



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

MCO 1650.61A
I&L (LPV-1)
21 Jul 2026

MARINE CORPS ORDER 1650.61A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS AND LOGISTICS AWARDS PROGRAM (MCILAP)

Ref: (a) SECNAVINST 1650.1J
(b) SECNAV M-5210.1 w/CH-1
(c) SECNAV M-5214.1
(d) NAVSUPINST 3590.1F
(e) DoD Manual 4140.01, 'DoD Supply Chain Materiel Management Procedures,' Various Dates
(f) SECNAVIST 5211.5F
(g) SECNAV M-5216.5
(h) MCO P1070.12K
(i) MCO 1650.50A
(j) MCO 5215.1K W/ ADMIN CH 3
(k) MCO 1650.52A
(l) MCO 10110.14N
(m) MCO 1306.18A
(n) MCO 5210.11F
(o) MCO 5211.5
(p) 5 U.S.C. § 552a

Encl: (1) Marine Corps Installations and Logistics Awards Program Categories, Eligibility Criteria and Period Covered
(2) Nomination Criteria for Unit/Organization Awards
(3) Sample Unit/Organization Nomination Package Format
(4) Nomination Criteria for Individual Awards
(5) Sample Individual Nomination Package Format

1. Situation. This Order provides policy and procedures for the Marine Corps Installations and Logistics Awards Program (MCILAP). The MCILAP is administered by the Deputy Commandant for Installations and Logistics (DC I&L) and is intended to commend individual Marines, Sailors, civilians, and organizations who have made significant contributions within the installations, logistics, and contracting communities. This Order is in accordance with references (a) through (p).

2. Cancellation. This Order cancels MCO 1650.61 w/ ADMIN CH.

3. Mission. DC I&L executes the MCILAP to recognize Marines, Sailors, Civilian Marines, and units/organizations within the operating forces,

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supporting establishment, and Marine Forces Reserve for noteworthy achievements, organizational proficiency, and excellence.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To appropriately recognize the exceptional accomplishments of Marines, Sailors, civilians, and units/organizations for installations and logistics excellence.

(2) Concept of Operations. The purpose of this Order is to ensure that every effort is taken to recognize the outstanding accomplishments of individuals and units in the installations and logistics communities. Enclosure (1) contains a listing of awards for which members or organizations of the installations and logistics community can be nominated. The sponsor listed in the table is the office of primary responsibility for each respective award.

(a) Initiation of Recommendation. A recommendation for an award may be submitted by any commissioned officer, senior in grade or billet who has knowledge of any act, achievement, or service that may warrant such award. A recommendation originated by officers other than the commanding officer of the individual concerned, must be forwarded to the commanding officer for endorsement. If an officer is not assigned, the senior enlisted member may forward documentation to the first officer in the chain of command for consideration of the award. Endorsements on award recommendations shall be made by the chain of command up to the first General Officer.

(b) Submission of Awards (Electronic). All organizations shall submit personnel and unit/organizational award recommendations electronically. In cases of multiple awards, each award package shall be transmitted via separate email. Organizational mailbox addresses where packages will be submitted will be published in the Marine Administrative Message (MARADMIN) calling for nominations. Department of War (DoW) and Department of the Navy (DON) awards will be solicited with coordinating instructions via Automated Message Handling System (AMHS). Ensure the subject line clearly identifies the award for which the package is being submitted. If organizations do not have access to electronic means, submit original nominations along with one paper copy to the Commandant of the Marine Corps (I&L, Logistics Plans Policies and Mobility Division (LP), Contracts Division (LB), Marine Corps Installations Command (MCICOM))/Logistics Facilities (LF)) via the endorsing chain of command. Packages shall be forwarded to the awarding authority through either the administrative (for sustained performance) or operational (for deployment) chain of command, as appropriate. The award must be endorsed by the first General Officer in the chain of command to be considered.

(c) Timeline. Timely recommendations are essential to a successful awards program. Nominations must be received by the Commandant of the Marine Corps (I&L, LP, LB, MCICOM/LF) on or before the published deadline. Awards are cyclical in nature and due dates can be projected based on previous years' timelines; however, final dates will be published via official correspondence during the first quarter of the fiscal year. Commands must not create unreasonable deadlines for submission of nominations

from subordinate units. Any changes to due dates will be published via separate correspondence. Due to the volume of award recommendations received by this Headquarters, late or incomplete nominations will not be considered.

(d) Summary of Action. All awards require a detailed summary of action. Since each award recommendation is evaluated on the merits of the justification, the summary of action is critical. Avoid generalities and excessive use of superlatives. Present an objective summary, giving specific examples of the performance and the manner in which it was accomplished, together with the results and benefits derived. The amount of detail and supporting documentation required depends upon the circumstances and the nature of the award being recommended; in general, no more than two pages for individual or three pages for unit nominations should be submitted. When additional space is required, add sheets of standard size paper; however, use continuation pages sparingly. The summary of action will be submitted in accordance with references (a) and (g).

(e) Citation. A proposed Certificate of Commendation citation, condensed from the summary of action, must accompany the recommendation. Although a citation is laudatory and formalized, it must be factual and contain no classified information.

b. Subordinate Element Missions

(1) Assistant Deputy Commandant, Installations and Logistics, LP (ADC I&L (LP))

(a) Coordinate participation and award selections with the communities of motor transport, ground ordnance maintenance, engineers, explosive ordnance disposal, and contracting communities.

(b) Serve as the executive agent to receive, review, and forward award nominations sponsored by higher headquarters.

(c) Coordinate with external agencies for nomination and selection to the appropriate awarding authority.

(2) Commander, MCICOM/Assistant Deputy Commandant, Installations and Logistics, Logistics Facilities (LF) (ADC I&L (LF))

(a) Coordinate with ADC I&L (LP) to ensure nominations and selection of recipients for the MCICOM Officer of the Year, MCICOM Enlisted Marine of the Year, MCICOM Civilian of the Year, the MCICOM Air Station of the Year, and the MCICOM Ground Installation of the Year Awards.

(b) Coordinate participation, selection, and related ceremonies for the Major General William Pendleton Thompson Hill (W.P.T. Hill) Memorial Awards Program for food service excellence, the Marine Enlisted Aide of the Year, environmental awards, and energy conservation awards.

(c) Serve as the executive agent to receive, review, and forward award nominations sponsored by higher headquarters.

(d) Coordinate with external agencies for nomination and selection to the appropriate awarding authority.

(3) Assistant Deputy Commandant, Installations and Logistics, LB (ADC I&L (LB))

(a) Coordinate participation, selection, and related ceremonies for Acquisition Excellence Awards which consist of seven award categories recognizing superior performance within the contracting community.

(b) Serve as executive agent to receive, review, and forward nominations sponsored by higher headquarters.

(c) Coordinate with external agencies for nomination and selection to the appropriate awarding authority.

(4) Commanders, Fleet Marine Force and Supporting Establishment. Ensure eligible Marines, Sailors, civilians, and organizations are nominated and applicable packages are submitted to DC I&L.

(5) Commanding General, Marine Forces Reserve (MARFORRES). For reserve units who have been activated in support of the active component, ensure award submission include an endorsement by the supported active component command.

(6) Commander, Naval Expeditionary Combat Command. Submit up to three nominations for the Outstanding Naval Construction Force Unit Award.

c. Coordinating Instructions

(1) DC I&L will publish separate correspondence via MARADMIN to solicit nominees. It will contain additional information regarding the submission process, due dates, and points of contact.

(2) ADC I&L (LP), (LB), and MCICOM/(LF) will coordinate awards presentations, funding, and orders.

(3) While this Order attempts to capture all Installations and Logistics awards, there are numerous other awards for which Marines, Sailors, civilians, and organizations may be eligible and commanders are encouraged to support as appropriate.

(4) Travel/Funding. Commanders are responsible for orders and funding for their recipients and any other representatives authorized to travel to the award ceremonies unless otherwise approved by DC I&L.

5. Administration and Logistics

a. 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 (b) 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://www.secnaveavy.mil/doni/Records%20Management%20Schedules/Forms/AllIt>

[ems.aspx](#). Refer to reference (n) for Marine Corps records management policy and procedures.

b. 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 (p)] and implemented per references (f).

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.



A. M. NIEBEL
Deputy Commandant for
Installations and Logistics

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**Marine Corps Installations and Logistics Awards Program Categories,
Eligibility Criteria and Period Covered**

Name	Sponsor	Eligibility	Period
Ground Ordnance Maintenance Awards			
Marine Corps Ground Ordnance Maintenance Officer of the Year (MARADMIN)	LPM-2	Restricted and Limited Duty Officer (WO to CW03) or O-3, Active or Reserve	Individual Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Marine Corps Ground Ordnance Maintenance Staff Noncommissioned Officer of the Year (MARADMIN)	LPM-2	Staff Noncommissioned Officer (E-6 and E-7) mos 21XX, Active or Reserve	Individual Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Marine Corps Ground Ordnance Maintenance Noncommissioned Officer of the Year (MARADMIN)	LPM-2	Noncommissioned Officer (E-4 and E-5) MOS 21XX, Active or Reserve	Individual Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Marine Corps Ground Ordnance Maintenance Marine of the Year (MARADMIN)	LPM-2	Ground Ordnance Maintenance Technician (E-1 to E-3) MOS 21XX, Active or Reserve	Individual Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Marine Corps Motor Transport Command Awards Program (MCMTAP)			
Motor Transport Officer of the Year (MARADMIN)	LPM-2	Unrestricted Company Grade Officer MOS 0402 or restricted (WO to CW0-3), MOS 3510 assigned to MTO BIC, Active or Reserve	Individual Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Operations Chief of the Year (MGySgt Acevedo Award) (MARADMIN)	LPM-2	Staff Noncommissioned Officer (E-6 and E-7) MOS 3537, Active or Reserve	Individual Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Operations Noncommissioned Officer of the Year (MARADMIN)	LPM-2	Noncommissioned Officer (E-4 and E-5) MOS 3531, Active or Reserve	Individual Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Operator of the Year (MARADMIN)	LPM-2	Enlisted Marine (E-1 to E-3) MOS 3531, Active or Reserve	Individual Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Maintenance Officer of the Year (MARADMIN)	LPM-2	WO to CW03, MOS 3510, Active or Reserve	Individual Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Maintenance Chief of the Year (MSGT Trujillo Award) (MARADMIN)	LPM-2	Staff Noncommissioned Officer (E-6 and E-7) MOS 3529, Active or Reserve	Individual Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)

Name	Sponsor	Eligibility		Period
Motor Transport Maintenance NCO of the Year (MARADMIN)	LPM-2	Noncommissioned Officer (E-4 and E-5) MOS 3521, Active or Reserve	Individual	Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Maintenance Technician of the Year (MARADMIN)	LPM-2	Enlisted Marine (E-1 to E-3) MOS 3521, Active or Reserve	Individual	Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Military Instructor of the Year (MARADMIN)	LPM-2	Active duty 35XX assigned with primary duty at a Formal Learning Center of Excellence: Marine Corps Combat Service School (MCCSSS), Camp Lejeune, NC or Motor Transport Instruction Company, Fort Leonard Wood, MO	Individual	Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Civilian Instructor of the Year (MARADMIN)	LPM-2	Any Federal Department of Defense (DoD) Civilian assigned to MCCSSS, Camp Lejeune, NC or Motor Transport Instruction Company, Fort Leonard Wood, MO	Individual	Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Automotive Service Excellence (ASE) Technician of the Year (MARADMIN)	LPM-2	Any 35XX with one or more active ASE certifications	Individual	Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Unit of the Year (MARADMIN)	LPM-2	Any Marine Corps unit at the Battalion, Squadron, Company, or Platoon level involved in an operational or logistics transportation mission	Unit	Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Motor Transport Maintenance Unit of the Year (MARADMIN)	LPM-2	Any Marine Corps unit at the Battalion, Squadron, Company, or Platoon level involved in the Motor Transport maintenance mission	Unit	Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)

Name	Sponsor	Eligibility		Period
Motor Transport Automotive Service Excellence (ASE) Technician of the Year (MARADMIN)	LPM-2	Enlisted Marine (E1-E7) MOS 35XX, Active or Reserve, one or more active ASE certifications required during award period	Individual	Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Annual Unit Compliance Award (MARADMIN)	LPC	Any Marine Corps Unit (size based)	Unit	Fiscal Year 1 Oct - 30 Sep (Nomination due 30 Nov)
Department of Defense Supply Awards				
Department of Defense Award for Supply Chain Excellence (National Defense Industrial Association (NDIA(website)	LPS	All DoD organizations are eligible for this award which is presented to an organization that operates significant components of a supply chain and has demonstrated excellence in design, operation, or improvement of that supply chain. The nomination should demonstrate successful implementation of the supply chain process categories (Plan, Source, Make, Deliver, Return, etc.)	Unit	Calendar Year 1 Jan - 31 Dec
Supply Excellence Award of the Year (MARADMIN)	LPS	Any Marine Corps unit with a Consumer or Retail Level Supply Activity mission	Unit	Fiscal Year 1 Oct - 30 Sep
Marine Corps Awards of Installations and Logistics Excellence				
First Lieutenant Travis Manion Marine Corps Officer Logistician of the Year (MARADMIN)	LPV	Company Grade Officer (O-1 to O-3), MOS 0402, or (W1 to W3), Logistics MOS Active or Reserve	Individual	Fiscal Year 1 Oct - 30 Sep
Marine Corps Enlisted Logistician of the Year (MARADMIN)	LPV	Enlisted Logistician Marine (E-7 and below), Active or Reserve	Individual	Fiscal Year 1 Oct - 30 Sep

Name	Sponsor	Eligibility		Period
Marine Corps Civilian Logistician of the Year (MARADMIN)	LPV	Marine Corps Civilian Logisticians (GS-12 and below or civilian equivalent, i.e., NH-III) who work in support of the Active or Reserve component	Individual	Fiscal Year 1 Oct - 30 Sep
Marine Corps Logistics Organization/Team of the Year (Small and Large Unit) (MARADMIN)	LPV	Large Unit: Battalion/Squadron equivalent or higher Small Unit: Company, detachment, department, division, branch or equivalent within a major subordinate command or supporting establishment Active or Reserve	Unit	Fiscal Year 1 Oct - 30 Sep
Marine Corps Logistics Organization/Team of the Year for Innovation (MARADMIN)	LPV	Any Marine Corps unit at Battalion, Squadron, or Company level involved in logistics innovation	Unit	Fiscal Year 1 Oct - 30 Sep
Marine Corps Installations Command (MCICOM) Civilian of the Year (Junior/Senior GS, Junior Senior NAF, Junior WG/Senior WS/WL) (MARADMIN)	MCICOM	MCICOM Civilian Junior NAF (NF-4 and below) Senior NAF (NF-5) Junior GS (GS-11 and below) Senior GS (GS-12 and above) Junior WG (All WGs) Senior WS/WL (All WD/WS/WL/WNs)	Individual	Fiscal Year 1 Oct - 30 Sep
Marine Corps Installations Command (MCICOM) Officer of the Year (MARADMIN)	MCICOM	MCICOM USMC/USN Officers (Active and Reserve) in grades of (O-1 to O-5/W1 to W3)	Individual	Fiscal Year 1 Oct - 30 Sep
Marine Corps Installations Command (MCICOM) Enlisted of the Year (MARADMIN)	MCICOM	MCICOM USMC/USN Enlisted (Active and Reserve) in grades of E-1 to E-8	Individual	Fiscal Year 1 Oct - 30 Sep
Marine Corps Installations Command (MCICOM) Ground Installation of the Year (Large) and Marine Corps Installation Command Ground Installation of the Year (Small) (MARADMIN)	MCICOM	All Marine Corps Ground Installations regardless of location or size.	Unit	Fiscal Year 1 Oct - 30 Sep

Name	Sponsor	Eligibility		Period
Marine Corps Installations Command (MCICOM) Air Station of the Year (MARADMIN)	MCICOM	All Marine Corps air stations, regardless of location or size.	Unit	Fiscal Year 1 Oct - 30 Sep
Acquisition Excellence Awards (AEA)				
Government-Wide Commercial Purchase Card (GCPC) Level 4/5 Acquisition Program Coordinator (APC) of the Year (MARADMIN)	LB	All GCPC Level 4 or Level 5 APCs	Individual	Fiscal Year 1 Oct - 30 Sep
Rising Star of the Year (MARADMIN)	LB	Nominees must be assigned to a contracting activity under the DC IL HCA MOS 3006, 3044 or GS-1102 to include OCONUS Basic Wage Table (BWT) 1102 employees	Individual	Fiscal Year 1 Oct - 30 Sep
Simplified Acquisition Threshold (SAT) Professional of the Year (MARADMIN)	LB	Nominees must be assigned to a contracting activity under the DC IL HCA MOS 3006, 3044 or GS-1102 to include OCONUS Basic Wage Table (BWT) 1102 employees	Individual	Fiscal Year 1 Oct - 30 Sep
Acquisition Professional of the Year (MARADMIN)	LB	Nominees must be assigned to a contracting activity under the DC IL HCA MOS 3006, 3044 or GS-1102 to include OCONUS Basic Wage Table (BWT) 1102 employees	Individual	Fiscal Year 1 Oct - 30 Sep
Chief of the Contracting Office (CCO) Leader of the Year (MARADMIN)	LB	Nominees must be assigned to a contracting activity under the DC IL HCA MOS 3006, 3044 or GS-1102 to include OCONUS Basic Wage Table (BWT) 1102 employees	Individual	Fiscal Year 1 Oct - 30 Sep
Regional Contracting Office of the Year (MARADMIN)	LB	ALL RCOs within the MCFCS	Unit	Fiscal Year 1 Oct - 30 Sep
Expeditionary Contracting Professionals of the Year - Team Award (MARADMIN)	LB	All Expeditionary Teams participating in exercise or deployment	Team	Fiscal Year 1 Oct - 30 Sep

Name	Sponsor	Eligibility		Period
National Defense Transportation Association (Note 1)				
National Defense Transportation Association (NDTA) Transportation Instructor of the Year (NDTA website)	LPD	Military or Civilian Instructor at a Transportation School	Individual	Calendar Year 1 Jan - 31 Dec
NDTA Transportation Instructor of the Year NDTA Military Unit Awards Active/Reserve (NDTA website)	LPD	One active-duty unit and one reserve component unit are eligible to be nominated for the Military Unit Award. Units being considered should be at company, ship, squadron, or comparable level	Individual	Calendar Year 1 Jan - 31 Dec
Department of Defense Military Packaging Awards (Note 1)				
DoD Military Packaging Excellence Award (Assistant Secretary of Defense for Sustainment (OASD(S)) Press Release	LPD	Nominee (individual or Team) should be a general schedule employee or military officer, is typically a transportation professional, packaging specialist, technologist, engineer, chemist, distribution/logistics manager, instructor, or hold a similar position within the packaging community or a directly related transportation field	Individual	Fiscal Year 1 Oct - 30 Sep
DoD Military Packaging Production Achievement Award (Assistant Secretary of Defense for Sustainment (OASD(S)) Press release	LPD	Nominee (individual or Group) should be a wage schedule (WG/WL/WS) employee or enlisted transportation professional member and typically works in the execution of packaging or a closely related transportation field	Individual	Fiscal Year 1 Oct - 30 Sep

Name	Sponsor	Eligibility	Period
Society of American Military Engineers (SAME)			
SAME Senior Engineer Officer (SAME Awards and Recognition Webpage)	LPE	Unrestricted Field Grade Officer (O-4 to O-5) MOS 1302, Active or Reserve	Individual 1 Apr - 30 Mar
SAME Senior Engineer SNCO (SAME Awards and Recognition Webpage)	LPE	SNCO (E-8 and E- 9) Engineer or Utilities MOS 11XX or 13XX, Active or Reserve	Individual 1 Apr - 30 Mar
Marine Corps Engineer Association (MCEA) Award			
Marine Corps Combat Engineer Officer of the Year (MARADMIN)	LPE	Unrestricted Company Grade Officer (O-3 and below) MOS 1302, Active or Reserve	Individual 1 Apr - 30 Mar
Marine Corps Combat Engineer Staff Noncommissioned Officer of the Year (MARADMIN)	LPE	SNCO (E-6 and E- 7) MOS 1361 or 1371, Active or Reserve	Individual 1 Apr - 30 Mar
Marine Corps Combat Engineer Noncommissioned Officer of the Year (MARADMIN)	LPE	Noncommissioned Officer (E-4 and E-5) MOS 1361 or 1371, Active or Reserve	Individual 1 Apr - 30 Mar
Marine Corps Combat Engineer of the Year (MARADMIN)	LPE	Combat Engineer (E-1 - E-3) MOS 1361 or 1371 Unit, Active or Reserve	Individual 1 Apr - 30 Mar
Marine Corps Engineer Equipment Officer of the Year (MARADMIN)	LPE	Restricted Officer MOS 1310, Active or Reserve	Individual 1 Apr - 30 Mar
Marine Corps Engineer Equipment Staff Noncommissioned Officer of the Year (MARADMIN)	LPE	Staff Noncommissioned Officer (E-6 and E-7) MOS 1341, 1345, or 1349, Active or Reserve	Individual 1 Apr - 30 Mar
Marine Corps Engineer Equipment Noncommissioned Officer of the Year (MARADMIN)	LPE	Noncommissioned Officer (E-4 and E-5) MOS 1341 or 1345, Active or Reserve	Individual 1 Apr - 30 Mar
Marine Corps Engineer Equipment Marine of the Year (MARADMIN)	LPE	Combat Engineer (E-1 - E-3) MOS 1341 or 1345, Active or Reserve	Individual 1 Apr - 30 Mar
Marine Corps Utilities Officer of the Year (MARADMIN)	LPE	Restricted Officer MOS 1120, Active or Reserve	Individual 1 Apr - 30 Mar
Marine Corps Utilities Staff Noncommissioned Officer of the Year (MARADMIN)	LPE	Staff Noncommissioned Officer (E-6 and E-7) MOS 1141, 1142, 1161, 1164, 1171 and 1169, Active or Reserve	Individual 1 Apr - 30 Mar

Name	Sponsor	Eligibility		Period
Marine Corps Utilities Noncommissioned Officer of the Year (MARADMIN)	LPE	Noncommissioned Officer (E-4 and E-5) MOS 1141, 1142, 1161, 1164, and 1171, Active or Reserve	Individual	1 Apr - 30 Mar
Marine Corps Utilities Marine of the Year (MARADMIN)	LPE	Utilities Marine (E1 - E3) MOS 1141, 1142, 1161, 1164, and 1171, Active or Reserve	Individual	1 Apr - 30 Mar
Marine Corps Explosive Ordnance Disposal Officer of the Year (MARADMIN)	LPE	Restricted Officer (WO - O3E) MOS 2305, Active or Reserve	Individual	1 Apr - 30 Mar
Marine Corps Explosive Ordnance Disposal Technician of the Year (Staff Sergeant William Callahan Award) (MARADMIN)	LPE	Non-commissioned Officer E-5 and Staff Non-Commissioned Officer E-6 through E-8, MOS 2336, Active or Reserve	Individual	1 Apr - 30 Mar
Marine Corps Expeditionary Fuels Officer of the Year (MARADMIN)	LPE	Restricted Officer (WO - CWO4) MOS 1390, Active or Reserve Tactical fuel units only	Individual	1 Apr - 30 Mar
Marine Corps Expeditionary Fuels Staff Noncommissioned Officer of the Year (MARADMIN)	LPE	Staff Noncommissioned Officer (E-6 and E-7) MOS 1391, Active or Reserve, Tactical fuel units only	Individual	1 Apr - 30 Mar
Marine Corps Expeditionary Fuels Noncommissioned Officer of the Year (MARADMIN)	LPE	Noncommissioned Officer (E-4 and E-5) MOS 1391, Active or Reserve, Tactical fuel units only	Individual	1 Apr - 30 Mar
Marine Corps Expeditionary Fuels Marine of the Year (MARADMIN)	LPE	(E-1 - E-3) MOS 1391, Active or Reserve Tactical fuel units only	Individual	1 Apr - 30 Mar
Combat Engineer Battalion of the Year (Marine Corps Engineer Association (MCEA) website)	LPE	Battalion size	Unit	1 Apr - 30 Mar
Engineer Support Battalion of the Year (Marine Corps Engineer Association (MCEA) website)	LPE	Battalion size	Unit	1 Apr - 30 Mar
Marine Wing Support Squadron Engineer Operations Company of the Year (Marine Corps Engineer Association (MCEA) website)	LPE	Company Size	Unit	1 Apr - 30 Mar
Outstanding Naval Construction Force Unit of the Year (Marine Corps Engineer Association (MCEA) website)	LPE	Battalion size or smaller	Unit	1 Apr - 30 Mar

Name	Sponsor	Eligibility	Period
USMC Fire Emergency Services (FES)			
Uniformed Firefighter of the Year (MARADMIN)	MCICOM G-3/5	Uniformed Marine Corps Firefighters serving in a primary duty position of firefighter (including all parenthetical titles) or fire protection inspector	Individual Calendar Year 1 Jan - 31 Dec
Uniformed Fire Officer of the Year (MARADMIN)	MCICOM G-3/5	Uniformed Marine Corps Fire Officers serving in a primary duty position of Company Officer (Lieutenant, Captain, or Battalion Chief Officer)	Individual Calendar Year 1 Jan - 31 Dec
Civilian Fire Officer of the Year (MARADMIN)	MCICOM G-3/5	Civilian Fire Officers serving in a primary duty position of Company Officer (Lieutenant, Captain, or Battalion Chief Officer)	Individual Calendar Year 1 Jan - 31 Dec
Civilian Firefighter of the Year (MARADMIN)	MCICOM G-3/5	Civilian Firefighters serving in a primary duty position of firefighter (including all parenthetical titles) or fire protection inspector	Individual Calendar Year 1 Jan - 31 Dec
EMS Provider of the Year (MARADMIN)	MCICOM G-3/5	Civilian F&ES personnel certified at the Basic Life Support (BLS) or Advanced Life Support (ALS) levels, including certified First Responders, EMT-Bs, EMT-Ds, EMT-Cs and EMT-IV Technicians and EMTs	Individual Calendar Year 1 Jan - 31 Dec
Fire Inspector of the Year (MARADMIN)	MCICOM G-3/5	Civilian or military Fire Officers serving in a primary duty position of Fire Inspector	Individual Calendar Year 1 Jan - 31 Dec
Uniformed Chief Executive Fire Officer of the Year (MARADMIN)	MCICOM G-3/5	Uniformed Marine Corps Executive Fire Officers serving in a primary duty position of Assistant, Deputy, Fire Chief, Program Manager	Individual Calendar Year 1 Jan - 31 Dec

Name	Sponsor	Eligibility	Period
Civilian Chief Executive Fire Officer of the Year (MARADMIN)	MCICOM G-3/5	Civilian Marine Corps Executive Fire Officers serving in a primary duty position of Assistant, Deputy, Fire Chief, Program Manager	Individual Calendar Year 1 Jan - 31 Dec
Uniformed or Civilian Fire Instructor of the Year (MARADMIN)	MCICOM G-3/5	Uniformed or Civilian Marine Corps Firefighters serving in a primary duty position of assistance chief of training, training chief, training officer, manager, fire service instructor	Individual Calendar Year 1 Jan - 31 Dec
Small Fire Department of the Year (MARADMIN)	MCICOM G-3/5	Combined military and civilian Marine Corps Fire departments with three or fewer staffed firefighting companies assigned, i.e., ARFF, pumper, ladder (excludes ambulance, rescue, cross staffed, and other support companies)	Unit Calendar Year 1 Jan - 31 Dec
Medium Fire Department of the Year (MARADMIN)	MCICOM G-3/5	Combined military and civilian Marine Corps F&ES Departments with four to eight staffed firefighting companies assigned, i.e., ARFF, pumper, ladder (excludes ambulance, rescue, cross staffed, and other support companies)	Unit Calendar Year 1 Jan - 31 Dec

Name	Sponsor	Eligibility		Period
Large Fire Department of the Year (MARADMIN)	MCICOM G-3/5	Combined military and civilian Marine Corps F&ES Departments with nine or more staffed firefighting companies assigned, i.e., ARFF, pumper, ladder (excludes ambulance, rescue, cross staffed, and other support companies)	Unit	Calendar Year 1 Jan - 31 Dec
Fire Prevention Program of the Year (MARADMIN)	MCICOM G-3/5	All Marine Corps military or civilian F&ES Fire Prevention Programs	Unit	Calendar Year 1 Jan - 31 Dec
Expeditionary Fire Department of the Year (MARADMIN)	MCICOM G-3/5	Military MWSS F&ES Departments with four to eight staffed ARFF firefighting companies (assigned, cross-staffed and other support companies)	Unit	Calendar Year 1 Jan - 31 Dec
USMC Fleet Management Awards				
Fleet Manager of the Year (Large) (MARADMIN)	MCICOM G4	Marine Corps Fleet Manager at a large installation (500 or above assets) who has made the most significant contribution to providing safe, economical, and efficient transportation services in support of resident and tenant activities	Individual	Fiscal Year 1 Oct - 30 Sep
Fleet Manager of the Year (Small) (MARADMIN)	MCICOM G4	Marine Corps Fleet Manager at a large installation (below 500 assets) who has made the most significant contribution to providing safe, economical, and efficient transportation services in support of resident and tenant activities	Individual	Fiscal Year 1 Oct - 30 Sep

Name	Sponsor	Eligibility		Period
Maintenance Technician of the Year (MARADMIN)	MCICOM G4	Maintenance technician who has made the most significant contribution to installation fleet maintenance operations	Individual	Fiscal Year 1 Oct - 30 Sep
Operator of the Year (MARADMIN)	MCICOM G4	Uniformed operator who has demonstrated the highest degree of professionalism and technical competency in the care of, identification, loading, and transportation of critical equipment	Individual	Fiscal Year 1 Oct - 30 Sep
Fleet Management Installation of the Year (Large) (MARADMIN)	MCICOM G4	Marine Corps installation with a fleet over 500 assets who has made the most significant contribution to providing safe, economical, and efficient transportation services in support of resident and tenant activities	Unit	Fiscal Year 1 Oct - 30 Sep
Fleet Management Installation of the Year (Small) (MARADMIN)	MCICOM G4	Marine Corps installation with a fleet below 500 assets who has made the most significant contribution to providing safe, economical, and efficient transportation services in support of resident and tenant activities	Unit	Fiscal Year 1 Oct - 30 Sep
W.P.T. Hill Memorial Awards				
Food Service SNCO of the Year (Active) (MARADMIN)	MCICOM G4	Staff Noncommissioned Officer (E-6 and E-7) MOS 3381 Active	Individual	Fiscal Year 1 Oct - 30 Sep
Food Service SNCO of the Year (Reserve) (MARADMIN)	MCICOM G4	Staff Noncommissioned Officer (E-6 and E-7) MOS 3381 Reserve	Individual	Fiscal Year 1 Oct - 30 Sep

Name	Sponsor	Eligibility		Period
Food Service Marine of the Year (Active) (MARADMIN)	MCICOM G4	Noncommissioned Officer (E-4 and E-5) MOS 3381 Active	Individual	Fiscal Year 1 Oct - 30 Sep
Food Service Marine of the Year (Reserve) (MARADMIN)	MCICOM G4	Noncommissioned Officer (E-4 and E-5) MOS 3381 Reserve	Individual	Fiscal Year 1 Oct - 30 Sep
Marine Enlisted Aide of the Year (MARADMIN)	MCICOM G4	Every Marine Enlisted Aide	Individual	Fiscal Year 1 Oct - 30 Sep
Best Field Mess of the Year (Active) (MARADMIN)	MCICOM G4	Every Active Marine Corps field mess	Unit	Fiscal Year 1 Oct - 30 Sep
Best Field Mess of the Year (Reserve) (MARADMIN)	MCICOM G4	Every Reserve Marine Corps field mess	Unit	Fiscal Year 1 Oct - 30 Sep
Best Full Food Service Mess Hall of the Year (MARADMIN)	MCICOM G4	Installation Garrison Mess Hall	Unit	Fiscal Year 1 Oct - 30 Sep
Best Military & Mess Attendant Mess Hall of the Year (MARADMIN)	MCICOM GF-EV	Every Marine Corps Military and Mess Attendant staffed mess hall is eligible	Unit	Fiscal Year 1 Oct - 30 Sep
Secretary of the Navy's Environmental Awards (Note 1 & 2)				
Secretary of the Navy Environmental Awards: Marine Corps Installations - Individual (ALNAV)	MCICOM GF-EV	DoD civilian employees or Marine	Individual	1 Oct - 30 Sep of the two previous years
Secretary of the Navy Environmental Awards: Marine Corps Installations - Team (ALNAV)	MCICOM GF-EV	Teams must include one or more DoD civilian employees (including IPA employees) or members of the U.S. Armed Forces; other team members may be partner personnel from Federal, state, tribal, and local government agencies; academic institutions; non-governmental organizations; or DoD contractors and host nation employees	Team	1 Oct - 30 Sep of the two previous years
Secretary of the Navy Environmental Awards: Marine Corps Installations - Base (ALNAV)	MCICOM GF-EV	Marine Corps Installations: Large, small, and overseas	Installation	1 Oct - 30 Sep of the two previous years

Name	Sponsor	Eligibility	Period
Secretary of the Navy Energy Excellence Awards			
Secretary of Navy Energy Excellence Awards: Marine Corps Installation (large) Installation (small) (ALNAV)	MCICOM GF-PW	Installations with energy consumption greater than or equal to 500,000 million British Thermal Units (BTU) during fiscal year.	Installation Previous Fiscal Year (1 Oct - 30 Sept)
Secretary of Defense's Environmental Awards (Note 1 & 3)			
Secretary of Defense Environmental Awards: Marine Corps Installations - Individual (Department of Defense website)	MCICOM GF-EV	DoD civilian employees or Marine	Individual 1 Oct - 30 Sep of the two previous years
Secretary of Defense Environmental Awards: Marine Corps Installations - Base (Department of Defense website)	MCICOM GF-EV	Marine Corps Installations: Large, small, and overseas	Installation 1 Oct - 30 Sep of the two previous years
Secretary of Defense Environmental Awards: Marine Corps Installations - Team (Department of Defense website)	MCICOM GF-EV	Teams must include one or more DoD civilian employees (including IPA employees) or members of the U.S. Armed Forces; other team members may be partner personnel from Federal, state, tribal, and local government agencies; academic institutions; non- governmental organizations; or DoD contractors and host nation employees	Team 1 Oct - 30 Sep of the two previous years
Note 1: I&L will solicit for Marine Corps nominees for submission to DoD award program.			
Note 2: Environmental Awards cover multiple categories and are awarded on a rotating basis. Specific details			
Note 3: Recipients of the Navy Environmental Award will be nominated for the Secretary of Defense Environmental Award.			

Nomination Criteria for Unit/Organization Awards

1. Unit/Organization Awards Criteria and Package. To foster morale, esprit de corps, and provide incentive, unit awards recognize entire organizations for outstanding heroism or achievement performed during periods of war, international tension, national emergencies, or extraordinary situations that involve national interests. They are restricted to the recognition of acts or services that clearly and distinctly, by nature and magnitude, place the unit's performance significantly above that of other units performing similar missions. They are not intended to recognize individual actions, but rather to acknowledge the combined efforts of the organization. The unit's performance should be such that it cannot be adequately recognized in any other way. All unit/organization awards will include:

- a. A summary of action. A concise, comprehensive description of accomplishments (not to exceed three pages).
- b. Unit chronology of events for award period.
- c. A proposed citation.
- d. Supporting documentation, which shall include a complete copy of the appropriate statistical summary as described in paragraph 2.
- e. A point of contact for the nominating unit, to include official unit mailing address, phone number and email address.
- f. Unit logo and if feasible, a unit photo (electronic).

2. Unit/Organization Awards Summary of Action. The summary of action is critical to the consideration of the unit/organization's package and will support the unit/organization's qualification for the award. The unit/organization's record will not undergo review; therefore, the board will only have access to the information presented in the package. The content of the summary of action should be consistent with that of a typical award.

a. Operations. Summarize all deployments, operations, and/or exercises the unit (to include companies, platoons, or detachments) has participated in during the eligibility period.

b. Accomplishments. Summarize all significant accomplishments such as: construction projects, special/unique training conducted, innovations, special events, community involvement, and Professional Military Education (PME) sessions completed or initiated during the eligibility period. Include all previous unit awards that have been received.

c. Equipment. Summarize noteworthy maintenance/readiness accomplishments to include: all equipment (communications, motor transport, heavy equipment, field mess, utilizes, etc.), inspection results, and innovative techniques completed during the eligibility period.

d. Safety. Summary of noteworthy safety accomplishments to include numerical/statistical reductions in fatalities, injuries, accidents during training, exercises or operations that did not prevent them from

performing their duties for more than 30 days. List any vehicle/equipment accidents and/or number of working days since last accident.

e. Miscellaneous. List any unit and/or significant individual unit award or recognition that was presented during the eligibility period. In addition, summarize any noteworthy training, education, or other accomplishments not previously mentioned above such as: off-duty education statistics, reenlistment rates, Navy/Marine Corps relief participation, Enlisted Professional Military Education (EPME) completions, reductions in non-judicial punishments, or any other items that reflect favorably upon the unit.

Sample Unit/Organization Nomination Package Format

Sample Nomination Letter (Unit/Organization)

1650
H&S
31 Dec 2024

From: Commanding Officer, Combat Logistics Battalion-3, Combat Logistics Regiment-3, 3rd Marine Logistics Group
To: Commandant of the Marine Corps, Deputy Commandant, Installations and Logistics, (Attn: LPO-1)
Via: (1) Commanding Officer, Combat Logistic Regiment-3, 3rd Marine Logistics Group
(2) Commanding General, 3rd Marine Logistics Group
Subj: NOMINATION FOR MARINE CORPS LOGISTICS ORGANIZATION OF THE YEAR FOR INNOVATION
Ref: (a) MARADMIN XXX-XX/DTG (Solicitation Message)
Encl: (1) Summary of Action/Citation
(2) Unit Logo (jpeg) and Unit photograph (if feasible)

1. Combat Logistics Battalion-3 is nominated with enthusiasm for the Marine Corps Logistics Organization of the Year for Innovation award for (brief description of performance, contributions made to supported unit(s), Marine Corps, etc., or words to that effect) from 1 January 2024 to 31 December 2024.

2. Unit Information

a. Unit Mailing Address: CLB-3, CLR-3, 3rd MLG
Box 63030-3030
MCBH Kaneohe Bay, HI 96863

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

c. Alternate phone number: (789)-456-1230

3. Point of contact on this award package is Gunnery Sergeant I. M. Leatherneck at I.leatherneck@usmc.mil, phone number: (890) 123-4567.

I. M. COMMANDER

Sample Unit/Organization Nomination Package Format

Sample Command Endorsement

FIRST ENDORSEMENT on CO, CLB-3, CLR-3, 3rd MLG, ltr 1650 H&S of 31 Dec 2024

From: Commanding Officer, Combat Logistic Regiment-3, 3rd Marine Logistics Group

To: Commandant of the Marine Corps, Deputy Commandant, Installations and Logistics, (Attn: LPO-1)

Via: Commanding General, 3rd Marine Logistics Group

Subj: NOMINATION FOR MARINE CORPS LOGISTICS ORGANIZATION OF THE YEAR FOR INNOVATION

1. Combat Logistics Battalion-3 is nominated with enthusiasm for the Marine Corps Logistics Organization of the Year for Innovation award for (brief description of performance, contributions made to supported unit(s), Marine Corps, etc., or words to that effect) from 1 January 2024 to 31 December 2024.

2. Forwarded, recommended with enthusiasm.

I. M. COMMANDER

Copy to:

CO, CLB 3, CLR 3, 3RD MLG

Sample Unit/Organization Nomination Package Format

Sample Command Endorsement

SECOND ENDORSEMENT on CO, CLB-3, CLR-3, 3rd MLG, ltr 1650 H&S of 31 Dec 2024

From: Commanding General, 3rd MLG

To: Commandant of the Marine Corps, Deputy Commandant, Installations and Logistics, (Attn: LPO-1)

Subj: NOMINATION FOR MARINE CORPS LOGISTICS ORGANIZATION OF THE YEAR FOR INNOVATION

1. Forwarded, recommended with enthusiasm.

I. M. GENERAL

Copy to:

CO, CLB 3, CLR 3, 3RD MLG

Sample Unit/Organization Nomination Package Format

Sample Summary of Action

Combat Logistics Battalion 3 distinguished itself as the logistics organization of the year for innovation while assigned to Combat Logistics Regiment 3, 3rd Marine Logistics Group, from October 2023 to September 2024. During this period, the battalion embraced innovation with a disruptive and bold mindset to develop emerging capabilities and provide readiness solutions for III MEF. This strategy comprised a balanced approach through resource husbanding and procurement, continuous process improvement, and a mentality which cultivated the innovative spirit at all levels in the unit. With a focus on evolving for tomorrow, Combat Logistics Battalion 3 and III MEF realized success in both new capability development and readiness improvement. The battalion directed attention toward existing internal processes and capabilities, while reaching out to industry to find applicable solutions for the unique requirements of Marine Corps Force Design 2030, the battalion also developed an innovative council designed to create home grown solutions to logistics challenges present in the Marine Littoral Regiment (MLR). As such, a positive change took place as numerous creative and innovative solutions were from the lowest levels to improve all functions of logistics.

In FY24, Combat Logistics Battalion 3 advanced innovative technologies by breaking ground in a variety of areas. From capability and training development, to creating tangible readiness solutions, the battalion served as the catalyst for raising the level of discourse at the highest levels of the Marine Corps to implement desired logistics outcomes in Marine Corps Force Design 2030. With the end game of experimentation, improving readiness, and creative solutions, Combat Logistics Battalion 3, in collaboration industry partners, laid the groundwork for the Commandant of the Marine Corps' (CMC) vision to become a reality. Under this initiative, the battalion led the service in the advancement of emerging capabilities as this single organization became the focal point for understanding and improving combat service support to an MLR construct. The battalion's efforts with innovation and experimentation were improved supply chain management, Explosive Ordnance Disposal (EOD) Techniques Tactics and Procedures (TTPs), expeditionary logistic mobility, austere water desalination, and additive manufacturing.

The innovation council purchased barcode scanners to facilitate supply's efficient receipt and transfer of items in warehousing operations and equipment accountability. With the removal of the 3051 warehouse specialists from the battalion's structure this initiative relieved the burden on 3043 supply administration and operations specialists streamlining warehouse operations.

Driven by a common purpose to evolve for tomorrow and improve in every procedural area, this single organization established new continuous improvement initiatives that elevated the standard. During this period the unit's EOD section has begun experimentation with a first-of-its-kind mobile Tactical Assault Kit (TAK) server during exercise Bougainville II (BVII). Utilizing a man-portable server, goTennas, and Android phones for end-user-devices (EUD's), this capability allows for a mobile UHF mesh network capable of integrating, via encryption, into existing communications infrastructure such as 40 cellular networks. As this Marine Corps Enterprise Network (MCEN) approved capability develops, it will allow for a commander to view the battlespace from any networked laptop, enabling advanced command and control of the battlespace.

Sample Unit/Organization Nomination Package Format

EOD personnel continue coordination with NIWC-PAC personnel to develop the mobile TAK server. This capability will dramatically enhance inter-operability and allow CLB 3 EOD to experiment with techniques and tactics applicable to EAB concepts. Additionally, the unit procured and experimented with the Detonator Sampling Tool (DST). The DST is designed as a tool to be used by individuals trained in explosives handling to bridge the gap from field operations to the forensic laboratory. This allows for future MLR based EOD technicians to conduct level one exploitation (actionable intelligence garnered/ items safe for transport) on either military or improvised items of interest that contain explosive threats. The DST allows for the same functionality as currently fielded EOD equipment (the safe removal of sensitive explosives from military, commercial, and improvised fuses) but with approximately 1/10th the weight and logistics requirements. EOD experimented with this equipment conducting interoperability training with Navy Exploitation Unit One and Federal Bureau of Investigation personnel located in Guam.

In partnership with the Marine Corps Warfighting Lab Combat Logistics Battalion 3 experimented with expeditionary logistic mobility via the multi-purpose expeditionary platform (MPEP). Lightweight, remote-controlled material handling equipment, the MPEP was utilized during Large Scale Exercise/Island Marauder 21 to recover and load air delivery cargo bundles at DZ Kanes on Oahu, assisted in lifting small arms class V(W) in the ammunition supply point (ASP) at Pohakuloa Training Area (PTA) during BVII. Combat Logistics Company A (CLC A) and Combat Logistics Company B (CLC B) personnel of various military occupational specialty (MOS) crossed trained on the MPEP and are proficient at employing the prototype. The MPEP deployed with CLC A in support of V1/3 UDP and CLB 3 continues to support MCWL's efforts to transition the MPEP from S&T to a Marine Corps program of record.

Concurrently, the battalion identified a capability shortfall in the CLB 3 MLR construct for water generation in an austere and distributed MLR operating environment. This shortfall led to the novel idea, the battalion purchased, modified, and integrated inexpensive commercial-off-the-shelf water generation items for experimentation. One such item is the Rainman Watermaker, a light, electric-powered portable water purification system. During experimentation, CLC B was able to purify approximately 40 gals of clean drinking water in 53 minutes. To further test the system, CLB 3 has shipped the system to CLC A for use during deployment. This item now allows the company to quickly generate its own water at the point of need without use of the services costly water generation programs of record. Additionally, CLB 3 coordinates with U.S. Indo-Pacific Command (INDOPACOM) J-46 and MCWL science advisor to discuss experimentation with the atmospheric potable-water sustainment unit (APSU). This vehicle mounted water generator pulls moisture from the air, purifies it, and then can either bag the water for storage, or divert water output to other storage containers.

In additive manufacturing (AM), CLB 3 has innovated new ways to flatten the supply chain through the following major accomplishments. Due to low supplies, 1600 face shields were created and designed to assist Tripler Army Medical Center in the fight against COVID-19. 160 channel knobs, 300 battery latches, and 400 volume knobs were created and designed in order to support 3d Radio Battalion and CLB 3. These back ordered items created long lead times on GCSS-MC, this in turn increased both units' Alpha TAMCN readiness and reduced item down time. A front sight post was created for CLB 3 optics IMA in order to be able to

Sample Unit/Organization Nomination Package Format

on collimators, which had been deadlined for over 180 days. This was accomplished using CAD, with the assistance of the manufacturer's dimensions. Over 2000 items have been laser engraved, saving the unit money and time. All unique items that were created in CLB 3's lab have been added to the Marine Corps Repository for other AM shops to utilize across the Department of War.

In conclusion, the Marines and Sailors of Combat Logistics Battalion 3 committed themselves to not only their traditional support mission of supporting III MEF readiness, but to leading the service by pushing innovative boundaries in support of the MLR. The examples provided herein, are just a few illustrations of how an organization committed itself to innovation by increasing operational readiness through continuous process improvements and advancing technologies to create solutions at the point of need. Through these remarkable actions Combat Logistics Battalion 3 consistently demonstrated it is ensuring today's warfighting readiness and preparing for tomorrow's challenge as the logistics organization of the year for innovation.

Sample Unit/Organization Nomination Package Format

Sample Citation

SUPERIOR PERFORMANCE OF DUTIES FROM OCTOBER 2023 TO SEPTEMBER 2024. COMBAT LOGISTICS BATTALION 3 WAS SELECTED AS THE MARINE CORPS LOGISTICS ORGANIZATION OF THE YEAR FOR INNOVATION FOR FISCAL YEAR 2021. DURING THIS PERIOD, COMBAT LOGISTICS BATTALION 3 ACHIEVED INNOVATIVE GROWTH THROUGH DISRUPTIVE STRATEGIES THAT ENABLED ITS COMPETITIVE EDGE. AS A RESULT OF THESE STRATEGIES, COMBAT LOGISTICS BATTALION 3 REALIZED UNPARALLELED SUCCESS OVER THIS PERIOD THAT YIELDED TREMENDOUS GROWTH AND SERVICE LEVEL EDUCATION ACROSS MULTIPLE LOGISTICS DISCIPLINES. COMBAT LOGISTICS BATTALION 3 RAISED THE LEVEL OF DISCOURSE AT THE HIGHEST LEVELS OF THE MARINE CORPS WITH REGARD TO SUPPLY CHAIN MANAGEMENT, EXPLOSIVE ORDNANCE DISPOSAL TECHNIQUES, TACTICS, AND PROCEDURES, EXPEDITIONARY LOGISTICS MOBILITY, AUTERE WATER DESALINATION, AND ADDITIVE MANUFACTURING. THE BATTALION DEMONSTRATED THE ABILITY TO RAPIDLY DEPLOY AND CONDUCT DISPERSED MULTIFACETED OPERATIONS THAT SPURRED INNOVATION AMONG PARTNER SERVICES AND RESULTED IN INCREASED LOGISTICS CAPABILITIES AMONG VITAL SUPPORTING INDUSTRIES EVEN WHEN THE UNIT'S INNOVATION VISION WAS CONSTRAINED BY RESOURCES. COMBAT LOGISTICS BATTALION 3'S DEDICATION TO ENSURING TODAY'S WARFIGHTING READINESS REFLECTED CREDIT UPON THEM AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Nomination Criteria for Individual Awards

1. Individual Awards Criteria. For outstanding contribution in the Marine Corps logistics field through development of advancing concepts, doctrine, technology, or procedures that contribute to the logistics transformation required for the execution of 21st century logistics. Other contributions include but are not limited to: improving logistics response time, ownership cost reduction, innovative logistics planning and execution that merits adoption for common usage. All awards that are nominated will be considered (i.e., combat support, combat service support, aviation ground support, installation environmental, installation energy, acquisition, instructor, etc.). Unless detailed instructions are published via separate correspondence, the following will be followed for all awards submitted to this headquarters for consideration:

2. Individual Awards Package. All individual award nominations will include:

- a. A summary of action. A concise, comprehensive description of accomplishments (not to exceed two pages).
- b. A proposed citation.
- c. A biography of the individual.
- d. Command photo (service alphas for military or suit and tie for civilians).
- e. Point of contact for the nominating unit, to include official unit mailing address, phone number and email address.

Sample Individual Nomination Package Format

Sample Nomination Letter (Individual)

1650
H&S
31 Dec 2024

From: Commanding Officer, 1st Battalion, 6th Marine Regiment
To: Commandant of the Marine Corps, Deputy Commandant, Installations and Logistics, (Attn: LPO-1)
Via: (1) Commanding Officer, 6th Marine Regiment
(2) Commanding General, 2nd Marine Division

Subj: NOMINATION FOR THE 1STLT TRAVIS MANION MARINE CORPS OFFICER LOGISTICIAN OF THE YEAR AWARD IN THE CASE OF CAPTAIN JOHN D. MARINE 1234567890 (EDIPI) /0402

Ref: (a) MARADMIN XXX-XX/DTG (Solicitation Message)

Encl: (1) Summary of Action/Citation
(2) Career Biography
(3) Command Photograph

1. Captain Marine is nominated with enthusiasm for the First Lieutenant Travis Manion Marine Corps Officer Logistician of the Year Award for his exemplary performance while serving as Logistics Officer, 1st Battalion, 6th Marine Regiment, from 1 October 2023 to 30 September 2024.

2. Nominee Information

- a. Email address: john.d.marine@usmc.mil
- b. Work phone number: (123)-456-7890
- c. Alternate phone number: (789)-456-1230

3. Point of contact on this award package is Gunnery Sergeant I. M. Leatherneck at I.leatherneck@usmc.mil, phone number: (890) 123-4567.

I. M. COMMANDER

Sample Individual Nomination Package Format

Sample Command Endorsement

FIRST ENDORSEMENT on CO, 1st Bn, 6th Mar Regt, ltr 1650 H&S of 31 Dec 2024

From: Commanding Officer, 6th Marine Regiment

To: Commandant of the Marine Corps, Deputy Commandant, Installations and
Logistics, (Attn: LPO-1)

Via: Commanding General, 2nd Marine Division

Subj: NOMINATION FOR THE 1STLT TRAVIS MARINE CORPS OFFICER LOGISTICIAN OF THE
YEAR AWARD IN THE CASE OF CAPTAIN JOHN D. MARINE 1234567890/0402

1. Captain Marine has proven himself to be an indispensable asset to 1st Battalion, 6th Marine Regiment. His dynamic leadership, aggressive initiative, and unparalleled aptitude as the logistics officer have been the catalyst for many of the battalion's continued successes. Captain Marine sets the standard for others to follow.

2. Forwarded, recommended with enthusiasm.

I. M. COMMANDER

Copy to:
CO, 1/6

Sample Individual Nomination Package Format

Sample Command Endorsement

SECOND ENDORSEMENT on CO, 1st Bn, 6th Mar Regt, ltr 1650 H&S of 31 Dec 2024

From: Commanding General, 2nd Marine Division

To: Commandant of the Marine Corps, Deputy Commandant, Installations and
Logistics, (Attn: LPO-1)

Subj: NOMINATION FOR THE 1STLT TRAVIS MANION MARINE CORPS OFFICER LOGISTICIAN
OF THE YEAR AWARD IN THE CASE OF CAPTAIN JOHN D. MARINE
1234567890/0402

1. Forwarded, recommended with enthusiasm.

I. M. GENERAL

Copy to:

CO, 1/6

CO, 6th Marine Regiment

Sample Individual Nomination Package Format

Sample Summary of Action

Captain Marine is enthusiastically recommended for the First Lieutenant Travis Manion Marine Corps Officer Logistician of the Year Award for superior performance of duties while serving as the Logistics Officer, Headquarters and Service Company from 1 October 2023 to 30 September 2024.

In November 2023, Captain Marine played a key role in overseeing the management of the ammunition and explosive section in preparation for the 2d Marine Division and Base representatives visit during the Explosive Safety Self-Assessment (ESSA). His management skills empowered the Ammunition Technicians and fostered an environment that produced a noteworthy performance during the inspection. Additionally, the Field Mess section under his charge was inspected by Food Management Team where zero discrepancies were noted.

From October to December 2023, the battalion participated in Field Exercise I and Exercise NORTHERN LIGHT on Camp Lejeune, NC. Between the two events Captain Marine oversaw the distribution of 17,386 rations worth \$174,307.82 in support of over 1,000 Marines and Sailors. Under Captain Marine's guidance the ammunition section provided 19,762 rounds of ammunition for the battalion during Exercise NORTHERN LIGHT. The successful execution of the two events proved that the battalion's logistics section is capable of successful distributed operations in support of the mission.

In April 2024, Captain Marine supervised the movement of 250 Marines and Sailors, (4) quadruple containers, (8) tactical vehicles and 62,000 rounds of ammunition in support of Exercise KRATER BENDER aboard the USS ARLINGTON, a special operation integration exercise that tested expeditionary advance base operation (EABO) capabilities. Captain Marine as the lead logistician coordinated with higher headquarters, and the Navy in meeting all logistical requirements for the mission, while ensuring the battalion had access to multiple levels of transport to include the Landing Craft Air Cushion and Landing Craft Unit vessels. His boundless initiative reinforced the notion that quick and light infantry units, properly sustained with logistics, can perform amphibious landings as directed by the Commandant.

In June 2024, Captain Marine coordinated and supervised the movement of 450 Marines and Sailors to the Ukraine in support of Exercise SEABREEZE 21, which was a multinational event involving 30 countries. This included planning with the Navy and Marine Forces Europe and Africa to ensure all contracting and logistical requirements were met for a successful mission. This included the daily working with Ukrainian contractors around the clock for the transportation and sustainment of all personnel and equipment across multiple area of operations. Throughout the process, Captain Marine planned for the delivery of 1,247 weapons and optics, 91 principal end items, \$150,000 worth of rations, and 266,876 Class V items. Additionally, Captain Marine arranged Foreign Area Officer support in Ukraine to provide regional expertise and translation at no cost to the unit. Captain Marine is the epitome of a force multiplier by branching outside of the logistical norm to foster well-rounded support of the objective.

In August 2024, the battalion was officially tasked to provide support to Joint Task Force Haiti for OPERATION UNIFIED EFFORT in response to the devastating earthquake that had ravaged the country. Captain Marine coordinated the

Sample Individual Nomination Package Format

embarkation of 207 Marines and Sailors on the USS ARLINGTON within an unprecedented 72-hour period that included several principal end items, rations, and over 120,000 rounds of ammunition. He traveled to Guantanamo Bay, Cuba to ensure additional life support equipment were accounted for and ready to embark aboard MV-22 Ospreys in support of the mission. Most importantly, Captain Marine served as one of three maritime planners to U.S. Special Operational Command South (SOCSOUTH) where he provided the translation of French and Haitian Creole with native speaker level fluency and advised Rear Admiral Jones on logistics distribution operations. His devotion and quick thinking assisted the delivery of 113,000 tons of humanitarian assistance and disaster relief to the people of Jeremy, Haiti. Additionally, Captain Marine worked along the U.S. Army Joint Task Force South to help deliver much needed aid via aerial delivery to areas most impacted by the earthquake. His logistics ingenuity, foreign language skills and cultural understanding provided an advantage to SOCSOUTH in completing its mission.

From September to October 2024, Captain Marine coordinated the support for two rifle companies for several multinational exercises in the European Theatre. This included the provision of 3,100 rounds of ammunition for an infantry rifle company reinforced during Exercise ARCHIPELAGO ENDEAVOR 21 in Sweden and 500 rounds of ammunition during Exercise BACCARAT 21 in France. He had the foresight to take the extra measures necessary to meet unique requirements for hazardous material screening for the exercise in France. Working with the airline and higher headquarters, he drafted an innovative plan reinforced by aviation guidance that allowed the unit to fly large amounts of batteries that were crucial to command and control. The previous recommendation was to transport the batteries via parcel, which would have been expensive, but Captain Marine's initiative enabled the unit to receive the hazardous materials on time at no additional cost. His professional diligence reinforced the effectiveness of supporting the battalion at multiple locations globally, while decreasing spending.

Captain Marine is also farsighted and determined to make every effort to improve the logistics community. He has been actively working with 2d Marine Division G4 in creating educational possibilities for new and incoming Battalion Logistics Officers attending the annual 2d Marine Division Logistics Symposium. The goal is to education new S-4 Officers on the expectations of 2d Marine Division units, but also to eventually screen logisticians for battalion billets. Captain Marine's invaluable efforts will not only build camaraderie and educate Logistics Officers but will also ensure the right personnel are slated for battalion logistics operations.

Sample Individual Nomination Package Format

Sample Citation

Captain John D. Marine

SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS LOGISTICS OFFICER, 1ST BATTALION, 6TH MARINE REGIMENT, FROM OCTOBER 2023 TO SEPTEMBER 2024. CAPTAIN MARINE WAS NOMINATED FOR THE FIRST LIEUTENANT TRAVIS MANION MARINE CORPS OFFICER LOGISTICIAN OF THE YEAR AWARD. CAPTAIN MARINE COMPLETELY OVERHAULED THE EMBARKATION PROCEDURES OF THE UNIT BY TRAINING AND MANAGING HIS MARINES, EMPOWERING THEM TO CONDUCT MULTIPLE OPERATIONS BOTH IN THE UNITED STATES AND ABROAD. THIS INCLUDED THE MOVEMENT OF OVER 1,100 MARINES AND SAILORS, APPROXIMATELY 350,000 ROUNDS OF AMMUNITION, AND OVER \$500,000 ROUNDS WORTH OF RATIONS. AS A MARITIME PLANNER EMBEDDED IN U.S. SPECIAL OPERATIONS COMMAND SOUTH DURING OPERATION UNIFIED EFFORT, CAPTAIN MARINE ASSISTED IN THE COORDINATION IN DELIVERING ROUGHLY 113,000 TONS OF HUMANITARIAN AID AND DISASTER RELIEF TO HURRICANE RAVAGED AREAS IN HAITI. HE PROVIDED LINGUISTIC SUPPORT TO A 2-STAR COMMAND IN HAITI TO FACILITATE AERIAL DELIVERIES OF AID TO REMOTE AREAS IMPACTED BY AN EARTHQUAKE. HIS INFLUENCE GOES FAR BEYOND THE BATTALION BY ASSISTING IN THE DEVELOPMENT OF THE FIRST LOGISTICS OFFICER CAPTAIN COUNCIL IN 2ND MARINE DIVISION. HIS STRONG COMMITMENT AND DEDICATION TO MISSION ACCOMPLISHMENT REFLECT CREDIT UPON HIM AND ARE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Sample Individual Nomination Package Format

Sample Career Biography

Captain Marine enlisted in the Marine Corps in November 2001. He attended Marine Corps Recruit Training at MCRD Parris Island, SC on 2 January 2002. Upon completion of Recruit Training, he attended Motor Transportation Operations School to earn the MOS 3533. In July 2002, he was assigned to 1st Tank Battalion, 1st Marine Division, in Twentynine Palms, CA.

From July 2002 to September 2005, Sergeant Marine served as Logistics Vehicle Operator, Tank Refueler and Motor Transport Chief with the 1st Tank Battalion. While deployed to OIF I and II he meritoriously promoted to Corporal and Sergeant. On October 2005, Sergeant Marine attended Marine Security Guard School in Quantico, VA and was selected for a three-year overseas assignment. Appointed as Assistant Detachment Commander, he served at the U.S. Embassies in Brazil, Kyrgyzstan, and Algeria and was meritoriously promoted to the rank of Staff Sergeant.

In April 2009, Staff Sergeant Marine was accepted to the Marine Corps Enlisted Commissioning Education Program (MECEP). From 2009 to 2012, Staff Sergeant Marine attended Texas A&M University where he received a Bachelor of Arts in International Studies and successfully completed an internship with the U.S. State Department in Strasburg, France. Commissioned as a Second Lieutenant, he attended The Basic School in Quantico, VA and completed the Logistics Officer Course at Camp Johnson to earn the MOS 0402, Logistics Officer.

In June 2014, Second Lieutenant Marine received orders to 3d Marine Logistics Group in Okinawa, Japan, where he served as Motor Transport Platoon Commander with the 9th Engineer Support Battalion. Upon his promotion to First Lieutenant, he assumed the duties of Battalion Logistics Officer (S-4) and Company Commander. His responsibilities included coordinating the six functions of logistics mobilizing an 800+ personnel battalion across the Pacific for various exercises.

In 2018, Captain Marine completed his studies at the Naval Postgraduate School, earning a Master of Arts in National Security Affairs with a focus on Sub-Saharan Africa. In 2019, Captain Marine successfully completed the French curriculum at the Defense Language Institute (DLI) in Monterey, CA.

From 2019 to 2020, Captain Marine was assigned to the U.S. Embassy in Dakar, Senegal as a Foreign Area Officer working in the Office for Security Cooperation. While there, he served as liaison officer for joint unit exercises FLINTLOCK, AFRICAN LION and various SPMAGTF deployments in Africa.

From 2020 to 2021, Captain Marine as the Logistics Officer at 1st Battalion, 6th Marines, has planned the logistics for major exercises such as KRATER BENDER, SEABREEZ, ARCHIPALEGO ENDEAVOR, OPERATION UNIFIED EFFORT, and BACCARAT.

Currently, Captain Marine is serving as the Logistics Officer at 1st Battalion, 6th Marines.

Captain Marine is married to Molly Marine and has a son (Archibald) and a daughter (Opha).

Sample Individual Nomination Package For

Photograph

1. A command photograph is preferred.
2. Uniform for the photograph is the Service Alphas (or service equivalent) and suit and tie for Civilian Marines.
3. If the nominee is unable to provide a command photo due to their deployed status, a "deployed" equivalent photo of the nominee in the MARPAT utility uniform is acceptable. A brief explanation of the extenuating circumstances should be included as a footnote at the bottom of the photograph page.