



UNITED STATES MARINE CORPS  
6TH MARINE CORPS DISTRICT  
MCRD PO BOX 19201  
PARRIS ISLAND, SOUTH CAROLINA 29905-9201

1650.10  
Ops

**MAR 16 2004**

DISTRICT ORDER 1650.10

From: Commanding Officer  
To: Distribution List

Subj: DISTRICT RECRUITING AWARDS

Ref (a) MCO P1100.71A  
(b) DepO P5000.9E  
(c) MCO 1650.38A  
(d) MCRCO 1650.2  
(e) DepBul 1650.18

Encl: (1) RS Points Computation Sheet  
(2) RSS Input Data Sheet  
(3) RCTR Input Data Sheet  
(4) MEPS Points Computation Sheet  
(5) PSR SNCOIC/RCTR Data Sheet  
(6) Awards Matrix

1. Situation. To publish the District Recruiting Awards Program.
2. Cancellation. DistO 1650.10 W/Ch 1
3. Mission. Sixth Marine Corps District will lead the country in net production and successful training of our enlisted and officer applicants. This will ensure our quality exceeds standards in all categories. This order will reward those that meet and exceed this mission.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The intent of this order is to develop and stimulate an aggressive and competitive spirit within the District. Additionally, it is intended to emphasize those areas of procurement deemed vital by the District Commanding Officer. This Order is an important tool to reward Marines that attain quality Officer and Enlisted mission by program, component, category, and year-group. Extra incentive awards are given when phaselines and quality are attained. RS's must ship and contract at or above 63/95 standard in accordance with the annual plan and CO's monthly mission letter.

(b) When a recruiting campaign is announced to meet specific

procurement targets, it will be published by FRAGO. Such FRAGO's will normally augment, not supplant this order (unless specifically provided for in the FRAGO).

(c) Recruiting station awards programs are vital to ensure targeted goals are attained. When such programs are in place, however, the level of recognition prescribed by the RS program may not match or exceed that authorized for similar acts or achievement prescribed in this order. For example, if the District program prescribes a Navy/Marine Corps Achievement Medal for the SNCOIC of the District RSS of the Quarter, then any RS incentive for RSS of Quarter must be less than the Navy/Marine Corps Achievement Medal.

(2) Concept of Operations

(a) This order pertains to all Recruiting Stations (RS), Recruiting Sub-Station (RSS) SNCOIC's, MEPS Liaisons, Recruiters, Recruiter Support, Prior Service Recruiting (PSR) and Officer Selection Officer (OSO) Procurement incentive awards based on quantitative achievements as specified herein. It does not include personal awards developed and submitted based on sustained exemplary performance or other non-quantitative efforts not specifically provided for in this order. Those awards, commonly referred to as end of tour awards or impact awards, are covered under the provision of DepO 1650.17B. Furthermore, this order does not address the awards for our civilian Marines that are vital to our command. Their system of awards is addressed in the references.

(b) Recruiting incentive awards are established at four levels, as addressed in the references: CG, MCRC; CG, MCRD/ERR; CO, Sixth MCD; and RS CO. Reference (d) governs awards policies at the MCRC level. Reference (b) governs awards policies at the MCRD/ERR level. This order consolidates information and supplements references (b) and (d).

(c) Recruiting Station. The top RS will be determined each fiscal year (FY) using the statistics in enclosure (1). The awards board will recommend a winner to the District Commanding Officer who will have final determination. Additionally, there will be a "We Make Marines" award for having the lowest quarterly MCRD attrition (combined male and female) among all the RS's.

(d) RSS SNCOIC and Recruiter. The top of each of these categories for the District will be rewarded at the end of each quarter and fiscal year. RS's will submit input as requested on one RSS as in enclosure (2) and one Recruiter as in enclosure (3) NLT the fifth working day following the quarter/end of FY. A District Awards Board, consisting of the Deputy for Recruiting Operations (DRO), Deputy for Support Operations (DSO), Assistant for Enlisted Recruiting (AER), Sergeant Major, Quality Control Officer (QCO), and Contact Team Officer (CTO) (or their representative, all six voting members) will be convened and the nominees will be prioritized based on the input from the RSs. The board will make their recommendations to the Commanding Officer, who will make the decision on a winner.

(e) MEPS Liaison. The top of this category for the District will be rewarded at the end of each quarter and fiscal year. The same standard

requirements will apply to both quarterly and yearly awards. All awards will be scored in accordance with the criteria outlined in enclosure (4), and reviewed by District Awards board. Investigation or irregularities will weigh in the selection process. If determined to be appropriate at the end of the FY, a small and large category will be developed and awards will be doubled.

(f) OSO and OSA. The top OSO and OSA team of the year will be rewarded at the end of the fiscal year when final attrition statistics are known. The Human Resource Assistant (HRA) will be considered for a \$200 cash award, as recommended by the RS CO. The AOP and DRO will make their recommendations to the Commanding Officer who is the final decision authority.

(g) Prior Service Recruiting. Nominees for SNCOIC and recruiter of the Quarter/year will be forwarded from OIC PSR to the DRO and the awards board will recommend selection to the Commanding Officer. All awards will be weighted in accordance with the criteria outlined in enclosure (5). Specific attention will be paid to: Achievement of categorized mission (emphasis on Officer mission attainment), match rates, thoroughness of contracts, and referrals.

(h) Support Billet. The top support billet will be rewarded at the end of the fiscal year. Although no standard format is published, the nomination letter will address the specific contribution to the RS by this individual, and how that assisted the RS in achieving its assigned mission.

(i) ERR and MCRC Awards. These awards are covered in the references. District will require submissions from RS's on occasion to accomplish these submissions. Early notification will be disseminated from the District in these cases. No award will be forwarded to higher headquarters for consideration unless they have first met the District priorities for awards as set forth by this order.

(j) Centurion Award. This award recognizes a recruiter who has achieved 100 net new contracts. It is not imperative that the contracts all be obtained during a single 36 month recruiting tour. Nominations are to be submitted by Commanding Officers to the 6MCD Commanding Officer in narrative format. Nominations will include the overall statistics and the recruiter's contribution towards the RSS and RS quality control criteria as outlined in Enclosure (1) of DistO 1610.2C with Ch 1 (Recruiting Performance Program). Awardees will be chosen at the discretion of the District Commanding Officer. The award consists of a Centurion statue/plaque for the Marine and the Marine's name will be placed on the standing plaque at the District Headquarters.

## 5. Administration and Logistics

a. District Awards Board. When an award recommendation submitted under this order requires analysis and/or prioritization, a District Awards Board will be convened by the Deputy for Recruiting Operations and a recommendation will be presented to the Commanding Officer. The Commanding Officer will have the final approval in all awards.

b. Deputy for Recruiting Operations (DRO)

(1) Assume overall cognizance for the coordination and conduct of the awards program for all recruiting related awards as in enclosure (5). Make recommendations to the Commanding Officer for bonus points when needs arise.

(2) Task Assistant for Enlisted Recruiting (AER) with the following:

(a) Collect quarterly/yearly submissions from the RS Commanding Officers and PSR OIC.

(b) Upon completion of the Awards board, complete and submit to the DRO a roster of projected award recipients for command review and final decision.

(c) Coordinate with the Deputy for Support Operations, District Supply Officer, and District Adjutant for the dissemination of approved awards.

(3) Task the Assistant for Officer Procurement (AOP) with the following:

(a) Complete and submit to the DRO a roster of projected award recipients for review and final decision.

(b) Coordinate with the Deputy for Support Operations, District Supply Officer, and District Adjutant for the dissemination of approved awards.

c. District Supply Officer

(1) In concert with the DRO, forecast and ensure that an appropriate number of incentive items are available.

(2) Assume cognizance for the procurement, preparation and dissemination of incentive items.

d. District Adjutant

(1) Prepare and disseminate approved certificate and medal citations upon receipt of award recipient information from the DRO.

(2) Consolidate Support Billet of the Year nominations for the awards board.

e. District Public Affairs Officer. Publish awards results in the Pacesetter and/or by other professional means. Create monthly Mission Maker Certificates.

f. Recruiting Station Commanding Officers. When a personal award is prescribed under this Order, the Administrative Section, of the particular Recruiting Station, will be responsible for the preparation of the OPNAV 1650, Summary of Action, and proposed Citation. These items will be prepared utilizing the electronic awards system and submitted to the District Adjutant in a timely manner. Additionally, all awards that have a higher approving

authority than the District, should be reviewed to ensure compliance with the criterion outlined in the references. The District Headquarters will receive all awards for the RS's on the fifth working day following the award period.

6. Command and Signal

- a. Signal. This order is effective the date signed.
- b. Command. This order is applicable to 6MCD.



W. P. LEEK

# RS OF THE YR WORKSHEET, RS \_\_\_\_\_

## **SHIPPING**

Dist shipping requirement mission TF... RMNPS, RFNPS, KG,KA/ Attained \_\_\_\_\_

### **BONUS POINTS**

I-III A RMNPS ... \_\_\_\_\_

Tier I RMNPS ... \_\_\_\_\_

## **CONTRACTING**

Dist NNC mission \_\_\_\_\_

### **BONUS POINTS**

I-III A RMNPS ... \_\_\_\_\_

Tier I RMNPS ... \_\_\_\_\_

Phase line/Mission Day Attainment \_\_\_\_\_

## **MCRD/QC**

IST \_\_\_\_\_

MCRD Attrition Males \_\_\_\_\_

MCRD Attrition Females \_\_\_\_\_

MOT \_\_\_\_\_

Admin Discrepancies \_\_\_\_\_

Missing Docs \_\_\_\_\_

### **CO's BONUS POINTS**

As designated in Monthly Mission Ltr (i.e. MEOP, Grads, Females) ... \_\_\_\_\_

# RSS SNCOIC OF THE QTR/YR SUBMISSION FORMAT

RS \_\_\_\_\_ RSS \_\_\_\_\_ QTR/YR \_\_\_\_\_

SSNCOIC \_\_\_\_\_ On Production Y/N

Number of Recruiters (not including SNCOIC) \_\_\_\_\_

Recruiter Production Months experience \_\_\_\_\_  
(Sum of # months on production for all recruiters and SNCOIC if on production TTD)

## QUALITY CONTRACTING (all numbers, not percentages)

MISSION \_\_\_\_\_ Gross ATTAINED \_\_\_\_\_

DEP DISCHARGES \_\_\_\_\_ Gross APR \_\_\_\_\_ **NET APR** \_\_\_\_\_

RMNPS Attained \_\_\_\_\_ RMNPS I-III A \_\_\_\_\_ RMNPS Tier 1 \_\_\_\_\_

TF I-III A \_\_\_\_\_ TF Tier 1 \_\_\_\_\_ GRADS \_\_\_\_\_

## QUALITY SHIPPING (all numbers, not percentages)

MSN \_\_\_\_\_ ATTAINED \_\_\_\_\_ I-III A's \_\_\_\_\_ Tier 1 \_\_\_\_\_

RMNPS \_\_\_\_\_

Reserves \_\_\_\_\_

RFNPS \_\_\_\_\_

PS \_\_\_\_\_

TF \_\_\_\_\_

**MCRD FAILURES** \_\_\_\_\_ MCRD Special Recognition \_\_\_\_\_

IST Failures \_\_\_\_\_ PED \_\_\_\_\_ Admin Errors \_\_\_\_\_

Missing Documents \_\_\_\_\_

## SPECIAL CATEGORIES

MEOP CONTRACTS WRITTEN \_\_\_\_\_ SHIPPED \_\_\_\_\_

NROTC APPLICATIONS SUBMITTED \_\_\_\_\_

OSO Referrals whose packages are submitted to district \_\_\_\_\_

**(Briefly) Amplifying information/Narrative Justification for selection as SNCOIC of the Qtr/Year** (such as pool program, unique characteristics of RSS, successful shipping of pool orphans, etc.)

Encl (2)

# RECRUITER OF THE QTR/YR SUBMISSION FORMAT

RS \_\_\_\_\_ RSS \_\_\_\_\_ QTR/YR \_\_\_\_\_

Recruiter Production Months experience \_\_\_\_\_

**QUALITY CONTRACTING** (all numbers, not percentages)

MISSION \_\_\_\_\_ Gross ATTAINED \_\_\_\_\_

DEP DISCHARGES \_\_\_\_\_ Gross APR \_\_\_\_\_ **NET APR** \_\_\_\_\_

RMNPS Attained \_\_\_\_\_ RMNPS I-III A \_\_\_\_\_ RMNPS Tier 1 \_\_\_\_\_

TF I-III A \_\_\_\_\_ TF Tier 1 \_\_\_\_\_ GRADS \_\_\_\_\_

**QUALITY SHIPPING** (all numbers, not percentages)

ATTAINED \_\_\_\_\_ I-III A's \_\_\_\_\_ Tier 1 \_\_\_\_\_

RMNPS \_\_\_\_\_

Reserves \_\_\_\_\_

RFNPS \_\_\_\_\_

PS \_\_\_\_\_

TF \_\_\_\_\_

MCRD FAILURES \_\_\_\_\_ MCRD Special Recognition \_\_\_\_\_

IST Failures \_\_\_\_\_ PED \_\_\_\_\_ Admin Errors \_\_\_\_\_

Missing Documents \_\_\_\_\_

## SPECIAL CATEGORIES

MEOP CONTRACTS WRITTEN \_\_\_\_\_ SHIPPED \_\_\_\_\_

NROTC APPLICATIONS SUBMITTED \_\_\_\_\_

OSO Referrals whose packages are submitted to district \_\_\_\_\_

**(Briefly) Amplifying information/Narrative Justification for selection as Recruiter of the Qtr/Year** (such as pool program, unique characteristics of RSS, successful shipping of pool orphans, etc.)

Encl (3)

**MEPS OF THE QTR/YR WORKSHEET, RS \_\_\_\_\_**

(By MEPS)

# Shippers for Qtr/Yr \_\_\_\_\_

Moment of Truth pop number \_\_\_\_ Percent \_\_\_\_

Missing Docs number \_\_\_\_ Percent \_\_\_\_

Admin Errors number \_\_\_\_ Percent \_\_\_\_

INVESTIGATIONS/ALLEGATIONS/NOTES

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# PSR SNCOIC/RCTR OF THE QTR/YR SUBMISSION FORMAT

Area of Responsibility \_\_\_\_\_ QTR/YR \_\_\_\_\_

SNCOIC/RCTR \_\_\_\_\_

Production Months experience \_\_\_\_\_

## QUALITY CONTRACTING (all numbers, not percentages)

Affiliations \_\_\_\_\_ Reenlistments \_\_\_\_\_

MOS Match Rate \_\_\_\_\_ SMCR Attrition \_\_\_\_\_

IMA Attrition \_\_\_\_\_

## MISSION/ATTAINED by category (all numbers, not percentages)

SMCR Officer \_\_\_\_\_ / \_\_\_\_\_ SMCR Enlisted \_\_\_\_\_ / \_\_\_\_\_

IMA Officer \_\_\_\_\_ / \_\_\_\_\_ IMA Enlisted \_\_\_\_\_ / \_\_\_\_\_

National Inspection Package Quality Grade \_\_\_\_\_ / \_\_\_\_\_ (last two)

## SPECIAL CATEGORIES

NPS/OSO Referrals whose packages are submitted to District \_\_\_\_\_

**(Briefly) Amplifying information/Narrative Justification for selection as SNCOIC/Recruiter of the Qtr/Year**

Encl (5)

**RECURRING RECRUITING AWARDS  
(AWARDED BY DISTRICT CO)**

**RS LEVEL CATEGORIES (minimum)**

**AWARDS**

RS RCTR OF THE QTR, PSR RCTR OF THE QTR	CO'S CERTCOM
RS RCTR OF THE YEAR, PSR RCTR OF THE YEAR	NAM
RS ROOKIE RCTR OF YEAR	NAM
RS SNCOIC OF QTR, PSR SNCOIC OF THE QTR	CO'S CERTCOM
RS SNCOIC OF YEAR, PSR SNCOIC OF THE YEAR	NAM
RS SUPPORT BILLET OF THE YEAR	CO'S CERTCOM

**DISTRICT LEVEL CATEGORIES**

**AWARD**

RS OF YEAR	PLAQUE
OSS OF YEAR	PLAQUE
SNCOIC OF YEAR	NMCCM, PLAQUE, MESS DRESS
RCTR OF YEAR	NMCCM, PLAQUE, SWORD if Cpl/Sgt, Mess Dress if SSgt or Above
OSO OF YEAR	NMCAM, PLAQUE
OSA OF YEAR	NMCAM, PLAQUE
MEPS LNO OF YEAR	NMCAM, PLAQUE
(If appropriate at the end of the FY, SMALL and LARGE)	
RS WITH LOWEST MCRD ATTRITION OF QTR	WE MAKE MARINES Statue
SNCOIC OF QTR	NMCAM, PLAQUE
RCTR OF QTR	NMCAM, PLAQUE
MEPS LNO OF QTR	CERTCOM
RS MONTHLY MSN MAKERS	CERTIFICATE
CENTURION AWARD	CENTURION STATUE
SUCCESSFUL TOUR	CERTIFICATE OF MERIT; RCTR RIBBON
RS MONTHLY NET APR	NET APR BANNER

Encl (6)