



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

WgO 1650.19L  
ADJ  
SEP 29 2010

WING ORDER 1650.19L

From: Commanding General  
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING (2D MAW) AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H  
(b) MCO 1650.19J  
(c) II MEFO 1650.1E  
(d) Citation Guidance

Encl: (1) Award Submission Time Chart  
(2) Instructions for Creating a New Award  
(3) Summary of Action (SOA) Guidance  
(4) Citation Guidance

1. Situation. To establish procedures and guidelines for preparation and processing of personal awards within 2d MAW.

2. Cancellation. WgO 1650.19K

3. Mission. This Order contains significant changes and should be reviewed in its entirety.

a. Background

(1) Reference (a) sets forth information and regulations on awards for individuals and units in the Naval Service. It is the governing document for all subsequent orders.

(2) Reference (b) prescribes procedures and instructions for issuing decorations, medals, and awards for the Marine Corps.

(3) Reference (c) establishes policy and procedures concerning the preparation and processing of recommendations for decorations and awards within II Marine Expeditionary Force (II MEF).

Distribution Statement A: Approved for public release; distribution is unlimited.

(4) Reference (d) establishes policy authorizing the Meritorious Service Medal (MSM) to be awarded by commanders in the grade of Brigadier General (O-7) and above, to include those frocked and only Colonels listed on the Colonel Command slate have delegated authority to award the Navy and Marine Corps Commendation Medal (NMCCM).

b. Information

(1) Specific delegation of awarding authorities are listed in reference (a), Chapter 1, Appendix A and reference (d). In 2d MAW, the awarding authority for the NMCCM is the Commanding General (CG), 2d MAW; awarding authority for the NMCCM and below is commanders in the grade of (O-6) listed on the Colonel Command slate to include those frocked. The Commanding Officer (CO) may designate an acting commander in writing for temporary absences. The awarding authority for the acting commander is limited based on rank-NMCCM for Colonels; Navy and Marine Corps Achievement Medals (NMCAM) for Lieutenant Colonels. When a command splits (i.e., forward and rear commands) only the actual command slated commander will have NMCCM awarding authority. The CO of the "remain behind element" command is not a slated command billet therefore he cannot obtain NMCCM awarding authority, but can request NMCAM awarding authority from the Commandant of the Marine Corps (MMMA) via the chain of command. Awarding authority for the NMCAM is battalion and squadron level commanders.

(2) The criteria for the Military Outstanding Volunteer Service Medal is listed in reference (a).

(3) Reference (a) establishes Air Medal Criteria for both the Individual Action (AF) and the Strike/Flight (AS) levels.

(4) Unit awards information is contained in Chapter 3 of reference (a).

(5) Certificates of Commendation, Meritorious Masts, Letters of Appreciation and commendatory correspondence information and guidelines can be found in reference (b).

(6) The Headquarters Marine Corps (HQMC) improved Awards Processing System (iAPS) website is:  
<https://www.manpower.usmc.mil/iaps>. You must have an updated certificate registered on the Manpower site in order to get access to iAPS.

(7) Once iAPS is accessed, follow the prompt under "Create an Award" to begin an award submission. Ensure the Electronic 1650 Form (E1650) is completely filled out per enclosure (2).

#### 4. Execution

a. The CG, 2d MAW, desires the presentation of an award as prompt recognition to deserving personnel. In all but extreme cases, every effort should be made to award individuals prior to his/her departure from the command.

b. All awards for the CG's action will be routed through iAPS to the Unit Awards Administrator.

c. The Unit Awards Administrator (UAA) is required to check the E1650 for accuracy, correct any spelling errors and format the opening and closing sentences, ensuring compliance with this order. Once the award has been properly formatted and checked, it should be forwarded for review/endorsement within the proper chain of command.

d. The award will then be returned to the UAA for boarding.

(1) The 2d MAW Awards Board is comprised of the following:

- (a) Chief of Staff - Voting Member
- (b) Adjutant (Recorder)
- (c) Sergeant Major - Voting Member
- (d) Command Master Chief - Voting Member
- (e) G-1 - Voting Member
- (f) G-2 - Voting Member
- (g) G-3 - Voting Member
- (h) G-4 - Voting Member
- (i) G-6 - Voting Member
- (j) ALD - Voting Member

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g. Transfer awards versus Letter of Continuity

(1) Transfer awards involve transfer to a new command; internal reassignment within 2d MAW does not normally constitute transfer for awards purposes. However, if a Marine or Sailor is issued an internal reassignment within 2d MAW and has completed a minimum of 24 months time on station, commanders on a case-by-case basis may recommend that Marine or Sailor for a transfer award if his or her performance is deemed worthy of recognition. Commanders making such recommendations should state their rationale by making appropriate remarks in the comments section of NAVMC 11533 (EF) of the iAPS.

(2) Upon reassignment of an individual within 2d MAW, the reporting senior or any superior may, of his or her own cognizance, forward a Letter of Continuity outlining the individual's performance of duty to the next command. This letter may aid in completion of an award recommendation upon the member's detachment from 2d MAW.

(3) Letters of Continuity should be formatted per reference (c), enclosure (5).

5. Administration and Logistics. There are four occasions in block 15 of the HQMC iAPS E1650, to choose from when determining the type of award to submit. They are: Impact Award, Transfer, Terminal Leave and Retirement.

a. Per reference (a), recognition of sustained performance is accorded an individual at the termination of the period during which that individual demonstrated that performance, such as at the end of the assigned tour of duty. Several factors must be adhered to:

(1) Impact Award. Awarded for a short duration (typically no more than six months) and specific achievement; this award cannot support an end of tour award and a copy of it must be sent to the awarding authority via the chain of command. Marine of the Quarter and similar awards denote a specific competitive achievement; this award can support an end of tour award and a copy of it must be sent to the awarding authority via the chain of command.

(2) Transfer Award. A copy of all personal awards received during the tour period must be submitted with the transfer award to the awarding authority via the chain of command.

(3) Terminal Leave. For a Marine or Sailor when authorized to go on leave by his/her CO in conjunction with his/her End of Active Service (EAS).

(4) Retirement. Per reference (a), the Navy and Marine Corps do not have a retirement award, nor is it appropriate to recommend an award for the entire career of a service member. If an individual is recommended for an award upon retirement, it should only recognize service at the last duty station.

b. Per reference (a), recommendations will not be terminated at any level below the final decision-making (awarding) authority.

c. Prepare all recommendations for personal awards on the HQMC iAPS E1650 form. The award should be completed in accordance with enclosures (2) through (4). Enclosure (2) gives block instruction for the E1650 form. Enclosure (3) provides information for the Summary of Action (SOA) section, and enclosure (4) supplies criteria on citation requirements.

d. Per reference (b), every effort must be made at the originating command and unit level to verify the information provided on the E1650 form with the Marine Corps Total Force System (MCTFS) database. If discrepancies exist, take action to correct MCTFS via the Unit Diary System or correct the E1650 form.

## 6. Command and Signal

### a. Command

(1) All Commanding Officers will adhere to the policies set forth in the references and this Order. If circumstances require an exception to policy, address the issue/request via iAPS or separate cover—either telephonically, email or letter.

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(2) All personnel shall review this order in its entirety due to substantial changes.

(3) The provisions of this Order are applicable to all units and personnel of 2d MAW.

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

  
R. W. REGAN  
Chief of Staff

DISTRIBUTION: A

## AWARD SUBMISSION TIME CHART

AWARD	GROUP	WING	MEF	MARFORLANT	CMC
NC	50	30			
MM	90 (3 MO)	60			
LM (RET)	120 (4 MO)	105	90	60	
LM	170 (5+ MO)	155	140	120	90

**PRIOR TO DETACHMENT OF THE INDIVIDUAL, AWARD RECOMMENDATION MUST BE AT APPROPRIATE LEVEL IN ACCORDANCE WITH THE TIMES (IN DAYS) ABOVE.**

## INSTRUCTIONS FOR CREATING A NEW AWARD

- Log-on to the HQMC awards site at:  
<https://www.manpower.usmc.mil/iaps>
- Click on the Create an Award option.
- Click in SSN block and type in the Marine's/Sailor's SSN confirm SSN once award opens and click the populate form feature (in block 1, SSN) if the award is for a Marine.
  - Auto-populate will generate blocks 1, 2, 3, 4, 5, 7, 14,15,16,18,and 19. You must VERIFY all these blocks when filling in the rest of the E1650. The system can be wrong and block 19 will always need verification due to unit diary problems inputting correct dates and additional awards that are not personal awards.
- PREPARE'S EMAIL ADDRESS: Information from the originator's certificate will populate here, ensure your information does not stay if you are originating on behalf of a senior officer.
- CARBON COPY EMAIL ADDRESS: Award recommendations will be sent as an information only copy to this addressee.
- *Note: All email addresses noted in the preparer, forwarding, and carbon copy email address blocks will be sent an email from the HQMC iAPS which contains a link to the database allowing them access to the award. When the link is clicked, the user will be asked to input their user name and password.*
- COMMENTS: A comment box has been provided for any user to add relevant information to the award. All comments will be listed after the user's name in the document history section at the bottom of the E1650 and will become a permanent part of the award submission.
  - provide late comments, inspection results, and other material or feedback needed for award processing.
- 1. Ensure your certificate on your Common Access Card (CAC) has been registered on the manpower.usmc.mil website.

2. Enter the web address:

<https://www.manpower.usmc.mil/iAPS/>. The first screen welcomes you to iAPS, press the green box which says, "Enter iAPS." The screen will prompt you to choose a certificate. Select the one that does not say DOD EMAIL on the issuer side. Place your pin in the designated box. The next screen is a Department of Defense warning statement. Press the box which says, "I accept." Select "Proceed to my home" or the "Home" tab along the top of the page.

3. Select the "Create Award" tab; choose an award level from the drop down menu. Once the level is selected you must fill out the SSN, branch of service and from and to boxes. After making these entries, press the box labeled "Submit."

4. The screen will change to allow the originator to begin inputting the award information. There are six steps from Step 1: Originator, Step 2: Nominee, Step 3: Award, Step 4: Summary of Action, Step 5: Citation and Step 6: Routing. For step 1, the items will auto populate based on the information on your CAC. If you will not be the originator ensure that you specify in the Originate award block who the originator will be. Once all award information has been drafted and entered into iAPS, route the award to the Unit Awards Administrator for processing.

THE PERSONAL AWARDS RECOMMENDATION FORM - HQMC iAPS E1650

- FROM ADDRESS: The billet (Commanding Officer) and complete mailing address of the originators command.
- TO (Awarding Authority) ADDRESS: Enter the billet and command of the authorized awarding authority for the recommended award.

- NC: CO, "appropriate group"
- MSM: CG, 2d MAW
- LOM: MARFORCOM (Retirement)  
CMC (Transfer)

Much of the information within the E1650 will auto populate from your certificates.

- BLOCK 1: SOCIAL SECURITY NUMBER (SSN): Verify. Once saved, this block cannot be changed unless a request is sent to the Awards Branch. The system requires a full SSN, however; only the last four will be visible.
- BLOCK 2: DESIGN/NEC/MOS: All information will be auto populated upon entry of the SSN. Verify all information emplaced on the E1650.
- BLOCK 3: NAME: Verify the person's LAST name, first name, middle initial and any suffixes. This block cannot be changed unless a request is sent to the Awards Branch.
- BLOCK 4: COMPONENT (USMC, USMCR, etc): Verify once populated.
- BLOCK 5: RANK: Verify the authorized abbreviation for rank, not the rate. Once saved, this block cannot be changed unless a request is sent to the Awards Branch.
- BLOCK 6: WARFARE DESIGNATOR: This should be left blank for all awards being submitted on Marines except Naval Aviators or Flight Officer. For U.S. Navy personnel, enter the appropriate warfare designation.
- BLOCK 7: UIC/RUC: Verify and correct as needed.
- BLOCK 8: RECOMMENDED AWARD: Select the appropriate personal award level on the drop down menu (i.e. NA, NC, MM, etc). Once saved, this block cannot be changed unless a request is sent by the originator to the Awards Branch.
- BLOCK 9: SPECIFIC ACHIEVEMENT: If block 15 is marked IMPACT AWARD, then "yes" will appear in this box. If this is an impact award, mark yes.
- BLOCK 10: The default is MERITORIOUS. If different, check the appropriate box.
- BLOCK 11: NUMBER OF AWARD RECOMMENDED MEDAL: The default is 1. If this is the second or subsequent award, type in the appropriate number. Double-check this block with block 19.
- BLOCK 12: ACTION DATE/MERITORIOUS PERIOD: This is the period covered for the award. Enter the eight-digit from/to dates starting with year, then month, then day

(i.e. 19990101-20000321) for the entire period. For retirement or end of service awards, the ending date should be the date in block 14; it is not the terminal leave date.

- BLOCK 13: GEOGRAPHIC AREA OF ACTION/SERVICE: Select CONUS if the meritorious action was performed in the Continental United States, otherwise select OCONUS.
- BLOCK 14: EXP OF ACTIVE DUTY: Verify or insert (i.e. 20010601).
- BLOCK 15: ESTIMATED DATE OF DETACHMENT/CEREMONY: Verify or insert (i.e. 20010321). There should always be a date entered for this block. Click appropriate box:

-RETIREMENT: Click this box if the member is retiring or transferring to the FMCR. **If this box is marked, enter number of years of service in the IF RETIREMENT, NUMBER OF YEARS block above block 15.**

-TRANSFER: Click this box if the Marine is transferring (except to FMCR).

-TERMINAL LEAVE. Click this box if the member is transitioning out of the Marine Corps or taking terminal leave before retirement.

-IMPACT AWARD. Click if the award is an impact award (action date/meritorious period in block 12 is 6 months or less).

- BLOCK 16: NEW DUTY STATION: Verify or insert the complete address with zip code.

-For transfers, type in the authorized short title of the new duty station and full address including zip code.

-For individuals retiring or leaving the service, type in the home address including zip code.

- BLOCK 17: UNIT AT TIME OF ACTION/SERVICE: Enter the name of the command to which the awardee was attached.
- BLOCK 18: DUTY ASSIGNMENT: Verify or insert.

- BLOCK 19: PREVIOUS PERSONAL DECORATION AND PERIOD RECOGNIZED: Verify or insert completed data. Ensure the entire period covered for each personal award is included (from/to dates). Check for awards of the same date; different awards with the same action dates will need to be verified for accuracy. Forward a copy of any award(s), which has an overlapping period in block 12. **Remove** or do **not** include marksmanship badges, Good Conduct Medals, Purple Hearts, Combat Action Ribbons, or any awards that are not classified as 'personal awards.'

- BLOCK 20: PERSONAL AWARDS RECOMMENDED NOT YET APPROVED: Default is 'none.' If the member is pending approval of other decorations, list them accordingly.

- BLOCK 21: OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: Default is 'None.' If other members are being considered for the same action/award, list all other personnel (rank, name, and SSN); forward awards together.

- BLOCK 22: NAME, GRADE, TITLE OF ORIGINATOR: Enter in the full name, rank, and billet of the award originator. **An Officer senior to the Marine/Sailor being recommended must Originate the award. The originator can be of equal rank as the Marine/Sailor if a clear senior-subordinate relationship exists based on the position the originator holds.** Once saved, this block cannot be changed unless a request is sent **by the originator** to the awards branch.

-SIGNATURE: The first person who is required to electronically sign the award is the originator. Block 22, SIGNATURE section, is signed automatically upon routing by an originator based on the CAC certificate. The program is configured to sign the name of the person logged in at the time the link is clicked, and it will print their rank, billet, and command as it was entered when they registered on the database. Date will inserted upon signature.

- BLOCK 23: FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S): The forwarding endorsement is routing based so after the originator completes work and submits the award to the VAA, the VAA will route the award to the next person in the chain of command.

Example: VIA COMMAND:

1. CO, MAG-14
2. CG, 2d MAW

*NOTE: Do not include GC, 2d MAW in the via unless the award is being submitted to higher headquarters, i.e., COMMARFORLANT for Retirement/LOMs and or CMC for Transfer/LOMs or higher awards.*

-The commander authorized to endorse the award will select the award that he/she recommends in the RECOMMENDED AWARD section and then click on the 'Endorse the Award' link in the SIGNATURE, GRADE section of block 23. After the award is, forwarded/saved their signature as well as rank, billet, and command will be visible in the signature block.

- *Note: Once the award is signed and forwarded, neither the recommendation nor the signature can be edited. If the award was signed in error, a request must be sent to the awards branch to have the signature removed.*

- BLOCK 24: TO BE COMPLETED BY AWARDING AUTHORITY: An authorized approval authority for the recommended award is the only person allowed to enter data in block 24 and approve awards. The following action must be performed by the approval authority:

-Enter the approved level of award under DISPOSITION OF BASIC RECOMMENDATION. (Approval authorities will only be authorized to approve award commensurate with their rank and billet.) Return the link to the VAA for follow-on processing. The VAA is responsible for ensuring the award is processed properly.

- DOCUMENT HISTORY: Comments inserted and saved will become a permanent part of the award located here under document history.

- SUMMARY OF ACTION (SOA): The SOA is required for all personal award recommendations. See enclosure (3) for format and guidance.

- CITATION: Every award must have a citation, see enclosure (4) for format and guidance.

- ADMINISTRATIVE ACTIONS: All administrative actions (preparation of final citation/certificate) must be

completed prior to forwarding the award HQMC (MMMA). Any changes made to the proposed citation prior to printing must be reflected on the original recommendation prior to forwarding to HQMC.

- SUBMIT DIRECTLY TO HQMC AWARDS MILITARY BRANCH. All awards must be forwarded upon completion to HQMC (MMMA) for action. Only these two types of awards will be forwarded with this link:

- FIELD APPROVED AWARDS. When command action by the awarding authority is completed, the award must be sent to HQMC (MMMA) by this link. A disclaimer will pop up indicating that once the award is forwarded to HQMC, the command will no longer have access to the award. Once the award is received at MMMA, it will be processed and forwarded to MMSB for entry into Marine's OMPF or forwarded to the Chief of NAVAL Operations for entry into the sailor's personnel file.

- AWARDS FOR CMC APPROVAL. For awards that require CMC approval, the same action occurs. Submit the award to HQMC using this link once the award has been endorsed by the appropriate "via's". When received, the award will be submitted to the HQMC Awards Board and then to CMC for approval. Once the award is approved, it will be forwarded to MMSB for entry into the Marine's OMPF.

# SUMMARY OF ACTION (SOA) GUIDANCE

## REQUIREMENTS

- Must be submitted for every award recommendation.
- Ensure dates mentioned in the SOA match E1650 dates in block 12; if information or dates are not within action date/meritorious period in block 12, do not include it in the SOA or citation.
- Per the references, every award is evaluated on the merits of the SOA. It is imperative that the personal award recommendations be adequately justified in the Summary of Action section on the 1650 form prior to submission.
  - Proper justification based on accomplishments, achievements, level of responsibility and billet held, regardless of rank, will ensure deserving Marines are properly recognized and significantly enhance the chances of the recommendation being approved. Present an objective SOA with specific examples of the performance and manner of accomplishing it together with the results and benefits derived.
  - Avoid generalities or job description approach and excessive use of superlatives.
  - All acronyms must be spelled out in the text.
  - The SOA will not list any previously awarded material.
- The amount of detail and supporting documentation required will depend upon the circumstances and the level of the award. Awards, per reference (a) should have the following:
  - NA: All NA recommendations (including impact awards) will be written in bullet format and limited to one page.
  - NC: Paragraph format and limited to two pages.
  - AS: Follow instructions per reference (a), page 2-23, under (c) Requirements.

➤ MM/NM: Paragraph format and limited to three pages. For NM, send supporting information via fax or mail.

➤ LM: Paragraph format and limited to four pages.

• Examples of SOAs can be found at the HQMC awards website under the link, Awards Status.

# CITATION GUIDANCE

## REQUIREMENTS

- A Citation, which is a compression of the SOA into a more concise form, must accompany all recommendations. Although a citation is laudatory and formalized, it must be factual and contain no classified information.
  - Use the three or four best points of performance from the SOA as the body of the citation.
  - New information will not be introduced in the citation.
  - Do not use any previously awarded material.
  - Acronyms and abbreviations will NOT be used in the citation. This includes command abbreviations.
  - All exercises/operations will be capitalized. (example: ROLLING THUNDER)
  - NC/NA citations will be typed in all capital letters. All higher level award citations will be regular capitalization or sentence case.
- Dates in the citation should match block 12 of the 1650 form.
  - No days (month/year only) are used in the citations of the following awards: DM, LM, MM, NC, and NA. (example: August 2002)
- The final citation, the citation printed by the approval authority for awarding to the individual, should be formatted per reference (a), Appendix C to Chapter 2.
  - The final citation must incorporate block 11 of the electronic 1650 form.
- Examples of citations can be found on the HQMC awards website under the link, Award Status.
- Mandatory citation opening, retirement, and closing sentences can be found on page two of this enclosure.

## CITATION GUIDANCE

### OPENING/RETIREMENT/CLOSING SENTENCE REQUIREMENTS

- The opening sentence is a standard phrase describing the degree of meritorious or heroic service as specified for each award. The citation will always begin with the appropriate opening sentence.
  - LM: "For exceptionally meritorious conduct in the performance of outstanding service as billet, unit, 2d Marine Aircraft Wing, II Marine Expeditionary Force, U.S. Marine Corps Atlantic from month/year to month/year."
  - MM: "For outstanding meritorious achievement while serving as/ consecutively as billet, unit, 2d Marine Aircraft Wing from month/year to month/year."
  - AS: "For meritorious achievement while participating in aerial flight as billet while attached to unit embarked in blank in support of exercise/operation from day/month/year to day/month/year."
  - NC: "MERITORIOUS SERVICE WHILE SERVING AS/CONSECUTIVELY AS BILLET, UNIT, 2D MARINE AIRCRAFT WING FROM MONTH/YEAR TO MONTH/YEAR."
  - NA: "PROFESSIONAL ACHIEVEMENT WHILE SERVING CONSECUTIVELY AS BILLET, UNIT, FROM MONTH/YEAR TO MONTH/YEAR."
  - CG's COC: "SUPERIOR PERFORMANCE OF DUTY WHILE SERVING AS BILLET, UNIT, 2D MARINE AIRCRAFT WING FROM MONTH/YEAR TO MONTH/YEAR."
- Per reference (c), the following sentence will be in all retirement citations prior to the last sentence or closing sentence.
  - "His/Her superior achievements culminate a distinguished career of more than 00 years of loyal and faithful service to his/her country."

- The closing sentence is the final commendatory remark for the award. The citation will always finish with the appropriate closing sentence.
  - LM: "Rank/Name's dynamic direction, keen judgment, and inspiring devotion to duty reflected great credit upon himself/herself and upheld the highest traditions of the Marine Corps and the United States Naval Service."
  - MM: "The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Rank/Name reflected great credit upon himself/herself and upheld the highest traditions of the Marine Corps and the United States Naval Service."
  - AS: "By his/her superb airmanship, perseverance, and loyal devotion to duty in the face of hazardous flying conditions, Rank/Name reflected great credit upon himself/herself and upheld the highest traditions of the Marine Corps and the United States Naval Service."
  - NC: "BY HIS/HER NOTEWORTHY ACCOMPLISHMENTS, PERSERVERANCE, AND DEVOTION TO DUTY, RANK/NAME REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."
  - NA: "RANK/NAME'S MANAGERIAL ABILITY, PERSONAL INITIATIVE, AND UNSWERVING DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNTITED STATES NAVAL SERVICE."
  - CG'S COC: "RANK/NAME'S INITIATIVE AND LOYAL DEDICATION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."
- Other award opening and closing sentences can be found in reference (a), Appendix C to Chapter 2.