



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

MCO 1650.52A
IMSD
FEB 07 2011

MARINE CORPS ORDER 1650.52A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS AMMUNITION AWARDS PROGRAM (MCAAP)

Ref: (a) MCO P1070.12K
(b) SECNAV M-5210.1

Encl: (1) Sample Nomination Package

1. Situation. This Order provides procedural guidance and instructions for the MCAAP per the references. The awards program is administered by the Commander, Marine Corps Systems Command (COMMARCORSYSCOM), Program Manager, Ammunition, and consists of four individual awards for technical and professional excellence within the ground ammunition community.

2. Cancellation. MCO 1650.52.

3. Mission. To provide policy and procedural guidance for the nomination, coordination, and recognition of Ammunition Officers, Warrant Officer through Captain; and Ammunition Technicians, Private through Gunnery Sergeant, who have distinguished themselves by their outstanding personal contribution to the mission of their assigned unit with regards to ammunition logistics.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To recognize the exemplary performance of Ammunition Officers (MOS 2340) and Ammunition Technicians (MOS 2311) in the operating forces, supporting establishments, and the Marine Corps Reserve who have made significant contributions while serving in an ammunition billet in their unit's assigned mission and who embody the Marine Corps values of Honor, Courage, and Commitment.

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

(2) Concept of Operations. Organizations with personnel that meet the criteria within this Order are encouraged to submit nominations. Nominations shall be submitted via endorsement by their chain of command and per guidance contained within this Order.

b. Subordinate Element Missions

(1) COMMARCORSSYSCOM (Program Manager, Ammunition). The Program Manager, Ammunition, is responsible for coordinating Marine Corps units' participation in award nominations, selection process, and award ceremonies for this awards program. The Program Manager, Ammunition, will convene a board of senior Ammunition Marines (officers/enlisted) to review nominations and recommend nominees to the COMMARCORSSYSCOM for final selection. The Program Manager, Ammunition, shall provide funding for award recipients incidental to participation in award ceremonies.

(2) Marine Corps Association Foundation. The Marine Corps Association Foundation is the sponsor and participates in the presentation of the award.

(3) Commanders. Commanders will ensure that eligible Marines are screened, nominated, and forwarded to the Program Manager, Ammunition via their chain of command. Commanders are encouraged to recognize individual nominees and recipients at appropriate local ceremonies.

c. Coordinating Instructions. The Program Manager, Ammunition, will publish a naval message annually soliciting nominees; the message will provide eligibility and submission dates, points of contact information, and the submission process. Each Marine Corps major subordinate command can submit one nomination package per award category via their assigned MEF's for endorsement through their respective MARFOR's to the Program Manager, Ammunition. Bases, posts, and stations may submit one nomination for each award category directly to Program Manager, Ammunition via their chain of command. Nominations from deployed forces should be submitted via their operational chain of command. Nominations from National Capital Region commands, U.S. Marine Corps Forces Special Operations Command, or Joint commands should be submitted directly to Program Manager, Ammunition via their chain of command.

5. Administration and Logistics

a. Information

(1) Selection will be based on the "Whole Marine Concept," in addition to the individual performance of their assigned duties in accordance with reference (a).

(2) Submitting a nomination package should not substitute for a deserved recognition award such as a Letter of Appreciation, Meritorious Mast, or personal award by the parent command.

b. Award Categories

(1) The Ammunition Officer of the Year Award. This award is presented annually to a Marine in the rank of Warrant Officer through Captain; within the ammunition community who has distinguished themselves in an exemplary manner embodying the core values of Honor, Courage, and Commitment along with technical and professional excellence in their MOS 2340 billet assignment.

(2) The Ammunition Staff Non-Commissioned Officer of the Year Award. This award is presented annually to a Marine in the rank of Staff Sergeant or Gunnery Sergeant; within the ammunition community who has distinguished themselves in an exemplary manner embodying the core values of Honor, Courage, and Commitment along with technical and professional excellence in their MOS 2311 billet assignment.

(3) The Ammunition Non-Commissioned Officer of the Year Award. This award is presented annually to a Marine in the rank of Corporal or Sergeant; in the ammunition community who has distinguished themselves in an exemplary manner embodying the core values of Honor, Courage, and Commitment along with technical and professional excellence in their MOS 2311 billet assignment.

(4) The Ammunition Technician of the Year Award. This award is presented annually to a Marine in the rank of Private through Lance Corporal; within the ammunition community who has distinguished themselves in an exemplary manner embodying the core values of Honor, Courage, and Commitment along with technical and professional excellence in their MOS 2311 billet assignment.

c. Eligibility. All nominees must be Marines currently serving or served in an ammunition billet holding the MOS 2340 or 2311 and meet the criteria contained within this Order and the annual Program Manager, Ammunition awards solicitation message.

d. Criteria

(1) Nominees should set a standard of technical and professional excellence by exhibiting the leadership traits and principles of a Marine, to include the MOS knowledge expected of an Ammunition Officer or Ammunition Technician of the appropriate rank.

(2) Nominees should be recognized by seniors, peers, and subordinates as Marines who best exemplify outstanding performance and technical expertise that significantly and positively impact their unit's mission accomplishment with regards to ammunition logistics.

e. Nomination Package

(1) Nomination packages shall include the following:

(a) Nomination letter from command, with chain of command endorsements. See figure 1-1.

(b) Unit points of contact to include phone number and email address. See figure 1-1.

(c) Phone number and email address for each nominee. See figure 1-1.

(d) 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 12-pitch Courier New font. This document, similar to a summary of action, will be used as the primary reference for award selection. See figure 1-2.

(e) A career biography of the nominee. This will be used for the award ceremony. See figure 1-3.

(f) A digital photograph of the nominee, prepared in accordance with reference (a). If nominee is deployed, the Marine pattern uniform without blouse or physical training uniform is appropriate. See figure 1-4.

(g) A proposed citation not to exceed 20 typewritten lines, using 12-pitch Courier New font. See figure 1-5.

(2) Do not include the Social Security Number of the nominee on any of the paperwork or photos.

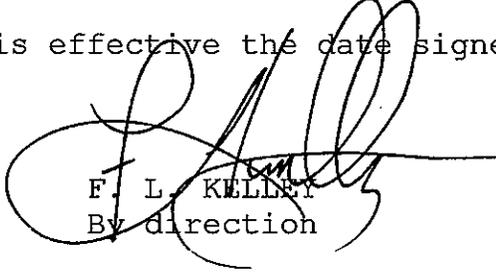
(3) A sample nomination package is included for reference in the enclosure.

f. Retention of Records. All records pertaining to the subject matter must be retained in accordance with reference (b), SSIC 1650, paragraph 1d.

6. Command and Signal

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

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



F. L. KELLEY
By direction

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

FEB 07 2011

Sample Nomination Package

1650

H&S

1 Dec 09

From: Commanding Officer, Headquarters and Service Company
(Combat Service Support Battalion One)

To: Commander, Marine Corps Systems Command (Program
Manager, Ammunition)

Via: (1) Commanding Officer, Combat Service Support
Battalion One (Combat Service Support Group
Eleven)
(2) Commanding Officer, Combat Service Support Group
Eleven
(3) Commanding General, First Marine Logistics Group

Subj: NOMINATION FOR THE AMMUNITION NON-COMMISSIONED OFFICER
OF THE YEAR AWARD IN CASE OF SERGEANT JOHN D. MARINE,
2311/USMC

Ref: (a) Program Manager, Ammunition Naval Message DTG

Encl: (1) Summary of Performance
(2) Biography
(3) Digital Photograph
(4) Proposed Citation

1. Sergeant Marine is nominated with enthusiasm for the Ammunition Non-Commissioned Officer of the Year award in recognition for his exemplary performance while serving as the Battalion Ammunition Chief, Headquarters Service Company, Combat Service Battalion One, from 1 January 2009 to 1 December 2009.

2. Nominee Information

- a. Email address: JDMARINE@USMC.MIL
- b. Work phone number: (123) 456-7890
- c. Alternate phone number: (456) 789-0123

Figure 1-1.--Sample Endorsements

Enclosure (1)

Subj: NOMINATION FOR THE AMMUNITION NON-COMMISSIONED OFFICER
OF THE YEAR AWARD IN CASE OF SERGEANT JOHN D. MARINE,
2311/USMC

3. Point of contact on this award package is Gunnery Sergeant
Boss at boss@usmc.mil, phone number: (864) 299-3937 Ext 218.

I. M. CO

Figure 1-1.--Sample Endorsements--Continued

FIRST ENDORSEMENT on CO, H&S Co (CSSB One), ltr 1650 H&S of
1 Dec 09

From: Commanding Officer, Combat Service Support
Battalion One (Combat Service Support Group
Eleven)
To: Commander, Marine Corps Systems Command (Program
Manager, Ammunition)
Via: (1) Commanding Officer, Combat Service Support Group
Eleven
(2) Commanding General, First Marine Logistics Group
Subj: NOMINATION FOR THE AMMUNITION NON-COMMISSIONED OFFICER
OF THE YEAR AWARD IN CASE OF SERGEANT JOHN D. MARINE,
2311/USMC

1. Sergeant Marine has proven himself to be an indispensable asset to Combat Service Support Battalion One. His dynamic leadership, aggressive initiative, and unparalleled aptitude as both an Ammunition 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, H&S Co (CSSB One)

Figure 1-1.--Sample Endorsements--Continued

SECOND ENDORSEMENT on CO, H&S Co (CSSB One), ltr 1650 H&S of
1 Dec 09

From: Commanding Officer, Combat Service Support Group
Eleven
To: Commander, Marine Corps Systems Command (Program
Manager, Ammunition)
Via: (1) Commanding General, First Marine Logistics Group
Subj: NOMINATION FOR THE AMMUNITION NON-COMMISSIONED OFFICER
OF THE YEAR AWARD IN CASE OF SERGEANT JOHN D. MARINE,
2311/USMC

1. Forwarded, recommended with enthusiasm.

I. M. CO

Copy to:
CO, H&S Co (CSSB One)

Figure 1-1.--Sample Endorsements--Continued

THIRD ENDORSEMENT on CO, H&S Co (CSSB One), ltr 1650 H&S of
1 Dec 09

From: Commanding General, First Marine Logistics Group
To: Commander, Marine Corps Systems Command (Program
Manager, Ammunition)

Subj: NOMINATION FOR THE AMMUNITION NON-COMMISSIONED OFFICER
OF THE YEAR AWARD IN CASE OF SERGEANT JOHN D. MARINE,
2311/USMC

1. Forwarded, recommended with enthusiasm.

I. M. GENERAL

Copy to:
CO, H&S Co (CSSB One)

Figure 1-1.--Sample Endorsements--Continued

Summary of Performance

Sergeant John D. Marine is enthusiastically nominated for the Ammunition Non-Commissioned Officer of the Year Award for outstanding service in the performance of his duties while serving as the Battalion Ammunition Chief, Headquarters and Service Company, Combat Service Support Battalion One, First Marine Logistics Group, Marine Forces Pacific, from 1 January 2009 to 15 October 2009. Sergeant Marine distinguished himself through the following significant accomplishments:

Sergeant Marine managed the accountability and issuance of the Battalion's entire ammunition allowance single-handedly. Sergeant Marine was personally responsible for ensuring Marines and Sailors of Combat Service Support Battalion-1 (CSSB-1) deploying in support of Operation Iraqi Freedom II had sufficient security ammunition for their forward movement into theater and upon arrival into Kuwait their full combat load. Sergeant Marine was also the driving force behind ammunition issue, and combat re-supply to CSSB-1, during the intensity of combat operations in support of Operation Vigilant Resolve, Fallujah, Iraq.

Sergeant Marine successfully requested, received, and delivered over 463,300 rounds of ammunition spanning 65 different DODIC's in support of Operation Iraqi Freedom II. Requests were often short-fused, and required much external coordination on the Battalion's behalf. Sergeant Marine also issued out more than 150,000 rounds of small arms ammunition to four flights and four convoys, resulting in over 1,000 Marines and Sailors in possession of a full combat load for individual and crew-served weapons before departure to Iraq for security and stability operations. Sergeant Marine was also solely responsible for managing, validating, requesting, and issuing over 216,855 rounds of combat sustainment ammunition to CSSB-1, over a period of six weeks, during the accelerated operational tempo of Operation Vigilant Resolve.

Enclosure (1)

Figure 1-2.--Sample Summary of Performance

Sergeant Marine's devotion to duty allowed him to request, receive, and deliver 107,000 rounds of demolition for the Explosive Ordnance Disposal Platoon, allowing a fully mission capable platoon to depart on a short notice convoy from Camp Victory, Kuwait to Camp Fallujah, Iraq.

Sergeant Marine advised the Logistics Officer and Logistics Chief on all matters pertaining to the Battalion's ammunition, and assisted RCT-1 Ammunition Detachment on planning, establishment, force protection, and creation of Battalion Field Ammunition Supply Point, and Basic Load Ammunition Holding Area, in direct support of Regimental Combat Team One. Managed all on-hand ammunition and ensured a proper, safe, efficient ammunition supply point. Coordinated with Company Gunnery Sergeants on ensuring all Marine's expenditures were properly replaced in a timely manner.

Sergeant Marine's superior performance of duty reflected great credit upon himself, the Marine Corps, and the United States Naval Service. He is highly nominated for the Ammunition Non-Commissioned Officer of the Year Award.

Enclosure (1)

Figure 1-2.--Sample Summary of Performance--Continued

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Career Biography

Sergeant John D. Marine

Sergeant Marine reported to Parris Island for basic training on 20 April 2003. Completing training at Parris Island, he reported in August 2003 to Redstone Arsenal Alabama for training as a 2311, Ammunition Technician.

In November 2003, he reported to Okinawa, Japan for duty with the Ammunition Company, 3rd Marine Logistics Group, where he performed the duties as an Ammunition Technician. He deployed to Korea as part of exercise Team Spirit 2004. During this tour he was promoted to Lance Corporal.

In December 2004, Sergeant Marine reported to Ammunition Company, 2nd Supply Bn, 2nd Marine Logistics Group for duty as an Ammunition Technician. During this tour he served as an Ammunition Technician and spent 7 months deployed in support of Iraqi Freedom. He was promoted to Corporal during this tour of duty.

In August 2007, he PCS'd to Camp Pendleton, California for duty as an Ammunition Technician, Ammunition Company, 1st Supply Bn, 1st Marine Logistics Group. Sergeant Marine was promoted to his current rank in 2009.

In January 2009, Sergeant Marine joined his present unit with Headquarters and Service Company, Combat Service Support Battalion One, 1st Marine Logistics Group as the Battalion Ammunition Chief.

Sergeant Marine's awards include the Navy and Marine Corps Achievement Medal and Good Conduct medal.

Enclosure (2)

Figure 1-3.--Sample Biography

Enclosure (1)

Digital Photograph



MARINE	J D
SGT	2311
69	175
091209	

Figure 1-4.--Sample Digital Photograph

Enclosure (3)

Enclosure (1)

FEB 07 2011

Proposed Citation

For professional excellence in the performance of his duties while serving as Battalion Ammunition Chief, Headquarters and Service Company, Combat Service Support Battalion One, First Marine Logistics Group, Marine Forces Pacific, from 1 January 2009 to 15 October 2009. Throughout this period, Sergeant Marine demonstrated proficiency and resolute determination for mission accomplishment and directly contributed to the flawless requisition, receipt, and distribution of over 463,300 rounds of ammunition and 107,000 rounds of demolitions, spanning 65 different Department of Defense Identification Codes in support of Operation Iraqi Freedom II. Furthermore, he was directly responsible for the planning and establishment of a basic load ammunition supply point which had proven critical to ammunition replenishment for Regimental Combat Team one for Operation Vigilant Resolve, the battle for Fallujah, Iraq. Sergeant Marine's professionalism, attention to detail and dedication to duty reflected credit upon him and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

Enclosure (4)

Figure 1-5.--Sample Proposed Citation