UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
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IN REPLY REFER TO
1650
Compt
JUL 24 2001

MARINE CORPS RECRUITING COMMAND ORDER 1650.4

From: Commanding General
To: Distribution List

Subj: AWARDS FOR RECRUITERS

Ref: (a) SECNAVINST 1650.1F
(b) 10 U.S.C., Section 1125
(c) DoD Directive 1348.19
(d) SECNAVINST 3590.4A
(e) MCO 7042.6B
(f) JFTR, Appendix E

1. Situation. The purpose of this order is to publish guidance for the issuance of recruiting awards for recruiters, Officer Selection Officers (OSOs) and Officer Selection Officer Assistants (OSAs). This order does not apply to the awards addressed in reference (a). Rather, this order implements and amplifies the guidance published in references (b), (c) and (d).

2. Cancellation. MCRC Policy Letters 11-95, 2-97, 3-98, 3-99, MCRC Frost Call 8-95, and all previous guidance pertaining to the procurement and issuance of recruiting awards, to include section 1301 of the MPPM, Volume 1, are cancelled.

3. Mission. Recruiting awards encourage and recognize excellence in recruiting. Recruiters, to include NCOICs and OSOs/OSAs, may receive a recruiting award for their accomplishments as they relate to recruiting production. This order covers only awards for recruiting production. All other awards for military personnel for excellence in other areas (recruiting support) are governed by reference (e).

4. Execution. Recruiting awards fall into two basic categories, depending on the type of award presented: non-utilitarian items and utilitarian items.

a. Non-Utilitarian Items. References (b) through (d) authorize the presentation of medals, trophies, badges and similar devices as an award. The intent in providing medals, trophies,

badges and similar devices is to provide an item that can be displayed to symbolize and memorialize an accomplishment.

(1) All non-utilitarian items, such as trophies, badges, medals and similar devices, have a monetary limitation of $200 per award.

(2) Similar devices are items designed for the purpose of display. These are symbolic in nature and reflect, by inscription, logo or otherwise, the celebrated accomplishment. Examples include plaques and statues. Items that are utilitarian in nature normally do not fit within this definition. Also, similar devices do not include awards and prizes that are negotiable or have a marketable cash value. Thus, tickets and gift certificates for sporting or theatrical events are considered to be negotiable and, like cash and consumable items, may not be used or purchased to reward a recruiter's achievement.

b. Utilitarian Items. Utilitarian items are items made or intended for use, rather than only for display. Utilitarian items, valued up to $50 per award, are authorized as recruiting awards as long as the award item reflects, by inscription, logo, or otherwise, the celebrated accomplishment.

(1) For example, a shirt labeled "Recruiter of the Month" is authorized as a recruiting award, while a ring (or other personal jewelry) with the Marine Corps "Eagle, Globe and Anchor" emblem is not authorized as a recruiting award.

(2) Additionally, the officer/SNCO ceremonial sword and the SNCO ceremonial evening dress uniform may be issued to reward a recruiter's achievement and are not subject to the $50 utilitarian item limitation. The evening dress uniform will only be awarded to the District's top annual recruiting award recipient (i.e., the Recruiter of the Year and the NCOIC of the Year for both large and small stations). All other uniform items are prohibited as recruiting awards.

c. With the exception of the officer/SNCO ceremonial sword and the SNCO evening dress uniform, all recruiting awards must be distinguishable as recruiting awards. Any item, such as a KABAR knife mounted on a plaque, must be permanently attached to the plaque and contain an inscription.

d. There is no limit to the number of recruiting awards a member of the Marine Corps Recruiting Command can receive. However, no member may receive more than one award for the same accomplishment, achievement, or competition. Although more than

one ceremonial sword can be awarded to a Marine as a recruiting award, all second and subsequent awards to the same Marine must be permanently attached to a plaque. All officer swords awarded, to include the first award, must be permanently attached to a plaque. Additionally, a Marine may not be awarded/receive more than one SNCO ceremonial evening dress uniform, regardless of the source of the award.

e. Travel at government expense for an award recipient is authorized to the applicable recruiting headquarters for the Marine to receive the award at an appropriate ceremony. Normally, spousal travel at government expense is not authorized. As an exception, per reference (f), when MCRC HQ sponsors a national recruiting campaign, the national winners from each District are authorized travel to MCRC headquarters accompanied by their spouse to receive the award at an appropriate ceremony. The awarding of travel itself (as a trip) to a particular location/event as an award is not authorized.

f. Providing government vehicle upgrades to a more expensive type of government-leased vehicle is not authorized as a recruiting award. Government vehicle allocations will be determined/approved by the MCRC G-4.

5. Administration and Logistics. The total annual spending limitation for recruiting awards will be outlined in a funding authorization letter provided to each District at the beginning of each fiscal year.

6. Command and Signal. Waivers, Exceptions and Changes: Districts will forward requests for any waivers, exceptions and changes to these policies to MCRC (Comptroller) for action.

G. K. CUNNINGHAM
Chief of Staff

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