



Commanding Officer
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 Personnel Services and Support Unit

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PSSUCLEVEINST 1650.1

APR -9 2010

PERSONNEL SERVICES AND SUPPORT UNIT CLEVELAND INSTRUCTION 1650.1

Subj: PERSONNEL SERVICES AND SUPPORT UNIT CLEVELAND AWARDS BOARD

- Ref: (a) Medal and Awards Manual, COMDTINST M1650.25 (series)
 (b) Civilian Awards Manual, COMDTINST 12451.1 (series)
 (c) Military/Civilian Recommendations and Award Board Membership, PSCINST 1650.1
 (d) Civilian Awards Policy, PSCINST 12451.1 (series)

1. **PURPOSE.** To establish the Personnel Services and Support Unit (PSSU) Cleveland Awards Board and specify the members of the board.
2. **ACTION.** Each supervisor shall familiarize themselves with the contents of references (a) thru (d) and forward appropriate nominations to the PSSU Awards Board. Awards Board members shall expeditiously consider and decide upon nominations.
3. **DIRECTIVES AFFECTED.** None.
4. **DISCUSSION.** Military and Civilian award nominations deserve consideration by an objective group before final disposition. The PSSU Cleveland Awards Board is to provide a thorough review measured against the criteria outlined in references (a) thru (d) and advise the command as appropriate.
5. **POLICY.**
 - a. The Executive Officer shall act as chairperson and preside over the Awards Board. The Board shall consist of the following PSSU Cleveland staff: Chief, Servicing Personnel Office, Assistant Chief, Personnel Services Branch and Chief, Housing Branch.

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APR -9 2010

- b. Supervisors shall nominate individual military awards and team awards by submitting a CG-1650, draft of award citation in MS Word (.doc format) and summary of accomplishments in bullet format to the Awards Board. Civilian Special Act awards and Civilian Employee of the Year awards shall also be routed through the Awards Board. Submissions for all awards requiring PSC or higher approval (military: above LOC) shall be submitted no later than 60 days prior to expected award presentation date.
 - c. All military and civilian award nominations must be reviewed by the Command Secretary for format compliance before submission to the Executive Officer.
 - d. The Awards Board will consider award nominations forwarded from supervisors. The Executive Officer will convey the nominations to board members via email. Board members will reply with proxy votes and include comments to all other board members as appropriate. The board will not normally meet unless circumstances demand an expanded discussion of an award under consideration.
 - e. Command Secretary shall prepare the approved award for signature and presentation and maintain files of all approved awards.
6. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.
7. **FORMS/REPORTS.** None.



JEAN A. PASCHAL