



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

MCO 1650.52
IMSD
JUL 01 2010

MARINE CORPS ORDER 1650.52

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 two individual awards for professional excellence within the ground ammunition community.

2. Mission. To provide policy and procedural guidance for the nomination, coordination, and recognition of Ammunition Technicians, Private through Sergeant, who have distinguished themselves by their outstanding personal contribution to the mission of their assigned unit with regards to ammunition matters.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To recognize the exemplary performance of 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.

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distribution is unlimited.

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(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 participation in award nominations, selections, 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 (MCAF). The MCAF 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. Local commanders are encouraged to recognize individual nominees and recipients at appropriate local ceremonies.

c. Coordinating Instructions. The Program Manager, Ammunition, will publish an annual naval message soliciting nominees, the message will provide dates, points of contact information, and the submission process. Each Marine Corps major command (MEF, Division, Marine Logistics Group, Marine Air Wing), base, posts, and stations may submit only one nomination for each award. 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 the chain of command.

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

(2) 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, Commitment, and professional excellence in their MOS 2311 billet assignment.

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

d. Criteria

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

(2) Nominees should be recognized by seniors, peers, and subordinates as Marines who best exemplify outstanding performance that significantly and positively impact mission accomplishment with regards to ammunition matters.

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

(c) A digital photograph of the nominee, prepared in accordance with reference (a). If nominee is deployed, Marine pattern (MARPAT) uniform without blouse or physical training uniform is appropriate. See figure 1-3.

(d) A proposed citation not to exceed 20 typewritten lines, using Courier New 12-pitch. See figure 1-4.

(e) Unit points of contact to include phone number and email address.

(f) Phone number and email address for each nominee.

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

(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.

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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. M. BROGAN
By direction

DISTRIBUTION: PCN 10202254000

RECORD OF CHANGES

Log completed change action as indicated.

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

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Sample Nomination Package

1650
H&S
8 Jan 10

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 NON-COMMISSIONED OFFICER
AMMUNITION TECHNICIAN 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) Digital Photograph
(3) Proposed Citation

1. Sergeant Marine is nominated with enthusiasm for the Non-Commissioned Ammunition Technician of the Year in recognition for his exemplary performance while serving as the Battalion Ammunition Chief, Headquarters Service Company, Combat Service Battalion One, from 1 October 2009 to 1 June 2010.

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)

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Subj: NOMINATION FOR THE NON-COMMISSIONED OFFICER
AMMUNITION TECHNICIAN 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

Enclosure (1)

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FIRST ENDORSEMENT on CO, H&S Co (CSSB One), ltr 1650 H&S of
8 Jan 10

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 NON-COMMISSIONED OFFICER
AMMUNITION TECHNICIAN 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

Enclosure (1)

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SECOND ENDORSEMENT on CO, H&S Co (CSSB One), ltr 1650 H&S of
8 Jan 10

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 NON-COMMISSIONED OFFICER
AMMUNITION TECHNICIAN 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

Enclosure (1)

MCO 1650.52
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THIRD ENDORSEMENT on CO, H&S Co (CSSB One), ltr 1650 H&S of
8 Jan 10

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

Subj: NOMINATION FOR THE NON-COMMISSIONED OFFICER
AMMUNITION TECHNICIAN 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

Enclosure (1)

Summary of Performance

Sergeant John D. Marine is enthusiastically nominated for the Ammunition Technician 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 October 2009 to 15 June 2010. 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 463,315 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

Enclosure (1)

Sergeant Marine's devotion to duty allowed him to request, receive, and deliver 107,128 rounds of sustainment 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 Technician Non-Commissioned Officer of the Year Award.

Enclosure (1)

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

Enclosure (1)

Digital Photograph



MARINE	J D
SGT	2311
69	175
100108	

Figure 1-3.--Sample Digital Photograph

Enclosure (2)

Enclosure (1)

Proposed Citation

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF DUTY WHILE SERVING AS BATTALION AMMUNITION CHIEF, HEADQUARTERS AND SERVICE COMPANY, COMBAT SERVICE SUPPORT BATTALION ONE, FIRST MARINE LOGISTICS GROUP, MARINE FORCES PACIFIC, FROM 1 OCTOBER 2009 TO 15 JUNE 2010. THROUGHOUT THIS PERIOD, SERGEANT MARINE DEMONSTRATED PROFICIENCY AND RESOLUTE DETERMINATION FOR MISSION ACCOMPLISHMENT DIRECTLY CONTRIBUTED TO THE FLAWLESS REQUISITION, RECEIPT, AND DISTRIBUTION OF OVER 463,300 ROUNDS OF AMMUNITION AND 107,128 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. BY HIS ENTHUSIASM, PROFESSIONALISM, AND UNWAVERING DEVOTION TO DUTY, SERGEANT MARINE UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Enclosure (3)

Figure 1-4.--Sample Proposed Citation

Enclosure (1)