Sergeant's Course.

NOTES:

- Courier New Font, 10 or 12-Pitch
- Single Spaced

Figure 1-6.--Sample Biography.

Digital Photograph

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1. A promotion photograph is preferred, prepared IAW reference (a). Official photograph must be taken within twelve months of the awards solicitation message released annually.
2. Uniform for the photograph is the Service "C".
3. If the nominee is unable to provide a promotion photo due to their deployed status, a "deployed" equivalent photo of the nominee in the MARPAT utility uniform (trousers and t-shirt) is acceptable. A brief explanation of the extenuating circumstances should be included as a footnote at the bottom of the photograph page.

Figure 1-7.--Digital Photograph.

8 Sep 2014

Sample Nomination Letter (Unit)1650
H&S
31 Dec 13

From: Commanding Officer, Combat Logistics Battalion-1, Combat Logistics Regiment-1, 1st Marine Logistics Group
To: Commandant of the Marine Corps, Deputy Commandant, Installations and Logistics, Code: LPC-1

Via: (1) Commanding Officer, Combat Logistic Regiment-1, 1st Marine Logistics Group
(2) Commanding General, 1st Marine Logistics Group
(3) Commanding General, I Marine Expeditionary Force

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT UNIT OF THE YEAR AWARD

Ref: (a) MARADMIN xxx-xx/DTG (Solicitation Message)

Encl: (1) Summary of Performance
(2) Chronology of events and achievements
(3) Summary of Action

1. Combat Logistics Battalion-1 is nominated with enthusiasm for the 2013 Marine Corps Motor Transport Unit of the Year award for (brief description of performance, contributions made to supported unit(s), Marine Corps, etc, or words to that effect) from 1 January 2013 to 31 Dec 2013.

2. Unit Information

a. Unit mailing address: CLB-1, CLR-1, 1st MLG
Box 555234
Camp Pendleton, CA 92055-5234

b. Unit phone number: (123) 456-7890

c. Alternate phone number: (456) 789-0123

3. Point of contact on this award package is Gunnery Sergeant I. M. Leatherneck at I.leatherneck@usmc.mil, phone number: (890) 123-4567.

I. M. CO

Figure 2-1.--Sample Nomination Letter.

8 Sep 2014

Command Endorsement

FIRST ENDORSEMENT on CO, Combat Logistic Battalion-1, Combat Logistics Regiment-1, 1st Marine Logistics Group, ltr 1650 H&S of 31 Dec 2013

From: Commanding Officer, Combat Logistic Regiment-1, 1st Marine Logistics Group

To: Commandant of the Marine Corps, Deputy Commandant, Installations and Logistics, Code: LPC-1

Via: (1) Commanding General, 1st Marine Logistics Group
(2) Commanding General, I Marine Expeditionary Force

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT UNIT OF THE YEAR AWARD

1. Combat Logistics Battalion-1 is nominated with enthusiasm for the 2013 Marine Corps Motor Transport Unit of the Year award for (brief description of performance, contributions made to supported unit(s), Marine Corps, etc, or words to that effect) from 1 January 2013 to 31 Dec 2013.

2. Forwarded, recommended with enthusiasm.

I. M. CO

Copy to:
CO, CLB 1, CLR 1, 1ST MLG

Figure 2-2.--Sample Endorsements.

8 Sep 2014

Command Endorsement

SECOND ENDORSEMENT on CO, Combat Logistic Battalion-1, Combat Logistics
Regiment-1, 1st Marine Logistics Group, ltr 1650 H&S of 31
Dec 2013

From: Commanding General, 1st Marine Logistics Group

To: Commandant of the Marine Corps, Deputy Commandant, Installations and
Logistics, Code: LPC-1

Via: (1) Commanding General, I Marine Expeditionary Force

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT UNIT OF THE
YEAR AWARD

1. Forwarded, recommended with enthusiasm.

I. M. GENERAL

Copy to:

CO, CLB 1, CLR 1, 1ST MLG

CO, CLR 1, 1ST MLG

Figure 2-2.--Sample Endorsements--Continued

8 Sep 2014

THIRD ENDORSEMENT on CO, Combat Logistic Battalion-1, Combat Logistics
Regiment-1, 1st Marine Logistics Group, ltr 1650 H&S of 31
Dec 2013

From: Commanding General, 1st Marine Expeditionary Force
To: Commandant of the Marine Corps, Deputy Commandant, Installations and
Logistics, Code: LPC-1

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT UNIT OF THE
YEAR AWARD

1. Forwarded, recommended with enthusiasm.

I. M. GENERAL

Copy to:
CO, CLB 1, CLR 1, 1ST MLG
CO, CLR 1, 1ST MLG
CG, 1ST MLG

Figure 2-2.--Sample Endorsements--Continued

8 Sep 2014

Summary of Performance

1. Combat Logistics Battalion 1 distinguished itself in the superior performance of its duties while assigned to Combat Logistics Regiment 1, 1st Marine Logistics Group, from October 2011 to September 2012. The battalion's actions provided direct logistical support for all Regimental Combat Team 5 operations in Southern Helmand Province, Afghanistan in support of Operation ENDURING FREEDOM 11.2.

a. Combat Logistics Battalion 1 coordinated and supervised all transportation and distribution support to Regimental Combat Team 5's (RCT 5) four infantry battalions throughout Area of Operations Guadalcanal located in the Southern Helmand Province of Afghanistan. During this period CLB 1 processed over 2,200 logistics support requests received from RCT 5 and all other units, to include members of the Marine Air Ground Task Force (MAGTF), joint American services, and foreign countries, participating in combat operations within Area of Operations (AO) Guadalcanal.

b. To ensure the smooth execution of CLB 1's Tactical Logistics Support operations, the battalion constantly communicated with RCT 5 and their corresponding battalions, as well as the forward Marine Logistics Group. As a direct result of CLB 1's planning and coordination efforts, CLB 1 (Fwd) executed over 300 Combat Logistics Patrols (CLPs) that delivered over 3,400 twenty-foot equivalent unit loads of all classes of supply and transported over 1,250 passengers throughout the AO. CLB 1 concurrently coordinated the transportation requirements for six major engineering projects and the distribution of over 234,000 gallons of fuel and 350,000 gallons of water to supported units. CLB 1's efforts directly affected RCT 5s successful execution of their counter-insurgency mission throughout the AO.

c. CLB 1 augmented the infantry battalion logistics trains with heavy-lift assets, specifically by integrating Logistics Vehicle System Replacements (LVSR) trucks into their operations, and CLB 1 CLPs drove over 8,000 miles delivering over 140 twenty-foot equivalent unit Containers of supplies in direct support of Operation TAGEER SHAMAL, a four-phased, Afghan National Army-partnered winter offensive operation that focused on the clearing of insurgents from the periphery of the population centers in AO Guadalcanal. CLB 1 successfully provided direct logistics support to 3d Battalion, 3d Marine Regiment, 2d Battalion, 6th Marine Regiment, and 1st Light Armored Reconnaissance Battalion, in the Garmser, Nawa, and Khan Neshin Districts respectively, as they partnered with Afghan National Army battalions from the 1st Brigade, 215th Corps.

d. CLB 1 developed and implemented an efficient program to integrate the Warrior Exchange Service Teams, consisting of postal, dispersing, and Post Exchange capabilities, into CLB 1 CLPs. Initially, these entities were attempting to coordinate their schedule with both RCT 5 and CLB 1 separately, but CLB 1 streamlined the process. In all, CLB 1 coordinated 52 WES Team rotations that supported 155 positions around the AO.

e. CLB 1 supervised the integration of the K-Max Cargo Unmanned Aerial System into the AO Guadalcanal logistics support network. CLB 1 ensured that the Marine Corps' first ever combat use of unmanned aerial logistics support was successful by facilitating over 30 Helicopter Support Team missions so the K-Max could deliver over 126,000 pounds of supplies and equipment to two positions in the AO. Additionally, the battalion facilitated the transportation of over 300 passengers by air during the deployment.

f. In support of RCT 5s base realignment and closure operations, part of the MAGTF force draw down, CLB 1 developed and pushed out to the forward

Figure 2-3.--Sample Summary of Performance.

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deployed units, capability sets known as Patrol Base De-militarization Teams to the Battalions within the AO. As a true pioneer in this Technique, CLB-1 assured that the capability sets were task-organized and typically comprised of transportation assets and heavy equipment. The length of time these teams attached to their supported units varied from one to three weeks in order to meet the needs of the respective battalions and their de-militarization efforts. A total of 25 teams were attached to RCT 5 maneuver units and assisted in the closing or transfer of 135 positions in the AO.

2. In addition to being a pioneer in new tactics, techniques, and procedures utilized around the battle space; CLB-1 also incorporated many new equipment assets. During the deployment CLB-1 was part of the introduction of and utilization of the new LVSR-16 and the introduction of the M-ATV UIK upgrade. The battalion was charged with distributing this updated capability throughout the AO. This development greatly assisted in improving mobility operations in the battle space.

a. CLB-1 was one of the essential components in Operation CLEAN SWEEP and CLEAN SWEEP II. The purpose of which was to study and design a new, more efficient, equipment set for the AO. The planning and coordination was conducted by the battalion in conjunction with their other daily task and support requirements. The plan was then implemented ahead of schedule in order to allow for an easier transition and draw down for the follow-on battalion that would be replacing CLB 1. This was yet another testament to the skill and dedication of the battalion.

b. CLB-1 was the first unit to setup, man, and operate a sort lot on Camp Dwyer. This task was accomplished with no more guidance than a simple one sentence task directing the battalion to establish a sort lot. All planning, coordination, and implementation was conducted internally within the battalion. The entire sort lot, capable of receiving and processing gear and equipment from all units conducting operations within the AO was created by the highly resourceful members of the battalion. Another innovation implemented by the battalion was the utilization of Maintenance Support Teams (MST). The MSTs had not been fully instituted until CLB-1's employment, this proved to be instrumental the units conducting combat operations by reducing their logistical burden and greatly reducing time lost as a result of maintenance concerns.

3. Upon the battalion's return to the Continental United States (CONUS), they assumed responsibility as the Direct Support (DS) CLB to the 1st Marine Expeditionary Brigade (MEB). In preparation for this new mission, CLB 1 conducted a strategic mobility exercise, which identified all battalion assets necessary for the conduct of the MEB mission. All battalion gear was packed, placarded, staged, and loaded on CLB 1 assets and transported to a separate location in five serials for a total of 48 vehicles that covered 89 miles aboard Marine Corps Base Camp Pendleton. Upon arrival at the Unit Marshaling Area, all gear was inspected by the battalion embarkation section. All movement was tracked by a mobile combat operations center, designed around the expeditionary mindset.

a. In addition to the strategic mobility exercise, the battalion conducted 24 CLPs, training new Marines on basic convoy operations. These CLPs consisted of vehicles with and without loads on varying terrain that included mountains, unimproved roads, beaches, and improved surfaces. The exercise also included a coordinated beach landing with Naval forces that included the Landing Craft Air Cushion (LCAC) support. Three CLB 1 CLPs were able to conduct an amphibious beach landing, the first DS CLB to do so since 2001.

Figure 2-3.--Sample Summary of Performance--Continued

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b. Throughout their combat deployment, CLB 1 displayed unwavering determination and complete dedication to duty. Key leaders in the infantry battalions around the AO routinely commended CLB 1 for its commitment to total support, and members of RCT 5's Logistics Section seeking out the battalion's valued insight into logistics support. CLB 1's successful completion of logistics operations in direct support of RCT-5's counter-insurgency fight throughout the southern Helmand Province of Afghanistan and their steadfast dedication to the MEB mission cannot be over emphasized. Combat Logistics Battalion 1 is highly deserving of the recognition bestowed by the Motor Transportation Association's Unit of the Year Award.

NOTES:

-Courier New Font, 10 or 12-Pitch

-Single Spaced not to exceed 5 type written pages

Figure 2-3.--Sample Summary of Performance--Continued
Summary of Action

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COMBAT LOGISTICS BATTALION 1 IS ENTHUSIASTICALLY RECOMMENDED FOR THE MOTOR TRANSPORTATION ASSOCIATION'S UNIT OF THE YEAR AWARD. THROUGHOUT THE PAST YEAR, COMBAT LOGISTICS BATTALION 1 CONSISTENTLY DEMONSTRATED AGGRESSIVE AND SUPERIOR LOGISTICAL SUPPORT TO REGIMENTAL COMBAT TEAM 5 THROUGHOUT THE GUADALCANAL AREA OF OPERATIONS. COMBAT LOGISTICS BATTALION 1 EXECUTED MORE THAN 300 COMBAT LOGISTICS PATROLS; TRANSPORTING OVER 4,250 TWENTY FOOT EQUIVALENT UNIT LOADS OVER 400,000 MILES, IN SUPPORT OF COUNTER INSURGENCY OPERATIONS AND RETROGRADE EFFORTS. THROUGHOUT THE DEPLOYMENT, THE BATTALION EXPERIENCED AN OVERALL 60 PERCENT INCREASE IN TRANSPORTATION AND DISTRIBUTION OPERATIONS. COMBAT LOGISTICS BATTALION 1'S DILIGENCE AND DEDICATION TO SUPPORT ENSURED ALL REQUIRED LOGISTICAL SUPPORT WAS COORDINATED, TASKED, AND COMPLETED IN AN EXPEDITIOUS MANNER. UPON THE ASSUMPTION OF THE MARINE EXPEDITIONARY BRIGADE MISSION, COMBAT LOGISTICS BATTALION 1 SWIFTLY AND DILIGENTLY BEGAN TRAINING TO MEET NEW MISSION REQUIREMENTS AND BECAME THE FIRST COMBAT LOGISTICS BATTALION IN OVER A DECADE TO CONDUCT AN AMPHIBIOUS LANDING WITH LANDING CRAFT AIR CUSHION SUPPORT. COMBAT LOGISTICS BATTALION 1'S DEDICATION TO AGGRESSIVELY SUPPORTING REGIMENTAL COMBAT TEAM 5, AND DEDICATION TO THE ASSUMPTION OF THE MARINE EXPEDITIONARY BRIGADE MISSION REFLECTED CREDIT UPON THEMSELVES AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

NOTES:

- All CAPS
- Courier New Font, 12-Pitch
- Single Spaced
- Justify alignment not to exceed 20 type written lines

Figure 2-5.--Sample Summary of Action.