



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS COMMAND  
814 RADFORD BOULEVARD  
ALBANY, GEORGIA 31704-1128

LOGCOMO 1650.1  
L13  
5 March 04

LOGISTICS COMMAND ORDER 1650.1

From: Commanding General  
To: Distribution List

Subj: ADMINISTRATIVE PROCEDURES FOR DECORATIONS, MEDALS AND AWARDS

Ref: (a) SECNAVINST 1650.1  
(b) MCO 1650.19J

Encl: (1) Marine Corps Logistics Command Awards Board  
(2) Awards Process Flow Chart

1. Situation. To set forth procedures for submission of personal and unit award recommendations.
2. Cancellation. MARCORLOGBASESO 1650.1.
3. Mission. Information concerning the administration of awards for Marine Corps personnel and Marine Corps organizations can be found in the paragraphs below. For detailed instructions beyond the scope of this Order, refer to the references listed above.
4. Execution. Commanders will be guided by the policies set forth in this Order and will ensure award recommendations are forwarded to the Commandant of the Marine Corps per the guidelines outlined herein.
5. Administration and Logistics. The basic awards policy is detailed in the references. Awards are an important aspect of command responsibility at all levels. Prompt and judicious recognition of an individual's achievement or service is a vital factor of morale. Commanders will:
  - a. Examine specific actions and outstanding performance, then prepare and approve an award or submit recommendations for appropriate awards up the chain of command for decision.
  - b. Limit decorations to those personnel whose performance of duty is exceptional and clearly recognized by superiors and contemporaries alike.

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c. Submit all recommendations, determined to be worthy of consideration, following the procedures outlined in this Order and the references.

d. Prepare complete documentation on the individual Marine's achievements in the "Summary of Action" using the guidance identified in reference (b).

e. Submit all awards utilizing the HQMC Awards Processing System (HQMC APS). Originators will logon to the HQMC APS website at <https://kuwait.manpower.usmc.mil>, register on-line, submit their Personal Award Recommendation (HQMC APT 1650(EF)) with a "Summary of Action" and proposed citation via their chain of command to the appropriate awarding authority. Complete instructions for utilizing the HQMC APS are included in reference (b) and a tutorial is on the HQMC APS website.

f. Commanders will ensure all awards are submitted with sufficient time to enable administrative processing to be accomplished and the award returned for presentation prior to the anticipated ceremony date. If CMC or SecNav action is required, Commanders will ensure the recommendation reaches this Command 120 days prior to desired presentation date. Commanders will ensure awards approved by the Commanding General, Marine Corps Logistics Command are received at this Command no later than 45 days prior to desired presentation date.

g. Awarding authorities shall establish an awards board to review and make recommendations on all proposed awards. Structure of the board shall be as directed by the commander establishing the board. The Marine Corps Logistics Command Awards Board will be established per enclosure (1) of this Order.

h. An example of the awards process is contained in enclosure (2).

## 6. Command and Signal

a. Command. This Order is applicable to all personnel within Marine Corps Logistics Command.

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

A. H. SASS  
Chief of Staff

DISTRIBUTION: A

Marine Corps Logistics Command Awards Board

1. The Marine Corps Logistics Command Awards Board will consist of the following five (5) members:

Senior Member	-	Col/LtCol
Member	-	Maj/Capt
Member	-	Maj/Capt
Member	-	CWO
Member	-	LogCom SgtMaj

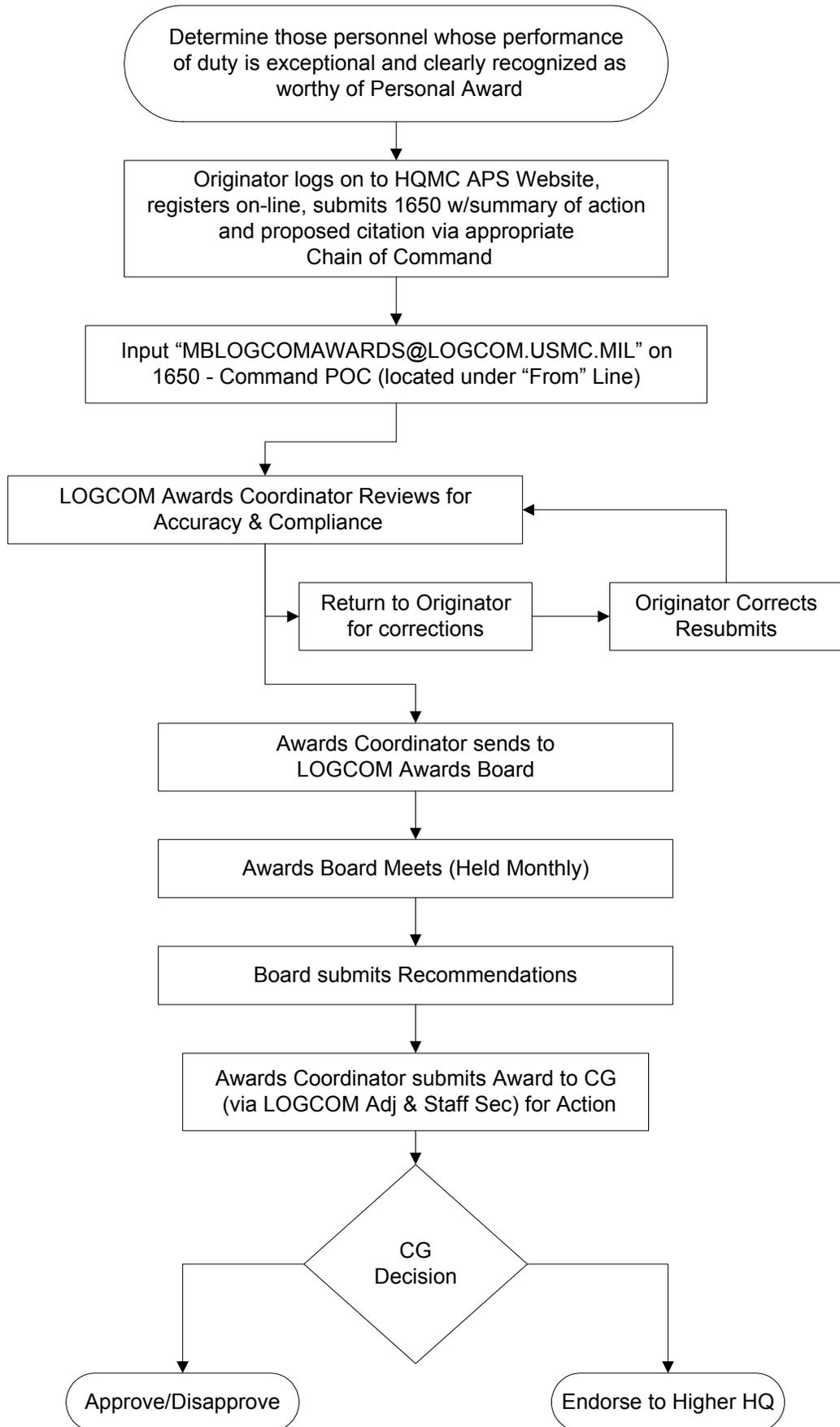
2. Board members will be guided in the performance of this duty by this Order and its references. The below procedures outline the process for board members:

a. Senior Member will hold an Awards Board the 1st week of every month.

b. The Board provides its recommendations to the Awards Board Coordinator.

c. Awards Coordinator submits Award with Board Recommendation to the Commanding General (via LogCom Adj & Staff Sec) for appropriate action.

Awards Process Flow Chart - LM and Above (LtCol/Col)



Awards Process Flow Chart - MM and Below

