



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

MCO 1650.18 w/ADMIN CH  
SEC  
20 NOV 2018

MARINE CORPS ORDER 1650.18 w/ADMINISTRATIVE CHANGE

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS MANPOWER, PERSONNEL, AND ADMINISTRATION  
AWARDS PROGRAM (MCMPAAP)

Ref: (a) SECNAVINST 1650.1H  
(b) SECNAV M-5214.1  
(c) MCO P1070.12K CH-1  
(d) MCO 5215.1K  
(e) MCO 5216.20B  
(f) SECNAV Notice 5210  
(g) SECNAV M-5210.1  
(h) MCO 5210.11F  
(i) 5 U.S.C. 552a  
(j) SECNAVINST 5211.5E

1. Situation. This Order is in accordance with references (a) through (j). Concept of Operations modified to reflect updates to areas of responsibility.

2. Mission. To notify all on the distribution list of changes applied to Concept of Operations within this Order.

3. Execution. Changes to Concept of Operations are reflected below, and also in the original order.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To appropriately recognize the exceptional accomplishments of Marines, civilian Marines, and a Personnel Administration Center (PAC) for administrative excellence. Organizations with personnel or PACs that meet the criteria contained herein are encouraged to submit nominations.

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

(2) Concept of Operations

(a) Secretariat of the Deputy Commandant for Manpower & Reserve Affairs (SEC). Nominations shall be submitted via the endorsing chain of command to SEC. Nominations shall be submitted per the guidance contained herein.

(b) Marine Corps Association (MCA). The MCA provides support for the annual Marine Corps Manpower, Personnel, and Administration Awards Program Awards Luncheon, where the awards will be presented.

b. Subordinate Element Missions

(1) Deputy Commandant for Manpower and Reserve Affairs (DC M&RA). The DC M&RA is responsible for coordinating selection and delivery of awards to recipients. The DC M&RA will convene a board of qualified representatives to review and select awardees.

(2) Commanders. Commanders will forward eligible nominations to DC M&RA. Local commanders are encouraged to recognize individual nominees and recipients at appropriate ceremonies.

4. Administration and Logistics

a. There are four award categories:

(1) Officer Manpower, Personnel, and Administration (MPA) Awards - Manpower Officer and Personnel Officer of the Year. These awards are presented annually to recognize outstanding Marine officer professionalism and leadership within the administrative community.

(a) Eligibility Criteria. Nominees must be Marine officers (O1-O3 and WO-CWO3) with a Military Occupational Specialty (MOS) of 0102 or 0170, serving in an administrative billet within the Marine Corps during the fiscal year specified. Captains selected to the grade of major and Chief Warrant Officers (CWOs) selected to CWO-4 are eligible if the officer is not promoted during the award nomination period.

(b) Performance Criteria. Nominees should be recognized as an individual who best exemplifies outstanding professionalism and leadership within the administrative community. Nominees must:

1. Exhibit superior knowledge and understanding of manpower, personnel, and administration.

2. Provide efficient, effective, and timely administrative support to supported command.

3. Exhibit qualities that promote esprit de corps and loyalty within the officer's unit, and demonstrate the Marine Corps values of honor, courage, and commitment.

(2) Enlisted Manpower, Personnel, and Administration (MPA) Awards - Staff Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), and Marine of the Year Awards. These awards are presented annually to recognize an outstanding junior enlisted Marine, NCO, and SNCO who has demonstrated exceptional professionalism and leadership within the administrative community.

(a) Eligibility Criteria. Nominees must be Marine enlisted (E1-E3, E4-E5, and E6-E7) with an MOS of 0111, serving in an administrative billet within the Marine Corps during the fiscal year specified. Sergeants selected to staff sergeant and gunnery sergeants selected to master sergeant are eligible to compete in current grade, if the individual is not promoted during the award nomination period.

(b) Performance Criteria. Nominees should be recognized as Marines who best exemplify outstanding professionalism and leadership within the administrative community. Nominees must:

1. Exhibit superior knowledge and understanding of manpower, personnel, and administration for their grade.

2. Provide efficient, effective, and timely administrative support to unit assigned.

3. Exhibit qualities that promote esprit de corps and loyalty within the unit, and demonstrate the Marine Corps values of honor, courage, and commitment.

(3) Civilian of the Year Award. This award is presented annually to recognize a civilian Marine who performs special acts of noteworthy leadership and administrative innovation to support his/her command in the area of administration, manpower, or personnel operations.

(a) Eligibility Criteria. Federal Government civilian employees in the pay grade of GS-04 through GS-12, holding an occupational series within the 0200 or 0300 occupational groups, and serving in an administrative billet within the Marine Corps during the fiscal year specified. Contractors are not eligible.

(b) Performance Criteria. Nominees should be recognized by seniors, contemporaries, and subordinates as individuals who best exemplify outstanding professionalism and leadership within the administrative community. Nominees must:

1. Exhibit superior knowledge and understanding of manpower, personnel, and administration.

2. Provide efficient, effective, and timely administrative support to unit assigned above and beyond normal operations.

3. Exhibit qualities that promote esprit de corps and loyalty within the unit, and demonstrate the Marine Corps Values of Honor, Courage, and Commitment.

(4) Personnel Administration Center (PAC) of the Year Award. This award is presented annually to recognize the top performing PAC that made the most significant contributions to personnel administration, and/or demonstrated continual resourcefulness and responsiveness while supporting Marines.

(a) Eligibility Criteria. All administration centers to include Installation Personnel Administration Centers, stand-alone units, and reserve Battalion-Level Administrative Management units.

(b) Performance Criteria

1. Nominated PACs should be recognized as the PAC that best exemplifies outstanding personnel administrative support through the performance of its duties and contributions to the personnel administration field and mission accomplishment.

2. Nominated PACs must have gone above and beyond routine performance of their duties and exhibit proficiencies that are seldom achieved by similar PACs.

3. Nominations should note any unique environments or circumstances that further distinguish the PAC accomplishments, such as support to combat operations or the implementation of new or unique techniques that advance personnel administration functions within the Marine Corps.

4. PAC personnel must demonstrate the Marine Corps Values of honor, courage, and commitment.

b. Individual and PAC nomination submissions will be submitted in accordance with enclosures (1) and (2).

c. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per references (f) and (g) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to reference (h) for Marine Corps records management policy and procedures.

d. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (i)) and implemented per reference (j).

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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



M. A. ROCCO  
Deputy Commandant  
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10202181000



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

MCO 1650.18  
SEC  
18 Sep 2018

MARINE CORPS ORDER 1650.18

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS MANPOWER, PERSONNEL, AND ADMINISTRATION  
AWARDS PROGRAM (MCMPAAP)

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(i) 5 U.S.C. 552a  
(j) SECNAV Notice 5210  
(k) MCO 5210.11F

Encl: (1) Sample Individual Nomination Package Format  
(2) Sample Personnel Administration Center (PAC)  
Nomination Package Format

Report Required: Marine Corps Manpower, Personnel and  
Administration Awards Nominations (Report  
Control Symbol EXEMPT), par. 3c (1) and  
encl(s) (1) and (2)

1. Situation. To provide procedural guidance and instructions regarding the subject awards program in accordance with references (a) through (k). The Marine Corps Manpower, Personnel, and Administration Awards Program (MCMPAAP) is administered by the Deputy Commandant, Manpower and Reserve Affairs (DC M&RA) and consists of six individual awards and one Personnel Administration Center (PAC) award for administrative excellence.

a. Individual awards recognize the distinguished performance of individuals across the force who have made significant contributions to the administrative community and who embody the Marine Corps core values.

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b. The PAC of the Year award recognizes the PAC that has distinguished itself by making the most significant contributions to the personnel administration field, and has demonstrated continual resourcefulness and responsiveness in support provided to the warfighter.

c. Enclosures (1) and (2) are sample nomination submission packages. All submissions should be per the references.

2. Mission. The MCMPPAAP recognizes individual Marines, civilian Marines, and a PAC within the total force who have made significant contributions to the administrative community and exemplify superior excellence and dedication to mission readiness.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To appropriately recognize the exceptional accomplishments of Marines, civilian Marines, and a PAC for administrative excellence. Organizations with personnel or PACs that meet the criteria contained herein are encouraged to submit nominations.

~~(a) Nominations shall be submitted via the endorsing chain of command to the Secretariat of the Deputy Commandant, Manpower & Reserve Affairs (SEC). Nominations shall be submitted per the guidance contained herein.~~

(a) Secretariat of the Deputy Commandant for Manpower & Reserve Affairs (SEC). Nominations shall be submitted via the endorsing chain of command to SEC. Nominations shall be submitted per the guidance contained herein.

(b) Marine Corps Association (MCA). The MCA provides support for the annual Marine Corps Manpower, Personnel, and Administration Awards Program Awards Luncheon, where the awards will be presented.

b. Subordinate Element Missions

(1) Deputy Commandant, Manpower and Reserve Affairs (DC M&RA). The DC M&RA is responsible for coordinating selection and delivery of awards to recipients. The DC M&RA will convene a board of qualified representatives to review and select awardees.

(2) Commanders. Commanders will forward eligible nominations to DC M&RA. Local commanders are encouraged to

recognize individual nominees and recipients at appropriate ceremonies.

c. Coordinating Instructions

(1) DC M&RA will publish an annual Marine Administrative message (MARADMIN) to solicit nominees for the respective awards. The MARADMIN will specify due dates, submission criteria, and provide any specific guidance that is not included in this Order. This reporting requirement is exempt from reports control according to reference (c), Part IV, paragraph 7p.

(2) Commands will provide submission packages in PDF format to DC M&RA (SEC). Each nomination package must be endorsed by the first general officer in the chain of command, and only one submission for each category will be accepted per command.

(3) Submissions must be received by the nomination deadline for consideration by the board. Nominations for deployed forces should be submitted via their operational chain of command. Under no circumstances should units submit nominations via multiple chains of command. Questions regarding eligibility or submission requirements should be submitted to the point of contact identified in the solicitation MARADMIN.

4. Administration and Logistics

a. There are four award categories:

(1) Officer Manpower, Personnel, and Administration (MPA) Awards - Manpower Officer and Personnel Officer of the Year. These awards are presented annually to recognize outstanding Marine officer professionalism and leadership within the administrative community.

(a) Eligibility Criteria. Nominees must be Marine officers (O1-O3 and WO-CWO3) with a Military Occupational Specialty (MOS) of 0102 or 0170, serving in an administrative billet within the Marine Corps during the fiscal year specified. Captains selected to the grade of major and Chief Warrant Officers (CWOs) selected to CWO-4 are eligible if the officer is not promoted during the award nomination period.

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(a) Eligibility Criteria. All administration centers to include installation personnel administration centers (IPACs), stand-alone units, and reserve battalion-level administrative management (BLAM) units.

(b) Performance Criteria

1. Nominated PACs should be recognized as the PAC that best exemplifies outstanding personnel administrative support through the performance of its duties and contributions to the personnel administration field and mission accomplishment.

2. Nominated PACs must have gone above and beyond routine performance of their duties and exhibit proficiencies that are seldom achieved by similar PACs.

3. Nominations should note any unique environments or circumstances that further distinguish the PAC accomplishments, such as support to combat operations or the implementation of new or unique techniques that advance personnel administration functions within the Marine Corps.

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b. Individual and PAC nomination submissions will be submitted in accordance with enclosures (1) and (2).

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5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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



M. A. ROCCO  
Deputy Commandant  
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10202181000



(Command Letterhead)

1650  
(Office  
Code)  
(Date)

From: Commanding Officer, (Unit)  
To: Deputy Commandant, Manpower & Reserve Affairs (SEC)  
Via: (1) Commanding Officer, (as required)  
(2) Commanding General, (first in chain of command)

Subj: NOMINATION OF (RANK, NAME, EDIPI, MOS OR GS SERIES,  
SERVICE COMPONENT) FOR (APPROPRIATE MPA AWARD)

Ref: (a) MCO 1650.XX  
(b) MARADMIN XXX/XX

Encl: (1) Summary of Performance  
(2) Nomination Citation  
(3) Biography

1. (Name) is nominated for the (appropriate MPA award) in recognition for (brief description of performance, contribution made to command, Marine Corps, etc., or words to that effect).

2. Unit point of contact information: (name, telephone number, and email address of the unit POC).

I. M. COMMANDING

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Summary of Performance

1. All awards require a detailed summary of performance, which is critical to the consideration of the nominee's package and will support the nominee's qualification for the award.
2. There will be no review of the nominee's record, so only information provided in the package will be available to the board.
3. The content of the summary of performance should be consistent with that of a typical Summary of Action for a personal award recommendation.
4. The summary of performance should include justification for nomination (the particular act(s) for which a nominee has been nominated) and a summary of events that expands upon the justification and discusses the nominee's performance during the award period in greater detail. Present an objective summary, giving specific examples of the performance and the manner in which it was accomplished, together with the results and the benefits derived.
5. The summary of performance will be submitted in narrative format, natural capitalization, using 12-pitch Courier New font.
6. It may be single or double spaced, but will not exceed two pages in length.

Nomination Citation

1. The proposed citation, condensed from the summary of performance, must accompany the recommendation.
2. Although the citation is laudatory and formalized, it must be factual and contain no classified information.
3. The content of the proposed citation should be consistent with that of a typical personal award citation - opening sentence, statement of meritorious achievements, and commendatory remarks.
4. The citation will be submitted in narrative format, single spaced, all upper case letters, using 10-pitch Courier New font, in a style and length suitable for a Navy Marine Corps Achievement or Commendation Medal.

Biography

Rank or Civilian Grade/Name:

MOS/GS Occupational Series:

DOR:

AFADBD:

DCTB:

Current Duty Station/Billet:

Previous Duty Assignments/Billets:

Deployments:

Civilian Education (school, location, dates attended,  
degree/major):

Military Education (dates attended, school/course titles, class  
standings, recognitions received):

Awards/Recognition (military/civilian/professional/community):

Community Involvement:

Goals:

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Sample Personnel Administration Center (PAC) Nomination Package  
Format-Enclosure (2)

Command Letterhead



1650  
(Office Code)  
(Date)

From: Commanding Officer, (Unit)  
To: Deputy Commandant, Manpower & Reserve Affairs (SEC)  
Via: (1) Commanding General, (first general in chain of  
command)  
(2) Commanding Officer, (as required per chain of  
command)

Subj: NOMINATION OF (NAME OF PAC) FOR THE PAC OF THE YEAR  
AWARD

Ref: (a) MCO 1650.XX  
(b) MARADMIN XXX/XX

Encl: (1) Summary of PAC Performance and Accomplishments  
(2) Supporting Documentation, to include PAC  
Summary/Statistics  
(3) Letter of Recommendation from Supported Commander

1. (PAC name) is nominated for the PAC of the Year Award in recognition for (brief description of performance, contribution made to supported units, Marine Corps, etc., or words to that effect).

2. Unit point of contact information: (name, telephone number, and email address of the unit POC).

I. M. COMMANDING

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Summary of PAC Performance and Accomplishments

1. All awards require a detailed summary of performance, which is critical to the consideration of the PAC's package and will support the qualification for the award.
2. A narrative justification should contain sufficient data, in light of the eligibility criteria, to enable the reviewing and approving authorities to consider them adequately. The narrative should be specific and direct in establishing why the PAC has earned this distinction and exactly what sets the PAC apart from other PACs.
3. The content of the summary of performance should be consistent with that of a typical unit award recommendation Summary of Action.
4. The summary of performance should include justification for nomination (the particular act(s) for which a PAC has been nominated) and a summary of events that expands and discusses the PAC's performance during the award period in greater detail. Present an objective summary, giving specific examples of the performance and the manner in which it was accomplished, together with the results and the benefits derived.
5. The summary of performance will be submitted in narrative format, natural capitalization, using 12-pitch Courier New font.
6. It may be single or double spaced, but will not exceed two pages in length.

Summary - (PAC, Unit Name) Statistics

Accomplishments: Summarize all significant accomplishments during the eligibility period completed, such as special/unique training, unique support provided for exercises/deployments, innovations, special events, community involvement, PME/OCCFLD training conducted, etc., during the period of eligibility.

Readiness: Summarize readiness accomplishments to include inspection results (MCAAT, IGMC, CGRI, etc.), innovative techniques/procedures implemented to improve unit and/or PAC readiness, etc., during the period of eligibility.

Letters of Recommendation from Supported Commanders

1. PAC nomination packages must include:
  - a. One recommendation from the supported unit/organization commander or first General Officer in the reporting chain.
  - b. Any additional letters of recommendation that may be relevant.
2. Each letter of recommendation must include information regarding the following:
  - a. Outline the PAC's outstanding contribution, in the personnel administration field or procedures that improve Marine Corps personnel administration; and/or by demonstrating continual resourcefulness and responsiveness while supporting the warfighter.
  - b. Noteworthy acts which have significantly and positively impacted the effectiveness and efficiency of personnel administration.
3. Recommendations may be single or double-spaced using 12-pitch Courier New font, but will not exceed one page in length.
4. Each recommendation letter within the nomination package must be signed.