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9 May 05

MARINE CORPS ORDER 1650.39B

From: Commandant of the Marine Corps
To: Distribution List

Subj: COMMANDANT OF THE MARINE CORPS (CMC) COMBINED AWARDS PROGRAM

Ref: (a) MCO P6100.12
(b) MCO P1400.32C
(c) MCO P1070.12K
(d) Joint Travel Regulations (JTR)

1. Purpose. To maintain a combined awards program which provides CMC recognition for outstanding performance by Recruiters, Prior Service Recruiters, Drill Instructors, Marine Combat Instructors, Marine Security Guards, and Career Retention Specialists.

2. Cancellation. MCO 1650.39A

3. Background. It has long been recognized that Recruiters, Prior Service Recruiters, Drill Instructors, Marine Combat Instructors, Marine Security Guards, and Career Retention Specialists make tremendous contributions and sacrifices while executing unique duties within the Marine Corps. This program is designed to provide recognition for performance that reflects exceptional leadership, management/organizational skills, devotion to duty, and initiative in support of making Marines, meeting worldwide security requirements, and maintaining a quality enlisted career force.

4. Summary of Revision. This Order has been revised to reflect the necessary information, eligibility requirements, selection criteria, and basic program functioning associated with the addition of the Prior Service Recruiter of the Year to the CMC combined awards program.

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5. Information

a. Selection of a Marine as the CMC Recruiter, Prior Service Recruiter, Drill Instructor, Marine Combat Instructor, Marine Security Guard, and Career Retention Specialist of the Year recognizes Marines who best exemplify those traits of leadership, devotion to duty, and professionalism sought in all Marines.

b. Receiving a nomination will not be a substitute for justly deserved recognition such as a Letter of Appreciation, Meritorious Mast, or personal award.

c. Selection will be based on the "Whole Marine" concept, not just how the individual performs assigned duties.

d. Selection Boards:

(1) Recruiter of the Year. A nominee from each recruiting district will be screened by a selection board convened by the Commanding General, Marine Corps Recruiting Command (CG, MCRC) with one nominee being selected as the CMC Recruiter of the Year.

(2) Prior Service Recruiter of the Year. A nominee from each recruiting district will be screened by a selection board convened by CG, MCRC with one nominee being selected as the CMC Prior Service Recruiter (PSR) of the Year.

(3) Drill Instructor of the Year. A nominee from each recruit depot will be screened by a selection board convened by the Commanding General, Training and Education Command (CG, TECOM) with one nominee being selected as the CMC Drill Instructor of the Year.

(4) Marine Combat Instructor of the Year. A selection board convened by the Commanding General, Training Command (CG, TRNGCOM), will screen a nominee from each School of Infantry (SOI) with one nominee being selected as the CMC Marine Combat Instructor of the Year.

(5) Marine Security Guard of the Year. A nominee from each company will be screened by a selection board convened by the Commanding Officer, Marine Security Guard Battalion (MSG Bn) with one nominee being selected as the CMC Marine Security Guard (MSG) of the Year.

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(6) Career Retention Specialist of the Year. A nominee from each of the following commands will be submitted to CMC (MMEA-6) and will go before a selection board convened by Director, Personnel Management Division (MM) with one nominee selected as the CMC, Career Retention Specialist of the Year:

(a) Commander, Marine Forces Atlantic may nominate two Career Retention Specialists (one to represent II MEF and one to represent East Coast bases and stations).

(b) Commander, Marine Forces Pacific may nominate four Career Retention Specialists (one each to represent I and III MEF and one each to represent West Coast and WESTPAC bases and stations).

(c) Commander, Marine Forces Reserve has only one Regular Marine Career Retention Specialist. At the discretion of the commander, this Marine may be nominated if his/her performance has been in accordance with the spirit of this Order, but is not to be considered an automatic nomination.

(d) Commanding General, Marine Corps Combat Development Command (CG, MCCDC) may nominate two Career Retention Specialists.

(e) Commanding General, Marine Corps Logistics Command may nominate one Career Retention Specialist.

e. The Marine Security Guard of the Year, Career Retention Specialist of the Year, and two finalists from each of the remaining selection boards, will be honored annually during October, in a ceremony hosted by the CG, MCCDC and held at Marine Corps Base, Quantico, Virginia.

6. Basic Organization

a. Eligibility

(1) Nominees for CMC Recruiter of the Year will be canvassing recruiters (MOS 8411), either active duty Marines or extended active duty (EAD) Marine reservists, in the grade of corporal through gunnery sergeant who have been assigned to the Marine Corps Recruiting Command (MCRC) for the entire fiscal year.

(2) Nominees for CMC Prior Service Recruiter of the Year will be Active Reserve Marines serving in a Prior Service

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Recruiting billet. Nominees will have successfully completed recruiting school and attained the MOS of 8411, have been serving in a PSR billet for a minimum of 12 months, and be in the grade of sergeant through gunnery sergeant.

(3) Nominees for CMC Drill Instructor of the Year will be Drill Instructors (MOS 8511) in the grade of sergeant through gunnery sergeant who are assigned to a recruit depot and are serving in an MOS 8511 billet. The CMC Drill Instructor of the Year nominees will have trained recruits for the entire fiscal year. The nominees must have been directly involved with the daily training or 24-hour supervision of recruits. This does not prevent those Drill Instructors on "quota" from being nominated provided they meet the requirements in this paragraph, i.e., drill instructors assigned to Special Training Company (STC).

(4) Nominees for CMC Marine Combat Instructor of the Year will be Marine Combat Instructors (MOS 8513) in the grades of corporal through gunnery sergeant who are assigned to a School of Infantry and are serving in an MOS 8513 billet. The nominee will have served as an instructor for the entire fiscal year.

(5) Nominees for CMC Marine Security Guard of the Year will be watch standers (MOS 8151) in the grades of private first class through staff sergeant who are assigned to a diplomatic mission for the entire fiscal year.

(6) Nominees for CMC Career Retention Specialist of the Year will be school-trained; active duty Career Retention Specialists assigned the MOS 8421 by CMC (MMEA-6) who has served on the career retention specialist force for the entire fiscal year. Nominees must be in the grade of sergeant through gunnery sergeant. Nominees' performance must have significantly contributed to the units' career planning efforts and enhanced the reputation and the role of the career retention specialist. Nominees must have undergone a readiness inspection by the Major Subordinate Command/Major Command career retention specialist and received a "Mission Capable" rating within the previous 12 months.

b. Criteria

(1) All nominees must meet the following criteria; waivers will not be considered:

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(a) Must not have been previously selected as the CMC Recruiter, Prior Service Recruiter, Drill Instructor, Marine Combat Instructor, Marine Security Guard, or Career Retention Specialist of the Year, unless the Marine is being nominated in a different award category. For example, a sergeant previously selected as the CMC Recruiter of the Year, who later serves as a drill instructor, is eligible to be nominated for the CMC Drill Instructor of the Year.

(b) Must be within established height and weight or body fat standards, per reference (a).

(c) Must have scored a first class on the most recent physical fitness test, per reference (a).

(d) Must have completed the required Professional Military Education (PME) for the grade to which being recommended, per reference (b).

(e) Must display a consistently high level of performance that significantly and positively impacts mission accomplishment.

(2) ****Recruiters Only**** - In addition to those listed above, nominees for CMC Recruiter of the Year must have attained at least the following minimum percentages:

(a) At least 63 percent I-IIIAs (contracting and shipping).

(b) At least 95 percent Tier I (contracting and shipping).

(c) Not more than 20 percent pool attrition.

(d) Not more than 13 percent depot attrition.

(3) ****Prior Service Recruiters Only**** - In addition to those requirements contained in paragraph 6b(1), nominees for CMC PSR of the Year must have attained at least the following minimum requirements during the fiscal year:

(a) Minimum of 75% MOS match rate.

(b) Minimum command inspection score of 3.0.

(c) No erroneous or fraudulent accessions.

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7. Action

a. CG, MCCDC

(1) Act as the overall coordinator for the program.

(2) Arrange and host CMC Combined Awards ceremony during the month of October.

(3) Promulgate a letter of instruction (LOI) to Major Subordinate Commands (MSCs) to receive nominations as established by the criteria herein.

(4) Provide protocol support.

(5) Prepare meritorious promotion warrants for all selectees for the CMC's signature as outlined in paragraph 8b of this Order.

(6) Request and coordinate the attendance of CMC and the Sergeant Major of the Marine Corps at the combined awards ceremony.

b. CG, MCRC

(1) Coordinate with CGs, Eastern Recruiting Region (ERR) and Western Recruiting Region (WRR) to receive nominations for both the Recruiter and Prior Service Recruiter of the Year as established by criteria herein.

(2) Convene a selection board to determine the CMC Recruiter of the Year and runner-up. Forward results to CG, TECOM (C 461) to facilitate the CMC Combined Awards ceremony.

(3) Convene a selection board to determine the CMC Prior Service Recruiter of the Year and runner-up. Forward results to CG, TECOM (C 461) to facilitate the CMC Combined Awards ceremony.

(4) Forward the award recommendations for all nominees to CMC (MMMA) for processing.

(5) Provide funding for CMC Recruiter and Prior Service Recruiter of the Year selectees, runners-up, and their spouses to attend the awards ceremony in accordance with reference (d).

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(6) Coordinate as needed with CG, TECOM (C 461).

c. CG, TECOM

(1) Provide an action officer (C 461) to coordinate all administrative and logistical preparations for the ceremony.

(2) Coordinate with the CGs, MCRD Parris Island and San Diego to receive nominations for Drill Instructor of the Year as established by the criteria herein.

(3) Forward award recommendations for both nominees to CMC (MMMA) for processing.

(4) Convene a selection board to determine the CMC Drill Instructor of the Year.

(5) Provide funding for nominees and their spouses to attend the awards ceremony in accordance with reference (d).

(6) Coordinate as needed with CG, MCCDC (C 06).

d. CG, TRNGCOM

(1) Coordinate with the Commanding Officers, SOI East and West, to receive nominations for the Marine Combat Instructor of the Year as established by criteria herein.

(2) Forward the award recommendations for both nominees to CMC (MMMA) for processing.

(3) Convene a selection board to determine the CMC Marine Combat Instructor of the Year. Forward results to CG, TECOM (C 461) to facilitate the awards ceremony.

(4) Provide funding for nominees and their spouses to attend the awards ceremony in accordance with reference (d).

(5) Coordinate as needed with CG, TECOM (C 461).

e. CO, MSG Bn

(1) Coordinate with company commanders to receive nominations for the Marine Security Guard of the Year as established by the criteria herein.

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(2) Convene a selection board to determine the CMC Marine Security Guard of the Year. Forward results to CG, TECOM (C 461) to facilitate the awards ceremony.

(3) Forward the award recommendation for the selectee and runner-up to CMC (MMMA) for processing.

(4) Provide funding for selectee and spouse (if feasible based on mission requirements) to attend the awards ceremony in accordance with reference (d).

(5) Coordinate with CG, TECOM (C 461) as required.

f. Director, Personnel Management Division (MM)

(1) Convene a selection board to determine the CMC Career Retention Specialist of the Year and runner-up. Selection board will consist of six members chosen from within the Personnel Management Division. Forward results to CG, TECOM (C 461) to facilitate the awards ceremony.

(2) Forward the award recommendations for the selectee and runner-up to CMC (MMMA) for processing.

(3) Forward the selection board results to Deputy Commandant, Manpower and Reserve Affairs for final approval.

(4) Provide funding for selectee and spouse to attend the awards ceremony in accordance with reference (d).

(5) Prepare Navy and Marine Corps Commendation Medals for the CMC's signature for all award ceremony participants as outlined in paragraph 8 of this Order.

8. Coordinating Instructions

a. Nomination Packages

(1) Nomination packages will include the following:

(a) Nomination letter from the command;

(b) A standard digital promotion photograph of the nominee, prepared in accordance with reference (c);

(c) A concise resume of qualifications, including billet description and significant contributions to the command;

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(d) The Navy and Marine Corps Commendation Medal recommendation will be generated on the HQMC Awards Processing System. The first sentence of the Summary of Action (SOA) will read "Nominee for (insert award category) of the Year." A complete copy of the award recommendation (1650, SOA, and citation) will be included in the nomination package;

(e) Two page autobiography;

(f) Name and SSN of spouse (if applicable). This data will be used to process invitational travel orders;

(g) Copy of pages 3, 11, 12, and 13 from Service Record Book as well as copies of the nominee's Basic Individual Record and Basic Training Record.

(2) Nomination packages are to be submitted during October of each year. A specific due date will be announced via separate correspondence.

b. Awards

(1) The Marines selected as the Recruiter, Prior Service Recruiter, Drill Instructor, Marine Combat Instructor, and Marine Security Guard of the Year will receive a Navy and Marine Corps Commendation Medal from the CMC and a meritorious promotion to the next higher grade effective 2 October, per reference (b), unless the selectee is already a gunnery sergeant. Additionally, selected Marines who have been meritoriously promoted to their present grade during the current fiscal year are not eligible for the meritorious promotion.

(2) The meritorious promotion quota for the PSR of the Year will come from the allocations authorized by Headquarters Marine Corps, Reserve Affairs. Should the Recruiter of the Year be in the EAD program, the meritorious promotion quota will also come from the allocations authorized by Reserve Affairs.

(3) The Marine selected as the Career Retention Specialist of the Year will receive a Navy and Marine Corps Commendation Medal from the CMC.


c. Runners-up. One "runner-up" from each category will also receive a Navy and Marine Corps Commendation Medal from the CMC.

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d. Other Nominees. All other nominees may be presented awards at a separate ceremony dictated by the unit commander.

9. Applicability. This Order is applicable to the Marine Corps Total Force.



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By direction

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