



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

1650.2
DC I
22 Oct 24

Unit/Organization Nomination Package Format

Cover Letter with First and Subsequent Endorsements as Necessary (formatted per reference (a) on Command Letterhead).

From: Submitting Command
To: Deputy Commandant for Information, 3000 Marine Corps Pentagon,
Washington, DC 20350-3000
Via: Unit/Organization Chain of Command

Subj: NOMINATION OF (UNIT/ORGANIZATION) FOR THE (AWARD NAME) UNIT OF THE
YEAR AWARD

Ref: (a) MCO 1650.XX

Encl: (1) Summary of Unit/Organization Performance and Accomplishments
(2) Letters of Recommendation from Supported Commanders

1. (Unit/Organization) is nominated for the (Award Name) Unit of the Year Award as recognition for (brief description of performance, contribution made to supported unit, Marine Corps, etc.).

2. Point of contact information: nominating unit address, point of contact telephone number, and email address to be contacted if questions arise about the package.

I. M. MARINE

Summary of Unit/Organization Performance and Accomplishments

1. The Summary of Unit/Organization Performance and Accomplishments is critical to the consideration of the unit's/organization's package and will support the qualification for the award.

2. The content of this section should be consistent with that of a typical award recommendation Summary of Action, and should include:

a. An introduction that encapsulates in a single paragraph the justification for nomination (the particular act(s) for which the unit/organization has been nominated).

b. A summary of events that expands upon the introduction and discusses the unit's/organization's performance during the award period in greater detail. Events may be summarized as follows:

(1) Operations. Summarize any significant deployments, operations, and exercises the unit/organization (including individual companies, platoons, or detachments) participated in during the eligibility period.

(2) Accomplishments. Summarize all significant accomplishments completed such as: special/unique training, exercises, or operations conducted, innovations, special events, community involvement, PME sessions conducted, etc., during the period of eligibility.

(3) Equipment. Summarize noteworthy maintenance/ readiness accomplishments to include: inspection results, readiness improvements, innovative techniques, etc., during the period of eligibility.

(4) Safety. List any significant safety accomplishments during the period of eligibility. This can include accident/ mishap free hours, innovative safety training or procedures, etc.

(5) Miscellaneous. List any unit/organization and/or significant individual awards or recognition presented during the period of eligibility. Summarize any noteworthy training, educational, or other accomplishments not listed in the categories above (for example, off duty education statistics, reenlistment rates, Navy/Marine Corps Relief participation, MCI completions, reductions in non-judicial punishments (NJPs), or any other item that reflects favorably on the unit.

3. The Summary of Unit/Organization Performance and Accomplishments will be submitted in narrative form using 12-pitch Courier New or Arial font.

4. It may be single or double-spaced, but will not exceed two pages in length.

Letters of Recommendation from Supported Commanders

1. Unit/Organization nomination packages must include:
 - a. One recommendation from the supported unit/organization commander or first General Officer/SES in the reporting chain.
 - b. Any additional Letters of Recommendation that may be relevant.
2. Each Letter of Recommendation must include information regarding the following:
 - a. Outline the unit/organization's outstanding contribution, in their relevant community, to the development or advancement of concepts, doctrine, technology, or procedures, and/or by demonstrating continual resourcefulness and responsiveness while supporting the warfighter.
 - b. Noteworthy individual acts which have significantly and positively impacted the effectiveness and efficiency of tactical, garrison, or combat operations.
3. Recommendations may be single or double-spaced using 12-pitch Courier New or Arial font, but will not exceed one page in length.
4. Each recommendation letter in the nomination package must be signed.