



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

MCO 1650.52B
MCSC (PMM-152)
25 Feb 2025

MARINE CORPS ORDER 1650.52B

From: Commandant of the Marine Corps
To: Distribution List

Subj: THE GUNNERY SERGEANT EDWIN W. JOHNSON JR. MEMORIAL MARINE CORPS
AMMUNITION AWARDS PROGRAM (MCAAP)

Ref: (a) SECNAV M-5210.1
(b) MCO 5210.11F
(c) 5 U.S.C. § 552a
(d) SECNAVINST 5211.5F
(e) MCO P1070.12K w/CH-1
(f) MARADMIN 491/20
(g) MCO 5215.1K w/Admin CH-1

Encl: (1) Example Nomination Package

1. Situation. This Order is in accordance with references (a) through (f) and provides procedural guidance and instructions for the Gunnery Sergeant Edwin W. Johnson Jr. Memorial Marine Corps Ammunition Awards Program (MCAAP). The awards program is administered by the Commander, Marine Corps Systems Command (COMMARCORSSYSCOM), Program Manager (PM), Ammunition, and consists of six individual awards for technical and professional excellence within the ground ammunition community.

2. Cancellation. MCO 1650.52A.

3. Mission. To provide policy and procedural guidance for the nomination, coordination, and recognition of Marine Corps Ammunition Officers (Warrant Officers and Limited Duty Officer Captains) and Ammunition Technicians (Privates through Gunnery Sergeants), who have distinguished themselves by their outstanding personal contribution to the mission of their assigned unit with regards to ammunition operations and logistics.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To recognize the exemplary performance of Ammunition Officers (Military Occupational Specialty (MOS) 2340) and Ammunition Technicians (MOS 2311) in the operating forces, supporting establishments, and the Selected Marine Corps Reserve (SMCR) who have made significant contributions while serving in an ammunition billet in support of 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 and the annual solicitation Marine Administrative (MARADMIN) message.

b. Subordinate Element Missions

(1) Commander, Marine Corps Systems Command (COMMARCORSYSCOM) (Program Manager (PM), Ammunition). The PM, Ammunition, is responsible for coordinating Marine Corps units' participation in award nominations, selection process, and award ceremonies for this awards program. The PM, Ammunition, will convene a board of senior Marines, the preponderance being Ammunition Officers and senior Staff Non-Commissioned Officers (SNCOs), to review nominations and recommend nominees to the COMMARCORSYSCOM for final selection. The PM, Ammunition, shall provide funding for award recipients incidental to participation in award ceremonies.

(2) Marine Corps Association and Foundation. The Marine Corps Association and Foundation is the awards' sponsor and participates in the presentation of the awards at the awards ceremony.

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

c. Coordinating Instructions

(1) COMMARCORSYSCOM will publish a MARADMIN message annually soliciting for nominees. The MARADMIN will provide eligibility and submission dates, points of contact information, and outline the submission process.

(2) Nomination packages will be submitted directly to PM, Ammunition, via the first O-6 in the chain of command (see paragraph 5.d.(5)).

(3) All O-6 level commands are encouraged to submit as many nominations as deemed eligible for consideration for each award category.

(4) Nominations from deployed forces should be submitted via their operational 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) Each category recipient will receive an impact Navy and Marine Corps Achievement Medal, given on behalf of the Commandant of the Marine Corps, and presented at the annual awards ceremony. The impact Navy and Marine Corps Achievement Medal will be given solely for winning the ammunition award category. Actions in the summary of performance submitted in the nomination package will not be used for submission of the impact Navy

and Marine Corps Achievement Medals.

(3) The Gunnery Sergeant Edwin W. Johnson Jr. Marine Corps Ammunition Awards Program awards are earned in recognition of superior ammunition excellence in the following six categories:

- (a) Ammunition Officer of the Year
- (b) Ammunition Staff Non-Commissioned Officer of the Year
- (c) Ammunition Non-Commissioned Officer of the Year
- (d) Ammunition Technician of the Year
- (e) SMCR Ammunition Staff Non-Commissioned Officer/Officer of the Year
- (f) SMCR Ammunition Technician of the Year

b. Eligibility

(1) All nominees must be Marines currently serving or who have served in an ammunition billet in excess of 180 days throughout the calendar year, holding the MOS 2340 or 2311, and meet the criteria contained within this Order and the annual solicitation MARADMIN.

(2) Marines must be nominated for actions throughout the calendar year for which they are being nominated while serving in the below category rank requirements:

(a) The Ammunition Officer category is open to Marine Corps Warrant Officers (Warrant Officer-Chief Warrant Officer 5) and Limited Duty Officer Captains.

(b) The Ammunition Staff Non-Commissioned Officer category is open to Marine Corps SNCOs (Staff Sergeants and Gunnery Sergeants).

(c) The Ammunition Non-Commissioned Officer category is open to Marine Corps NCOs (Corporals and Sergeants).

(d) The Ammunition Technician category is open to Marine Corps Privates through Lance Corporals.

(e) The SMCR Ammunition SNCO/Officer category is open to SMCR Warrant Officers (Warrant Officer-Chief Warrant Officer 5) and SNCOs (Staff Sergeants and Gunnery Sergeants).

(f) The SMCR Ammunition Technician category is open to SMCR Privates through Sergeants.

(3) The category a Marine is nominated for shall be determined by the rank the Marine held for the preponderance of the calendar year (e.g., a Marine held the rank of Lance Corporal until promoted to Corporal in November of the calendar year shall be submitted for the Ammunition Technician category).

c. 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 category nominated.

(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 operations and logistics.

d. Nomination Package

(1) All nomination packages shall include the following:

(a) Nomination letter from the command, with chain of command endorsements. See paragraph 4.c.(2).

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

(c) Work phone number, cell phone number, and email address for each nominee.

(d) For applicants without a ".mil" email address, a personal email address is required.

(e) A summary of performance that provides a concise resume of qualifications, including billet description and significant contributions to the command; not to exceed two pages in length, using 12-pitch, Times New Roman font, and single spaced text. This document is similar to a summary of action and will be used as the primary reference for award selection.

(f) A career biography of the nominee. This will be used for the awards ceremony.

(2) Do not include the Social Security Number of the nominee in any section of the package submitted.

(3) Per reference (f), do not include an official photograph in the package submitted.

(4) An example nomination package is included as enclosure (1).

(5) All nomination packages shall be sent electronically utilizing Department of Defense Secure Access File Exchange (DoD SAFE) at <https://safe.apps.mil>. Packages shall be sent, via DoD SAFE, to: ammomail@usmc.mil in a single pdf. The subject line of the email should read: "Calendar Year 20XX Marine Corps Ammunition Awards Program, (Award Category), ICO (Rank/Name)". Note: Ensure packages are encrypted and marked appropriately per Privacy Act regulations. Ensure encryption passphrase for the package is provided to ammomail@usmc.mil.

e. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions in reference (a), SECNAV M-5210.1, to ensure proper

maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (b), MCO 5210.11F, for Marine Corps records management policy and procedures.

f. 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 shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended [reference (c)] and implemented per reference (d).

g. Forms. There are no forms used in this Order.

h. Updates. Updates made to this Order shall be done in accordance with the current iteration of reference (g).

i. Recommendations. Recommendations concerning the contents of this Order are welcomed and may be forwarded to COMMARCORSYSCOM, PM, Ammunition, via email at ammomail@usmc.mil or the appropriate chain of command.

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.



T. L. CAMPBELL
Commander
Marine Corps Systems Command
By direction

DISTRIBUTION: PCN 10255328100

Example Nomination Package



UNITED STATES MARINE CORPS

1ST SUPPLY BATTALION
1ST MARINE LOGISTICS GROUP
BOX 555627
CAMP PENDLETON CA 92055-5627

1650
CO
5 Jan 23

FIRST ENDORSEMENT on CO, Ammo Co ltr 1650 AMMO of 1 Jan 22

From: Commanding Officer, 1st Supply Battalion
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 1234567890/2311 USMC

1. Sergeant Marine has proven himself to be an indispensable asset to 1st Supply Battalion. His dynamic leadership, aggressive initiative, and unparalleled aptitude as both a Section Head 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. OHSIX

Copy to:
CO, Ammo Co

Example Nomination Package



UNITED STATES MARINE CORPS
1ST SUPPLY BATTALION
1ST MARINE LOGISTICS GROUP
BOX 555627
CAMP PENDLETON CA 92055-5627

1650
CO
1 Jan 23

From: Commanding Officer, Ammunition Company, 1st Supply Battalion
To: Commander, Marine Corps Systems Command (Program Manager, Ammunition)
Via: Commanding Officer, 1st Supply Battalion

Subj: NOMINATION FOR THE AMMUNITION NON-COMMISSIONED OFFICER OF THE YEAR
AWARD IN CASE OF SERGEANT JOHN D. MARINE 1234567890/2311 USMC

Ref: (a) MCO 1650.52B
(b) MARADMIN 123/45

Encl: (1) Summary of Performance
(2) Biography

1. Per the references, 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 Section Head, Las Pulgas Ammunition Supply Point, Ammunition Company, 1st Supply Battalion from 1 January 20XX to 31 December 20XX.

2. Enclosures (1) and (2) are forwarded as required.

3. Nominee information:

a. Email address: john.marine@usmc.mil/john.marine@gmail.com

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

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

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

I. M. COMMANDER

Example Nomination Package

Summary of Performance

Sergeant John D. Marine is enthusiastically recommended for the Calendar Year 20XX (CY20XX) Marine Corps Ammunition Awards Program (MCAAP) Ammunition Non-Commissioned Officer of the Year Award Winner in recognition for his exemplary performance while serving as a Section Head within the Storage Platoon, Las Pulgas Ammunition Supply Point, Ammunition Company, 1st Supply Battalion, 1st Marine Logistics Group, from 1 January to 31 December 20XX.

During this period, Sergeant Marine has distinguished himself as the premier Marine NCO within this Company. He is a cut above the rest of his peers through his outstanding proficiency as an Ammunition Technician and dedication to the Marine Corps. Sergeant Marine is mission-oriented while demonstrating the ability to take on responsibilities and duties of a higher grade in an effective manner.

As a Section Head for the Storage Section, Sergeant Marine has been vital to the overall mission accomplishment of Ammunition Company and the Las Pulgas Ammunition Supply Point. This complex and challenging billet requires him to be proficient and well-versed in all aspects of ammunition storage, transportation and multiple requirements levied by Explosive Safety Orders and regulations. His contributions to the overall success of this command, his leadership, and unparalleled motivation have made an indelible impact on Ammunition Company and the Ammunition Technician community within I Marine Expeditionary Force.

Daily, Sergeant Marine can be found effectively organizing tasks and supervising multiple storage teams of Marines in the execution of over 11,600 transactions valued in excess of 15 million dollars. His unwavering dedication to duty and adherence to proper procedures enabled the Las Pulgas Ammunition Supply Point to move nearly 800 tons of explosive, annually, throughout 76 explosive locations across a three-acre compound. Additionally, Sergeant Marine continuously synchronizes and coordinates support from internal and external agencies which enable the safe and efficient processing of an average 23 short tons of ammunition and explosives. His direct influence in this endeavor ultimately ensures only serviceable assets are issued to supporting units, thus resulting in zero explosive mishaps.

Typically, Section Heads are qualified and certified as a Quality Assurance/Safety Observer (QASO). Section Heads and QASO's are required to be the rank of Staff Sergeants or above. Due to his exemplary performance and requisite skills, Sergeant Marine's rank requirement was waived by the Commanding Officer, 1st Supply Battalion. His sheer determination is demonstrated daily with his innate ability to perform tasks at a level higher than those expected from his peers.

Example Nomination Package

Sergeant Marine actively seeks opportunities to study his craft, such as taking the initiative to cross train with Marines from other sections within the Ammunition Supply Point to strengthen their, and his overall knowledge of explosive operations. Marines gravitate towards Sergeant Marine due to his natural ability to lead, overall positive attitude, and determination to work harder than anyone else in the company. His dependability, proficiency, and work ethic have effectively enhanced this unit's mission success and support provided to I Marine Expeditionary Force, Training and Education Command units, and numerous tenant commands. Despite a reduction in personnel due to the Corona Virus Disease - 19 pandemic, Sergeant Marine's tireless work ethic continues to inspire the Marines of 1st Supply Battalion as he focuses on supporting operational forces while maximizing training readiness and worldwide operations.

Sergeant Marine prides himself on being a Marine and carries himself with upmost confidence while demonstrating the "Whole Marine Concept." His engaged/genuine leadership abilities are those expected of a staff non-commissioned officer. Sergeant Marine has earned the utmost respect from his leadership, peers, and subordinates alike. He consistently demonstrates the attributes of maturity, leadership, initiative, and sound judgement.

Sergeant Marine's contribution to the Ammunition Community were significant and far-reaching during this period. He has earned the utmost respect from his leaders, peers, and the Marines under his charge by always setting the example and accomplishing his assigned mission. Sergeant Marine is most deserving of being named the CY20XX Marine Corps Ammunition Non-Commissioned Officer of the Year Award recipient.

Example Nomination Package

Career Biography
Sergeant John D. Marine

Sergeant Marine reported to Parris Island for basic training on 20 April 2016. Completing training at Parris Island, he reported in August 2016 to Fort Lee, Virginia for training as a 2311, Ammunition Technician.

In November 2016, he reported to Okinawa, Japan for duty with the Ammunition Company, 3rd Supply Battalion, 3rd Marine Logistics Group, where he performed the duties as an Ammunition Technician. He deployed to Korea as part of exercise Team Spirit 2017. During this tour he was promoted to Lance Corporal and meritoriously promoted to the rank of Corporal.

In December 2019, Corporal Marine reported to Ammunition Company, 1st Supply Battalion, 1st 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 Special Purpose Marine Air Ground Task Force - Crisis Response - Central Command. He was promoted to Sergeant during this tour of duty.

Sergeant Marine's awards include the Navy and Marine Corps Achievement Medal (gold star in lieu of the second award) and Good Conduct Medal.

Example Nomination Package

APPENDIX A

Glossary of Acronyms and Abbreviations

ADOS	Active Duty Operational Support
COMMARCORSSYSCOM	Commander, Marine Corps Systems Command
CY20XX	Calendar Year 20XX
DoD SAFE	Department of Defense Secure Access File Exchange
DON/AA	Department of the Navy/Assistant for Administration
DON	The Department of the Navy
DRMD	Directives and Records Management Division
IMA	Individual Mobilization Augmentee
MARADMIN	Marine Administrative Message
MCAAP	Marine Corps Ammunition Awards Program
MOS	Military Occupational Specialty
NARA	National Archives and Records Administration
PII	Personally Identifiable Information
PM	Program Manager
QASO	Quality Assurance/Safety Observer
SMCR	Selected Marine Corps Reserve
SNCO	Staff Non-Commissioned Officer