

EDITION-CY2015-V2

Awards Administration Guidebook

Personal Awards Section (MMMA-2)

Military Awards Branch, HQMC

Quantico, VA

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FORWARD

The purpose of this guide is to assist Military Awards Program Managers and Administrators in their duties. Understandably, administration of a unit's Awards Program can be difficult. This is partially due to the state of the governing directives for Military Awards Policy; specifically, awards policy is spread across several Navy and Marine Corps orders, instructions, MARADMIN's, and Naval messages with varying degrees of contradiction and obsolescence.

This guide is an attempt to help consolidate the "Final Word" on many common areas of interest and distil it in a useful and text searchable (Ctrl + F) format (or you can click on the topic/page number in the table of contents to jump to the relevant page). While directives explicitly spell out parts of the awards system and its interface with the Improved Awards Processing System (iAPS), MMMA's role is to provide procedural guidance to bridge the any gaps. This guide is one effort to help unite policy, iAPS realities, MMMA procedural guidance, and best practices of field units.

The endstate is that commanders execute their awards programs within official guidelines so that Marines receive the awards they deserve. To this end, some of the guidance provided, while seemingly onerous, is designed to safeguard the integrity of Military Awards and by extension, protect the integrity of every personal award that a Marine wears both now and 50 years from now.

This guide is by no means the singular effort of MMMA. With permission, we have incorporated best practices from the G-1 Correspondence/Awards Section of 2d Marine Division courtesy of Mrs. Linda Brown and for that we thank her.

Version control. As it is expected that this guide will be updated and corrected frequently. To ensure you have the most recent copy the edition number will state the calendar year and the version number of that year. At a minimum, there will be at least one updated edition per year; therefore, the current year should be always marked at the top of the page.

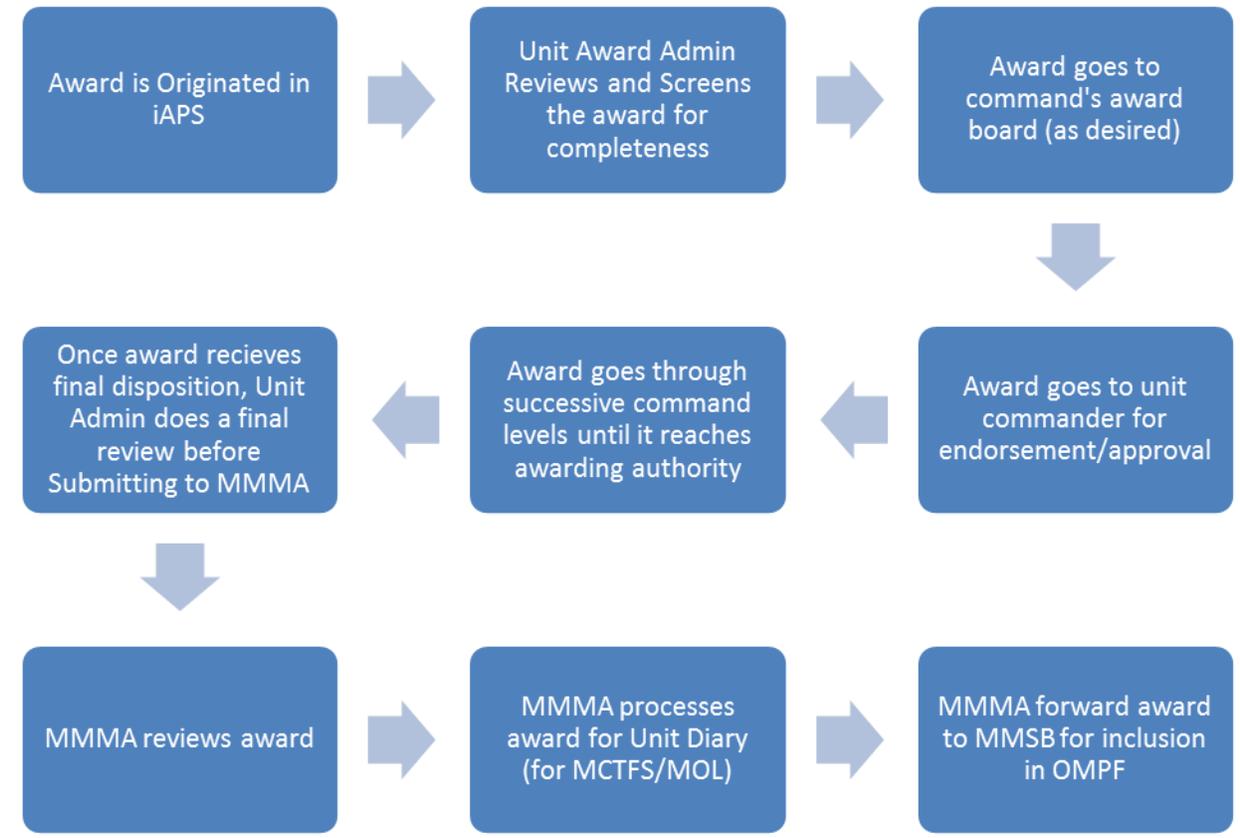
If there are any questions, concerns, issues, recommendations, submissions, or topical suggestions for this guide and future versions, please contact the Personal Awards Section (MMMA-2) of the Military Awards Branch, HQMC.

Chapter 1. Your Command's Award Program and the Award Lifecycle

YOUR COMMAND'S AWARD PROGRAM

1. Awards are an important aspect of command responsibility at all levels. Prompt and judicious recognition of individual, unit achievement, or service is a vital factor in fostering high morale and esprit de corps.
2. Decorations and awards are an effective means of enhancing morale and esprit de corps, publicly recognizing and rewarding acts of heroism or other exceptional acts or services, which are above and beyond that normally expected, and distinguishing an individual among those performing similar acts or service.
3. Prompt recognition is an essential function of command. Equally important is the need to preserve the integrity of the award. Not recognizing personnel truly worthy of an award inhibits initiative, and having too liberal of an awards policy degrades the impact value of an award. Timeliness and accuracy are an essential aspect of the awarding process. This not only provides the unit with the time necessary to properly recognize the Marine's or Sailor's achievements, but it also allows for better processing up the chain of command.
4. Personal award recommendations will be limited to individuals whose performance is tangibly superior to warrant recognition above that afforded by a fitness report or proficiency and conduct marks. The meritorious service performed by the individual, not the grade or billet held, is the primary concern when determining the level of award.

THE LIFECYCLE FOR MARINE CORPS APPROVED AWARDS



REQUESTS FOR INFORMATION/AWARD STATUSES

1. USING IAPS TO CHECK THE STATUS OF AN AWARD:

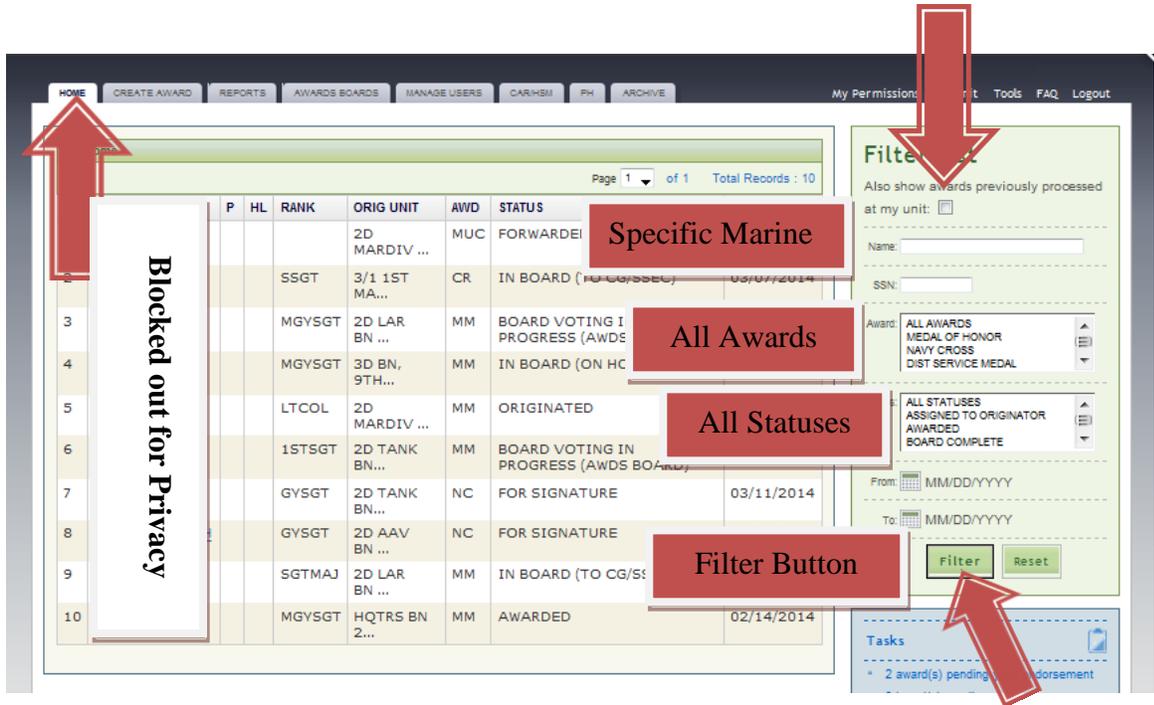
a. Finding the status of an award can be completed several different ways. The following are steps on two of those ways.

b. To look up an award that was previously processed by your command but has not been completely processed in iAPS. Note: You must have Unit Admin permission to do the following.

(1) Log into the improved Awards Processing System (iAPS).

(2) Click on the "Home" tab.

(3) On the right hand side, check the box for "Also show awards previously processed at my unit".



(4) This can be utilized several ways:

(a) To find a specific Marine, fill in the appropriate information. The easiest way is inputting the SSN. If the SSN is unknown, you just want to input the last name because if the individual has a suffix (e.g. Jr., III) to his last name and it is not inputted exactly like it appears in the system, it will not pull up the information.

1. Choose All Awards*
2. Choose All Statuses**
3. Click the "Filter" button

(b) To find all the awards that were processed by your unit, but have not been awarded yet. Leave the Name and SSN blank. This way all awards will be revealed.

1. Choose All Awards*
2. Choose All Statuses**
3. Click the "Filter" button
4. *Choosing "All Awards" covers any and all awards pending.

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5. ** Choosing "All Statuses" covers any status that the awards may be under.

(5) Then just choose the award in question.

2. AWARDS SUBMITTED TO HQMC FOR CMC APPROVAL OR SIGNATURE:

a. Use the steps above and research the award in iAPS. Over 90% of the time, all releasable information will have been included in iAPS History and Comments.

b. Contact MMMA-2 at our organizational mailbox at SMB box (SMB_HQMC_PERS_AWARDS@usmc.mil). Provide the link to the award record or the award case ID (for example: https://www.manpower.usmc.mil/iaps/awards/viewAward.action?case_id=999999 ["999999" is the award case ID]).

c. In general, when making any inquiries on particular awards for members or units, have the award case ID, the service member's full SSN, or a copy of the award link for faster (and more accurate) service.

d. MMMA-2 can only give limited information out on awards and only to members of command or administrative staffs that are part of the award's chain of command. This information is limited to what level the award is at, and whether there is a Request for Information pending on the award case.

e. MMMA-2 is only required give updated information to the command that submitted the award to HQMC. Subordinate units may use their chain of command to seek information.

f. NOTE: We do not give out information on awards to award recipients or to other random members as such information is for Official Use Only and subject to non-disclosure policies.

3. AWARDS THAT CAN BE APPROVED BY A DELEGATED AWARDING AUTHORITY:

a. Unit Admins must contact the chain of command that this award was routed through.

b. MMMA-2 will not disclose information unless requested by the approving command.

4. MARINES REQUESTING STATUS UPDATES ON THEIR OWN AWARDS:

a. These requests will not be answered. MMMA-2 will not even confirm whether there is a pending award for the service member. This is by Service level policy.

b. Members will be directed to contact the chain of command processing the award.

c. Members requesting copies of approved awards must contact the approving chain of command/awarding authority or consult their OMPF where a copy is automatically stored at the completion of an award's lifecycle.

5. Authority/Reference: MMMA-2 Business Rules, SECNAVINST 1650.1H Article 221

PREMATURE DISCLOSURE OF INFORMATION

1. Premature public disclosure of information concerning award recommendations during their processing, including intermediate approval and/or disapproval recommendations, is a potential source of embarrassment and disappointment to both those recommended and the DON.

2. Therefore, **personnel involved in the submission and processing of awards shall not comment on any case under consideration, and all award recommendations shall be handled on a "FOR OFFICIAL USE ONLY" basis until the awards are officially announced or actually presented.**

3. In view of the additional sensitivity regarding Medal of Honor cases, exceptional care shall be exercised to avoid disclosure of any information, including but not limited to, the fact that an individual has been recommended for the award.

4. Authority/Reference: SECNAVINST 1650.1H Article 221.2

REQUESTS TO EXPEDITE AWARD PROCESSING

1. Requests to expedite an award must be done in writing per MCO 1650.1J.

2. Unless a formal request is completed, MMMA-2 will not take any special considerations. Requests to expedite should be submitted for any award with a desired presentation date that is less than 60 days from the date of submission to MMMA.

3. If you have not received an award back within a week of presentation, contact MMMA immediately.

4. Requests must be submitted in Naval Letter format and signed/endorsed by the command that submitted the award to HQMC/MMMA direct submission to MMMA from subordinate commands are not acted upon. Include the following info:

a. The requested presentation date: [DATE AND TIME]

b. The occasion of presentation: [retirement, change of command/post and relief, transfer, other (specify)]

c. The reason/explanation for this award's lateness.

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- d. Award origination date.
- e. Originating command.
- f. Service member's terminal leave/transfer date.

5. NOTE: A request to expedite is no assurance that the award will be completed on time. It will allow MMMA-2 to conduct abbreviated procedures.

6. Authority/Reference: IAW SECNAVINST 1650.1H Article 211.2, MCO 1650.1J, MMMA-2 Business Rules



EXAMPLE EXPEDITE REQUEST LETTER

IN REPLY REFER TO:
1650
CG
DD Mon YY

From: Commanding General/Deputy Commandant, **Xth** Marine Division
To: Commandant of the Marine Corps (Attn: MMMA-2)

Subj: REQUEST TO EXPEDITE AWARD ICO **[INSERT FULL RANK, NAME, SERVICE]**; IAPS CASE ID# **[IAPS CASE ID NUMBER]**

Ref: (a) MCO 1650.19J
(b) SECNAVINST 1650.1H

iAPS Case # is the six (6) digit code at the end of the URL when viewing the award (i.e. https://www.manpower.usmc.mil/iaps/awards/viewAward.action?case_id=808263#)

1. Per reference (a), I request expedited awards processing for the subject named award.
2. The presentation date is scheduled for: **[DATE AND TIME]**
3. The occasion of presentation is: **[retirement, change of command/post and relief, transfer, other (specify)]**
4. The reason for this award's lateness per reference (b) is as follows: **[describe here]**
5. The following information is provided:
 - a. Award origination date:
 - b. Originating command:
 - c. Service member's terminal leave/transfer date:
6. The point of contact in this matter is **RANK FULL NAME**, at **[phone number and email]**....

MUST be signed by awarding authority/DC or Chief of Staff/EA. Otherwise award will receive routine processing.

I. M. COMMANDING
Commanding General/Deputy Commandant
--or--
Chief of Staff

REQUESTS TO FEDEX AWARDS

1. The budget for the Awards Branch to FEDEX awards is currently \$0.00 as projected through FY2050.
2. Requesting commands must pay for awards to be FEDEX'd from their unit accounts.
3. Requesting Commands must complete DD Form 1149 and should contact their Supply Officer or Comptroller for assistance/funding information.
4. Coordinating Instructions for DD Form 1149:
 - a. Block 1:

Headquarters, U.S. Marine Corps
Manpower Management Division (Attn: MMMA-Awards Branch)
2008 ELLIOT ROAD
Quantico, VA 22134-5103
 - b. Block 2:

DISTRIBUTION MANAGEMENT OFFICE (DMO), MCB QUANTICO
BLDG 2009 ZEILIN RD
QUANTICO, VA 22134
 - c. Block 3: The requesting command's physical mailing address that FEDEX can deliver to.
5. Scan and send or have digitally signed and send to MMMA-2. It is recommended that this be completed or coordinated in advance of the award being approved.

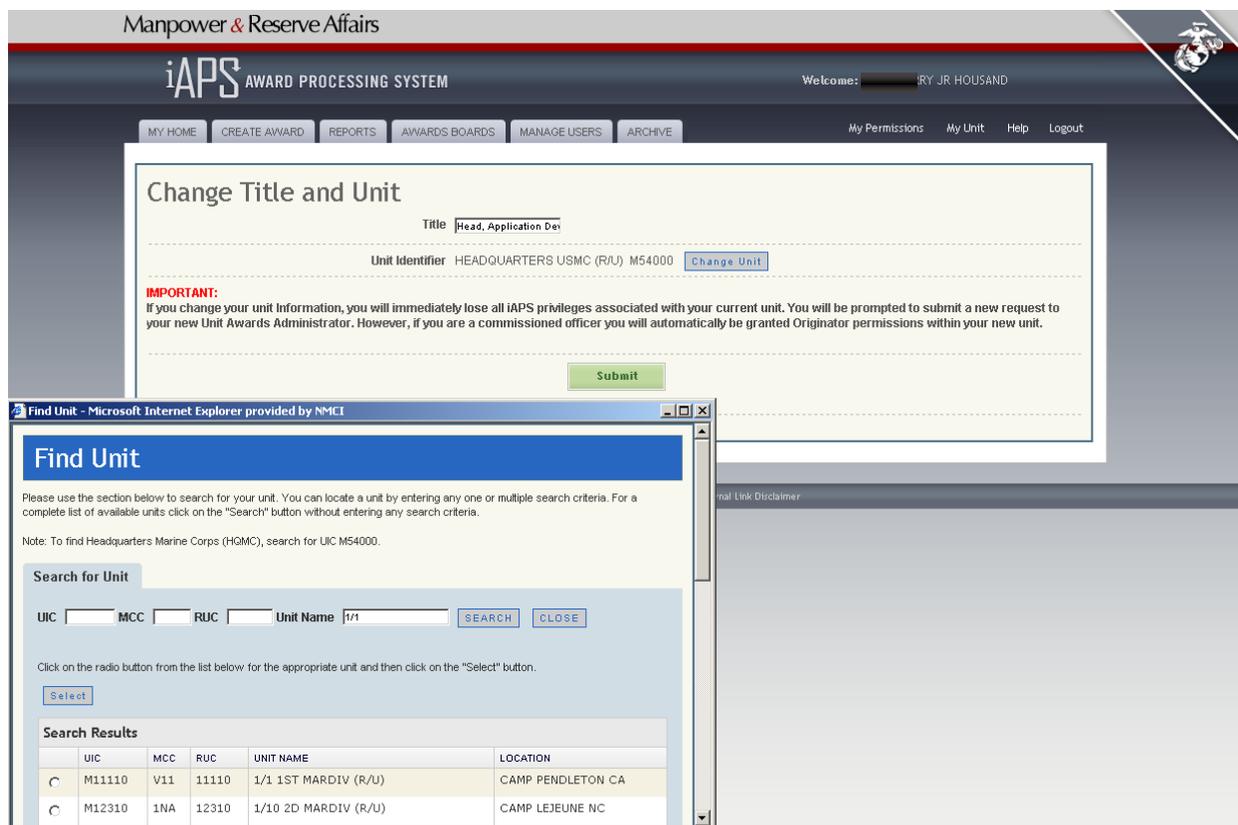
Chapter 2. The Improved Awards Processing System (iAPS), Award Preparation, Administrative Review

GETTING INITIAL ACCESS TO iAPS

1. Open Internet Explorer (64-bit version works best) on a CAC-card enabled computer (with supporting ActivClient software).
2. Go to: <https://www.manpower.usmc.mil/iaps>, click on the button to register.
3. Enter your billet title or put "Marine" in the Title box. Enter the billet you currently hold, such as Company Commander, Detachment OIC, and so forth. iAPS automatically puts this title into the signature blocks when it generates NAVMC 11533 awards forms.

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4. Select a unit. You are associating yourself with this unit only for the purpose of processing awards. iAPS does not change the unit that you are officially assigned to in MCTFS automatically, you will need to do this yourself when you PCS (see section on "Changing Your Unit").
5. You can select a unit by searching for it and picking it out of the results array.
6. Enter search criteria into the boxes(all are optional)
 - a. Click on the Search button
 - b. Find the unit in the list
 - c. Click on the radio button next to the unit's name on the left
 - d. Click Select
7. The system re-displays the change unit page.
8. If this is the right unit: Click on the Submit button to save the changes
9. If this is not the right unit: Click on the Change Unit button again to search for a different unit
10. Click submit. Access is then approved by the Unit Awards Admin of the unit you are requesting to join. Contact them after completing these steps to complete the process.



CHANGING YOUR UNIT/ BILLET /CONTACT INFO

To update the information in iAPS about your billet, your unit or both:

1. Click on My Unit on the upper right. iAPS then displays the Change Title and Unit page.
 - a. Changing Your Billet
 - (1) Enter your new billet in the Title box
 - (2) Click Submit
 - b. Changing your Unit
 - (1) Click on the Change Unit button
 - (2) The Find Unit window opens
 - c. Enter one of the following: your unit's UIC, MCC, RUC, or name into the appropriate box
 - d. Click Search...A list of matching units appears

- e. Find your unit in the list
- f. Click on the circle next to your unit
- g. Click on the Select button
- h. Click Submit to save your changes.

UNIT AWARD ADMIN HOME SCREEN

1. Tabs Across the Top. Click on the tabs across the top to return to your home tab, or to perform tasks that are relevant to your permissions. iAPS displays tabs that are relevant to your permissions. If your permissions change, the tabs change.

2. Links on the Right. Click on the links on the right to request new permissions within iAPS, to change your unit, to get help, or to log out.

3. The List of Award Nominations. Your draft nominations appear in the list labeled My Home. iAPS displays the total number of your nominations next to Total Records on the top right.

- a. If you have more nominations than fit on the page, iAPS divides them into groups, each of which fits on a page.

- b. Use the Page drop-down box to view the other pages.

- c. The table lists one nomination per line.

- d. Click on a column header to sort the list by that column.

- e. Each time you click on a column, iAPS reverses the sort order.

4. The Filter List Box. The Filter List box allows you to specify criteria and display only the nominations that match them. Within iAPS, this is called "Filtering". Enter any combination of the following criteria to filter by it, or just one of the following criteria:

- a. Nominee. Enter all or part of the person's name in the following format: "LAST, FIRST" you will need to include the suffix too immediately following the last name, i.e. "LAST JR, FIRST" (it's sometimes better to use the SSN)

- b. Last 4 digits of the Social Security number. Enter the last four digits of the person's Social Security number

- c. Award Level. Click on an award to select it, scrolling if necessary. Hold down the control key, then click on any additional awards to specify more than one

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d. Status. Click on a status to select it, scrolling if necessary. Hold down the control key, then click on any additional awards to specify more than one

e. From Date. Click on the calendar control to select the earliest date on which the action could have occurred.

f. To Date. Click on the calendar control to select the latest date on which the action could have occurred.

5. Click Filter to view the records that match your criteria. Click Reset to clear all the boxes and view all the nominations again.

6. Check the box "Also show cases previously processed at my unit" to populate awards that you have forwarded out of your unit in iAPS to other units.

The screenshot shows the iAPS Award Processing System interface. At the top, there's a navigation bar with tabs: MY HOME, CREATE AWARD, REPORTS, AWARDS BOARDS, MANAGE USERS, and ARCHIVE. Below the navigation bar is a table of award records. The table has columns: P, HL, RANK, BRIG UNIT, AWD, STATUS, and CREATED. A red callout box points to the table header with the text "Sort awards by any column". To the right of the table is a "Filter List" panel. It includes a checkbox for "Also show cases previously processed at my unit", a "Nominee:" field, an "SSN:" field, an "Award:" dropdown menu, a "Status:" dropdown menu, "From:" and "To:" date pickers, and "Filter" and "Reset" buttons. Red callout boxes point to the "Navigation Tabs" at the top, the "Filter & Search Tools" panel, and the "Quick Filters to see items requiring your action" section of the filter list.

MANAGING USERS AND PERMISSIONS

1. REQUESTING PERMISSIONS. Users can request permissions by clicking on the My Permissions tab, checking the boxes that are relevant, then clicking "Request Permissions". Then contact your Unit Admin for assistance. They will approve members for most permissions.

2. PERMISSIONS GRANTED BY THE COMMAND'S UNIT ADMIN:

a. Preparer for: Allows Marines to create draft awards and assign them to associated originators that they have permission to originate awards for.

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b. Originator: Allows users to initiate awards recommendations. By default, all Officers will have Originator permissions to submit awards.

c. Endorser: User(s) that are in the official chain of command (not chain of authority) of an award and must officially "endorse" an award recommendation (Company Commander, Battalion Commander, etc...). First Sergeants, Adjutants, Sergeants Major should not be endorsing awards in general.

d. Reviewer: User(s) that are NOT in the official chain of command, but may still have input on an award recommendation. (1stSgt, SgtMaj, XO, etc...)

e. Unit Admin:

(1) User(s) that are responsible for checking the accuracy and timeliness of processing of awards. Most likely they are the Adjutant or designated members of the Admin section.

(2) They also manage all local iAPS permission issues. Unit Admin permissions should only be given to administrative personnel or designated individuals responsible for administering the unit's awards program.

(3) These permissions can be approved by other Unit Admins. If there is no Unit Admin and someone is becoming the unit's only Unit Admin, be appointed as Awards Program Manager in writing by the Commanding Officer and request permissions from MMMA-2.

3. Permissions granted by MMMA-2 (smb_hqmc_pers_awards@usmc.mil):

a. Awarding Authority: Only about 520 personnel within the USMC that have been given the authority to approve at least one type of personal award. Awarding Authorities are usually the O-5 level Battalion/Squadron commanders and higher. HQMC Military Awards Branch (MMMA) manages these permissions.

(1) Changes of Command. When a unit has a change of command the Unit Admin will need to submit the following to MMMA-2 via email:

(a) Ensure that the incoming commander is joined to the unit within iAPS.

(b) Scanned copy of Assumption of Command letter.

(c) Identify outgoing commander in email message body.

(d) Identify incoming commander in email message body.

(e) Identify unit UIC as shown in iAPS in email message body.

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(2) Acting Commanders. In cases of an acting commander, send MMMA-2 via email a copy of the Acting Letter. This letter or separate letter must contain words to the effect of "I temporarily delegate awarding authority." MMMA will remove awarding authority permissions from the absent commander and grant permissions to the acting commander. Note: Authority to approve awards of different level is commensurate with one's grade, not billet. For example, awarding authority cannot be delegated to officers in the grade of O-4 or below under any circumstances. In such cases, acting commanders will need to endorse the award, and forward to the next level for approval.

b. HQMC MMMA: Reserved for personnel at Awards Branch, HQMC. HQMC Military Awards Branch (MMMA) manages these permissions.

c. Trusted Assistant: For General Officer's only. Allows members to enter decisions on awards into iAPS on behalf of the General Officer. HQMC Military Awards Branch (MMMA) manages these permissions. NOTE: this relationship means that the Commanding General makes the award decision then has their Trusted Assistant record the GO's decision in iAPS. Trusted Assistant permissions do not grant authority for TA's to make decisions on the General Officer's behalf. The Commanding General still must make the decision on the award.

4. INACTIVE USERS: If an iAPS account has many inactive users who no longer belong to the command follow these steps to remove them from your iAPS hierarchy.

a. Remove ALL permissions from the user so that they will have "No Roles"

b. Generate a list of these users containing Rank, Last Name, First Name.

c. Submit this list to MMMA with an email stating your iAPS UIC, unit name, and a "Request to Remove Inactive Users" in the subject line. These actions should take MMMA approx. 1 week to complete.

GETTING TRUSTED ASSISTANT PERMISSIONS

1. NOTE: unless an exception to policy is granted, only General Officers are allowed to use Trusted Assistants.

2. Since this permission is restricted to only HQMC, you will need to provide an official letter signed by the Commanding General, granting you authority to endorse/ and or sign awards on his behalf. (see Trusted Assistant template). Once this has been signed, attach and submit a copy to the SMB box: (email: SMB_HQMC_PERS_AWARDS@usmc.mil).

3. NOTE: this relationship means that the Commanding General makes the award decision then has their Trusted Assistant record the GO's decision in iAPS. Trusted Assistant permissions do not grant authority for TA's to make decisions on the General Officer's behalf. The Commanding General still must make the decision on the award.

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4. Admin sections should update this letter when there are personnel changes. Upon the termination of a Trusted Assistant's duties for any reason, the Admin section should immediately contact MMMA-2 so that permissions can be removed.



**EXAMPLE TRUSTED ASSISTANT
APPOINTMENT LETTER**

1650
G-1
Date

From: Commander/Commanding General, Marine Forces, XXXX
To: Commandant of the Marine Corps (MMMA)

Subj: **APPOINTMENT OF AWARDS TRUSTED ASSISTANTS FOR GENERAL MARINE
A. PAYNE, USMC**

Ref: (a) SECNAVINST 1650.1H
(b) SECNAV M-5216.5

Encl: (1) Trusted Assistant Acknowledgements

1. In accordance with references, I have authorized the following Marines to endorse or approve award recommendations on my behalf and in my name:

Rank	First Name	M.I.	Last Name

2. Point of contact for this matter is XXXXXXXX at XXXXXXXX.

I. M. COMMANDING
Commanding General

FIRST ENDORSEMENT on Appointment of Trusted Assistant Dtd DD MMM YY

From: Major A. Payne, Adjutant/Chief of Staff (Name billet of appointment member)

1. I _____, fully understand that I have been assigned as the Trusted Assistant Agent for Commander/Commanding General _____ (Unit).
2. With this responsibility, I understand that I am recording awarding authority/endorser decisions for the General, not rendering those decisions myself. I understand all directives and responsibilities that come with these permissions.

I. M. MARINE

5. This requirement was instituted in 2014 and is implemented as Commanding Generals rotate out, as Trusted Assistants rotate, and as Trusted Assistants have their permissions reset by the system.

6. Being a Trusted Assistant equate with any sort of decision ability. Trusted Assistants do not have "by direction", delegated authority, or and decision ability for any awards. All awards decisions must be made by the awarding authority only then communicated to the Trusted Assistant. For this reason, it is recommended that the awarding authority's decision be documented somehow and filed in local command files or by attaching said documentation to the iAPS awards case.

7. Trusted Assistant error code ("ERROR: TRUSTED ASST CONTACT HQMC"). When this error code appears when a Trusted Assistant signs an award, the unit must contact HQMC to correct the member's permissions. The erroneous signature can be corrected by HQMC or when someone with functional Trusted Assistant permissions endorses or approves the award again. This error occurs when a Trusted Assistant has their permissions altered in any way by the Unit Admin. This is a glitch with a pending fix. In the meantime, whenever a Unit Admin makes permissions changes for a Trusted Assistant, then the unit must contact MMMA-2 to correct the user's Trusted Assistant portion of their permissions.

DISAPPROVING AN AWARD

1. An award can only be disapproved by the awarding authority for the award level recommended or the awarding authority for the highest endorsement on the award, whichever is higher. This means that a Regimental Commander with Navy Commendation Medal authority cannot disapprove an award that was originated or endorsed as a Meritorious Service Medal.

2. Unit Admin must assign award to awarding authority with the button "Assign to Awarding Authority".

3. The Awarding Authority (or Trusted Assistant), must "approve" the award as "No Award". This means do not just click the "Disapprove" button then submit as this does not enter the appropriate data on the NAVMC 11533 form (fix pending). Verify this action by reviewing the "Print 11533 (HTML)" version of the award and looking at block 24. The CO's signature and ZZ-No Award should be written under Disposition of Basic Recommendation.

4. Once the awarding authority has approved the award as ZZ-No Award, and it has been verified, it must be submitted to MMMA for Completion and Archiving purposes.

5. NOTE: Occasionally, awards approved as "ZZ-No Award" are found in member's OMPF's. This is a mistake. Please contact MMMA-2 and report the issue and MMMA will have it removed.

6. It will look like this in the Endorsements Sections:

Nominee:
 Recommendation: CR - COMBAT ACTION RIBBON
 Status: ARCHIVED
 For Action:

AWARD INFO

SUMMARY OF ACTION

ROSTER

REVIEWS

BOARD INFO

ATTACHMENTS

ENDORSEMENTS

HISTORY & COMMENTS

Endorsements

[Reset](#)

VIA COMMAND	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE & GRADE	DATE FWD
<input checked="" type="checkbox"/>	CR - COMBAT ACTION RIBBO	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input style="width: 100px; height: 20px;" type="text"/> USN - CAPT	12/01/2013
<input checked="" type="checkbox"/>	CR - COMBAT ACTION RIBBO	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input style="width: 100px; height: 20px;" type="text"/> USMC - LTCOL	01/02/2014

[Change Unit](#)

Awarding Authority

DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRA. HEROISM RECOMM.	SIGNATURE, GRADE, TITLE	DATE APPROVED
<input checked="" type="checkbox"/> ZZ - NO AWARD	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input style="width: 100px; height: 20px;" type="text"/> For <input style="width: 100px; height: 20px;" type="text"/>	02/02/2014

RESCINDING (DELETING) AN AWARD

1. Administrative removal of an award without originator action is not authorized unless it is a Duplicate Award. A Duplicate Award is an award recommendation that was originated on a date after the Original Award. This means that in a duplicate situation, only the award originated most recently is eligible to be administratively removed as a Duplicate Award or an improperly originated award with a blank or non-officer information in the originator information section.

2. Otherwise, in order to rescind an award, the originator must do so in iAPS. If the originator is unable to take action in iAPS, then they may sign a letter requesting to rescind the award with the following identifying data included: rank and full name of the person recommended for an award, award action dates, origination date, and reason for rescinding the award. Ensure the originator puts their full name and EDIPI number in the "FROM" block of this naval letter. This letter must be signed, scanned, and submitted to the MMMA-2 organizational email inbox SMB HQMC PERS AWARDS <smb_hqmc_pers_awards@usmc.mil>.

3. If the originator cannot be found then the command must process the award through to the awarding authority per normal procedures for final disposition. The awarding authority must consider the award and render a decision of: approve recommendation, upgrade, downgrade, or approve as No Award (ZZ).

4. Administrative removal of an award may be done without originator action if the award is a Duplicate Award. Admin personnel should attach a copy of the NAVMC 11533 of the award being duplicated (the Original Award) to the iAPS case of the Duplicate Award and forward the Duplicate Award to MMMA-2 in iAPS with explanatory comments for final disposition accompanied by an email request to the MMMA-2 organizational email inbox SMB HQMC PERS AWARDS <smb_hqmc_pers_awards@usmc.mil>. MMMA-2 will take immediate action to remove duplicates, improper originations, or erroneous awards drafts.

TEMPORARILY DELEGATING AWARDING AUTHORITY FOR ACTING COMMANDERS

1. Per SECNAVINST 1650.1H, awarding authority is not delegated below the LtCol level.
2. Submit to MMMA-2 a copy of the member's Acting Letter and a copy of the letter delegating awarding authority. This letter must include:
 - a. A phrase stating "I hereby temporarily delegate my awarding authority to xxxx" or words to that effect.
 - b. Start date.
 - c. Estimated end date.

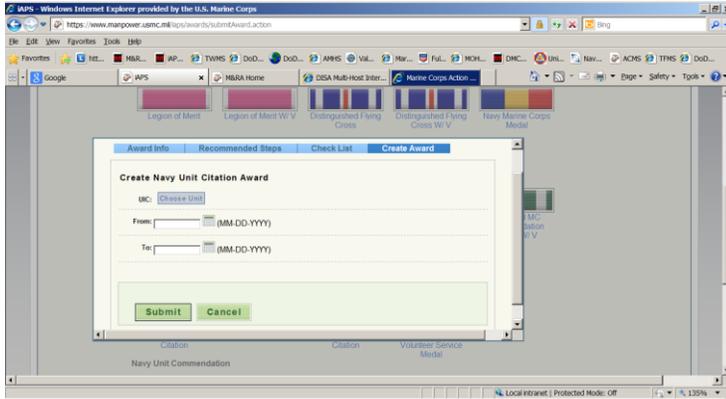
CHANGE OF COMMAND/AWARDING AUTHORITY PERMISSIONS

1. Ensure the new Commanding Officer for your unit has been added to your unit's account/UIC (Unit Identification Code) in iAPS. The oncoming commander will need to join the unit following the steps described in the "Changing Your Unit" section.
2. Once they have been added to the unit, submit an email to MMMA-2 via the SMB box (SMB_HQMC_PERS_AWARDS@usmc.mil) with an Assumption of Command letter attached.
3. The UIC (ex. M55555) should be included in the letter or in the email. Indicate in the email the name and rank of the previous Commanding Officer, and the name and the rank of the new Commanding Officer.
4. These permissions should be updated within 1 business day.

ORIGINATING/REVIEWING UNIT AWARDS

1. In iAPS, enter all relevant information. Commands cannot originate their own unit award. They may prepare the information for their next higher command to originate.

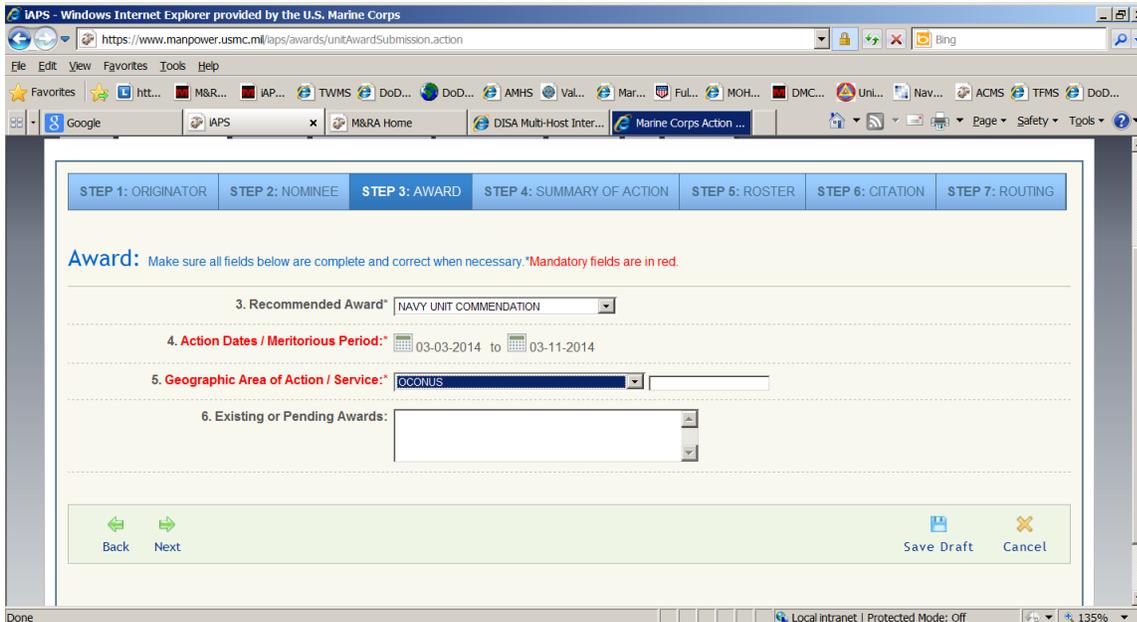
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2. Identify the unit by clicking the "Choose unit" and selecting from the list. If the unit desired is not there, contact MMMA-2 to have the correct unit added.

3. Dates: If the award timeframe is outside 18 months, ensure that you include amplifying information in the award write up to specifically justify going outside of this limit.

4. For Block #6 below, ensure to list all awards that the unit participated during the action dates/meritorious period. Attach a copy of the unit award in the attachments section. If none, write NONE.



5. Awards Components:

OPTION 2: Enter any additional personnel that supported the unit at the time of action.

Additional Marine Units:

Armed Services Units:

Marine Support Personnel (other than units):

Armed Services Support Personnel (other than units):

Civilians:

Total number of individuals participating in recommendation (estimate):

a. **Roster**. Also known as "List of Units and Personnel", should include a complete list of all units recommended for participation, including staffs when appropriate, with dates of attachment to the unit recommended for citation. A unit award is submitted for the principle unit and will include subordinate units that composed or supported said principle unit. This section is CRITICAL because it is here where CMC (MMMA) will identify all supporting/component units/sub-units, all additional personnel that aren't automatically part of the principle unit. The roster should be uploaded in the Roster tab of the iAPS case. **Always attach a scanned copy and an excel copy of the roster formatted per below to the attachments tab of the iAPS recommendation.**

(1) **Additional Marine Units:**

(a) In this section, you must list all units that are not automatically recognized as a part of the command being recognized. For example, if this award is for 1st Battalion, 6th Marine Regiment, 2d Marine Division, you would not normally need to list the rifle companies that are a part of 1/6 by the Table of Organization (however, there is no harm in doing so for clarity). However, if the unit is operating in reduced strength with subordinate units detached, it is then required that the command identify the units that were attached.

(b) If Golf Company from 2d Tank Battalion, 2d Marine Division was attached to 1/6 during the meritorious period, then "Golf Company,

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2d Tank Battalion, 2d Marine Division" would need to be listed in "Additional Marine Units".

(c) Formatting. The unit's full garrison name needs to be written out (no abbreviations). Any task force/MAGTF formed units will need their components fully described by the unit's garrison names. Official detachments can be referred to as "Detachment" e.g. "Detachment, Golf Company, 2d Tank Battalion, 2d Marine Division".

(d) Note: If it is not possible to use MCTFS to determine who was a member of a detachment or subunit during that time, the command should include their name under Marine Support Personnel to that they will be able to receive the award. When a unit award is approved, IPAC's will use the member's chronological history to verify their unit assignment at the time. If the unit and the member's chronological history do not line up, they will not receive the award on their records. As a general rule, units without an MCC such as small task organized or temporary unit, need a by-name list appended in any situation.

(e) If personnel were attached TAD/IA to these units during this period, those individuals attached TAD must be listed by name (in the Marine Support Personnel section).

(f) If there are subcomponents units of a supporting unit, indent to indicate the task organization.

(g) For all units/subcomponents, include the period of time that the unit/subunit was participating in the award next to the unit name (even if it was for the entire period of the award's action dates).

(h) Additional Marine Units example on a roster in an award for 6th Marine Regiment

A	B	C
1	Additional Marine Units	
2	1st Battalion, 6th Marines, 2d Marine Division (11JUL14-02FEB15)	
3	Alpha Company (11JUL14-02FEB15)	
4	Bravo Company (11JUL14-02FEB15)	
5	Charlie Company (11JUL14-02FEB15)	
6		
7	2d Battalion, 9th Marines, 2d Marine Division (06FEB14-10SEPT14)	
8	Delta Company (06FEB14-10SEPT14)	
9	India Company (06FEB14-10SEPT14)	
10	Weapons Company (06FEB14-10SEPT14)	
11		
12	Combat Logistics Battalion 6, 2d Marine Logistics Group (06FEB14-10SEPT14)	
13	Combat Camera Company (06FEB14-10SEPT14)	
14	Combat Logistics Company 1 (06FEB14-10SEPT14)	
15	Combat Logistics Company 2 (06FEB14-10SEPT14)	
16	Surgical Company (06FEB14-10SEPT14)	
17		

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(2) Armed Service Units (Other Service/Foreign Units):

(a) If any other service units or foreign service units were attached to/supporting the command being recognized, they must be listed. The full unit's garrison name needs to be written out. E.g. "110th Chemical Battalion, 555th Engineer Brigade, 7th Infantry Division, US Army" NOT simply "110th CB".

(b) The unit name used should be the unit's garrison name. So if the unit has a different, temporary designation (with happens often when deployed), identify the temporary name and the unit's permanent garrison name.

(c) For example, when deployed, "110th Chemical Battalion" is "Brigade Combat Team Raptor-Laser". Brigade Combat Team Raptor-Laser is attached to 1st Battalion, 6th Marines during combat operations. The other service unit should be listed on the roster with the temporary name and the permanent name in parentheses as Brigade Combat Team Raptor-Laser (110th Chemical Battalion, 555th Engineer Brigade, 7th Infantry Division, US Army). If there are subcomponents units of a supporting unit, indent to indicate the task organization (follow example from above).

(d) If any of these other Service units also have personnel attached TAD/IA to them during this period, those individuals attached TAD should also be listed by name (in the Armed Services Support Personnel section).

(3) Marine Support Personnel. Fully list all members that were individually assigned to the command and not permanently assigned to the principle unit or a listed supporting/participating unit. Format names with Rank FName M.I. LName, Service i.e. Capt Joseph B. Begala, USMC or 2ndLt Nathan B. Stokes, USMCR. Include the period that they were attached to the command and participating in the award (even if participated for the entire period of the action dates). Example formatting:

19	Marine Support Personnel					
20	Rank	Fname	MI	Lname	Service	Dates
21	Capt	Joseph	B.	Stevenson	USMC	09JUL14-10SEPT14
22	2ndLt	Jeremy	B.	Stokes	USMCR	09JUL14-10SEPT14
23	GySgt	Sasha	J.	Campbell	USMC	09JUL14-10SEPT14
24	AND NO OTHERS					
25						

(4) Armed Services Support Personnel (Other Service/Foreign Personnel):

(a) HQMC is required to receive concurrence from other Services for individuals participating in a DoN unit award. Therefore, the other service will need to accurately and easily identify the service member and the timeframe he/she participated in the unit award.

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(b) For other service personnel (Army, Airforce, etc.). Fully list all members that were individually assigned to the command and not as a part of a supporting unit. It is not necessary to list the individual members of Armed Service Units already listed. Include Rank, FName, MI, LName, Service, personal identifier (SSN/EDIPI/service number/date of birth [foreign members]) dates of participation. When listing their component/service, this needs to be specific and written out. For example, the United States Army and the United States Army National Guard are two distinct entities for awards purposes, and their personnel must be correctly identified. Do not abbreviate any ranks.

(c) For foreign service personnel, list them here as well. Note: any award with foreign service personnel listed as participating will need to be accompanied by a concurrence from the American Ambassador (or Chief of Mission) and the American Defense Attaché stationed in that country. These concurrence letters must be attached to the recommendation. Additionally, an NCIS background check will need to be conducted and a DIA background check (for O-6 level officers and above). The results of any background check must be attached.

(d) Example roster:

34	Armed Services Support Personnel						
35	Rank	Fname	MI	Lname	Service	Service Number	Dates
36	Captain	Jimmy	B.	Dean	US Army	111111111111	09JUL14-10SEPT14
37	Senior Airman	Nathan	B.	Stokes	US AirForce	222222222222	09JUL14-10SEPT14
38	Field Marshall	Christopher	J.	Lichtenstein	German Army	01Oct1945	09JUL14-10SEPT14
39	AND NO OTHERS						
40							

(5) **Civilians**. If civilians are nominated for participation, include a by-name of nominees, the total number of civilians nominated, certification that they played a key role in the achievement for which the award is being recommended, and a statement that they are U.S. citizens and DoN employees.

(a) Neither contractors nor foreign national civilians are eligible.

(b) All DoN civilians must be listed. Contractors and Other service civilians are not authorized to participate in DoN unit awards. List GS grade, FName, M.I., LNAME, affiliation, and participation dates. For example:

36	Civilians						
37	Civil Grade	Fname	MI	Lname	Affiliation	Dates	
38	GS-11	Lee	B.	Dean	DoN Civilian	09JUL14-10SEPT14	
39	NAF-13	Blaine	N.	Stokes	NAF Employee	09JUL14-10SEPT14	
40	GS-4	Christopher	J.	Smith	DoN Civilian	09JUL14-10SEPT14	
41	AND NO OTHERS						
42							

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b. **Number of personnel participating.** An estimate of the total number of personnel (officers, enlisted, and civilians) who would be eligible to participate in the award if approved. Give an educated guess.

c. **Previous or Pending Unit Awards.** List of existing and/or pending unit awards failing within the time frame of the recommendation for component/supporting units. Identify any previous unit awards that have been approved or recommended for any units on the list. If there have been no previous unit awards for the period of the recommendation, a statement to this effect should be included.

d. **Action Period/inclusive dates of award:** If the award timeframe exceeds 18 months, ensure that you include amplifying information in the award write up to specifically justify going outside of this limit. The standard is 18 months to allow comparison to other units.

(1) Guidance for Active component units:

(a) Active component unit award recommendations should have a meritorious period of 18 months or less.

(b) Letter of Justification. Recommendations with a meritorious period longer than 18 months must contain a letter of justification from the Marine Component Commander or from Commander, Marine Corps Combat Development Command providing specific justification for a period longer than 18 months. A unit award recommendation with a meritorious period longer than 30 months will not normally receive favorable consideration.

(c) CMC (MMMA) will return unit award recommendations with meritorious periods longer than 18 months that do not contain a letter of justification. Commands with awards returned under these circumstances will have the option of providing a letter of justification or limiting the meritorious period for consideration to 18 months or less.

(2) Guidance for Reserve component units. The Commander, Marine Forces Reserve will provide the appropriate letter of justification, when required.

(a) Mobilized units. Award recommendations for Reserve component units mobilized for all or the majority of the meritorious period will follow the guidance in paragraph 1.a above.

(b) Other Reserve component units. Awards for Reserve component units not mobilized during the meritorious period may cite the unit's accomplishments during 24 months without a letter of justification. Unit award recommendations covering more than 36 months will not normally receive favorable consideration.

e. Narrative of Action/Summary of Action:

(1) A narrative justification containing sufficient data, in light of the eligibility criteria, to enable the reviewing and approving authorities to consider them adequately. The narrative should be specific and direct in establishing why the unit has earned this distinction and exactly what sets this unit apart from its peers (what makes your unit special?). Avoid a reproduction of the command chronology and focus on unique accomplishments that make the unit stand out from other similar units.

(2) The summary of action should be written in a chronological order unless there is a different logical format for the presentation of information (i.e. written in functional categories). Avoid superlatives and laudatory comments (save this language for the citation). Endorsers and reviewers do not care how many adjectives the writer uses, they care about information. What matters are the facts presented, especially those facts or actions that specifically describe how that the unit performed head and shoulders above similar units. Show how the unit performed meritoriously, do not just say that their actions were meritorious. The merit of any stated action or accomplishment should be self-evident to the reader. If it is not, you should include the explanation or analysis of why the reader should care about a given accomplishment.

(3) It is highly recommended that the length of Narratives/Summaries of Action range from 2-5 pages maximum. If the writer is producing more than that, typically the write up is being crafted with too much "filler". The risk of a "fluffed up" Narrative is that the real outstanding accomplishments will get lost in the background noise of superlatives. Endorsers and Board Members will read such awards and conclude that the unit just copied and pasted their command chronology because they really did not do anything truly outstanding.

(4) For PU recommendations only, include an unclassified executive summary of the justification for the award in narrative form, no more than three pages long, including figures on friendly and enemy casualties, number and types of personal awards issued as a result of the action, and a description of damage incurred by both sides.

f. Proposed Citation. Example: "For exceptionally meritorious service (achievement) during assigned missions from (day, month, year) to (day, month, year) . The personnel of NAME OF PRINCIPLE UNIT conducted challenging support missions in an outstanding fashion, leading the way in operational employment, professional innovation and tactical development. NAME OF PRINCIPLE UNIT mobilized, deployed and began combat operations within ten days of receiving their mobilization orders in support of Operation IRAQI FREEDOM. Assigned to various Joint commands, the NAME OF PRINCIPLE UNIT completed more than 1,500 combat flight hours and 850 combat sorties in direct support of

U.S. and multi-national forces. Their exceptional efforts significantly impeded enemy forces from taking action against Coalition forces. NAME OF PRINCIPLE UNIT 'S unparalleled record of achievement affirms the outstanding technical ability and esprit de corps of the NAME OF PRINCIPLE UNIT. By their truly distinctive achievements, extensive enthusiasm, and unfailing devotion to duty, the officers, enlisted personnel and civilian employees of NAME OF PRINCIPLE UNIT reflected credit upon themselves and upheld the highest traditions of the United States Naval Service."

6. Endorsements/Routing

a. Recommendations for all PU, NU, and MU awards shall be forwarded to the awarding authority through either the administrative (for sustained performance) or operational (for deployment) chain of command, as appropriate. If a type commander and/or fleet commander are part of the appropriate chain of command, the recommendation shall be forwarded through them for comment and recommendation. CNO or CMC, as appropriate, will endorse the recommendation when SECNAV is the approval authority.

b. If the recommended unit has operated under a Combatant Commander for any portion of the meritorious period, the recommendation must be forwarded via the Combatant Commander for endorsement and to prevent duplication of awards.

c. For reserve units, include an endorsement by the active component command the unit regularly reports to/mobilizes with. Also include an endorsement by the commander under whom the service or act was performed, if it is other than the active command to which the unit is regularly assigned.

AWARD ROUTING (GENERAL)

1. Awards must be routed through the chain of command in place during the action period.
2. Awards should only be forwarded to another unit once the commander has endorsed the award.
3. To Forward an award, Assign to the Unit Awards Admin
4. Select "Forward to Unit"
5. Select the next higher unit in your chain of command. It is important to include amplifying or administrative notes in the history and comments, especially if there are special considerations or circumstances involving the award case.

TROUBLESHOOTING ACCESS AND TECHNICAL ISSUES WITH IAPS

1. Error: Manpower portal asks you to register, even though you recently registered or using iAPS.

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a. Wait 1 hour. Often times this error occurs when the iAPS host "Manpower Information Portal" has temporary server issues or gets taken down for brief maintenance. Service is typically restored within a few hours.

b. If the site is still not working, attempt to re-register. Then attempt to log in again.

c. If the site is still not working wait 24 hours.

2. Common fixes for General iAPS issues:

a. Clear SSL Slate

b. Re-Register on the Manpower portal:
<https://www.manpower.usmc.mil/registration>

c. Adding iAPS to trusted sites: <https://www.manpower.usmc.mil/iaps>

d. Ensuring you are using Internet Explorer 64-bit version

e. Delete the contents of the Temporary Internet Files folder

f. If a copy of the Web page is in the Temporary Internet Files folder, the page may not display as expected. To resolve this problem, you must delete the contents of this folder. To do this, follow these steps:

(1) On the Tools menu in Internet Explorer, click Internet Options, and then click the General tab.

(2) Click Delete Cookies, and then click OK.

(3) Click Delete Files, and then click OK.

(4) Click Clear History, and then click Yes.

(5) Click OK.

g. If the above fails, use an earlier version of Internet Explorer, Google Chrome, or Mozilla Firefox (if available). Ensure you add <https://www.manpower.usmc.mil/iaps> to your trusted sites.

3. Sending an Error Report to MMMA-2: If access to iAPS still does not work, email MMMA-2 with the following information:

a. **If the error occurred when working with a particular awards case, copy and paste the award's hyperlink.**

b. Screen shots of any error messages.

c. Operating System Information.

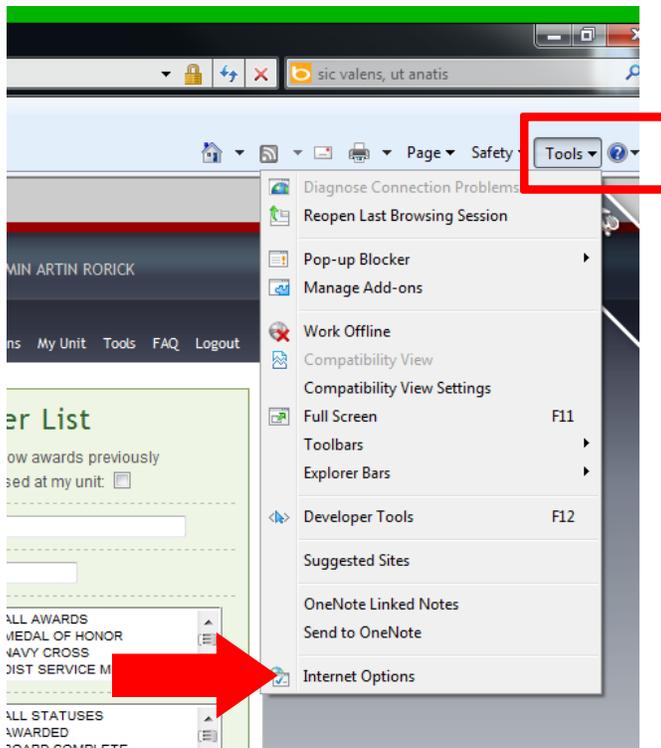
d. Version of Internet Explorer: 64-bit or 84-bit etc

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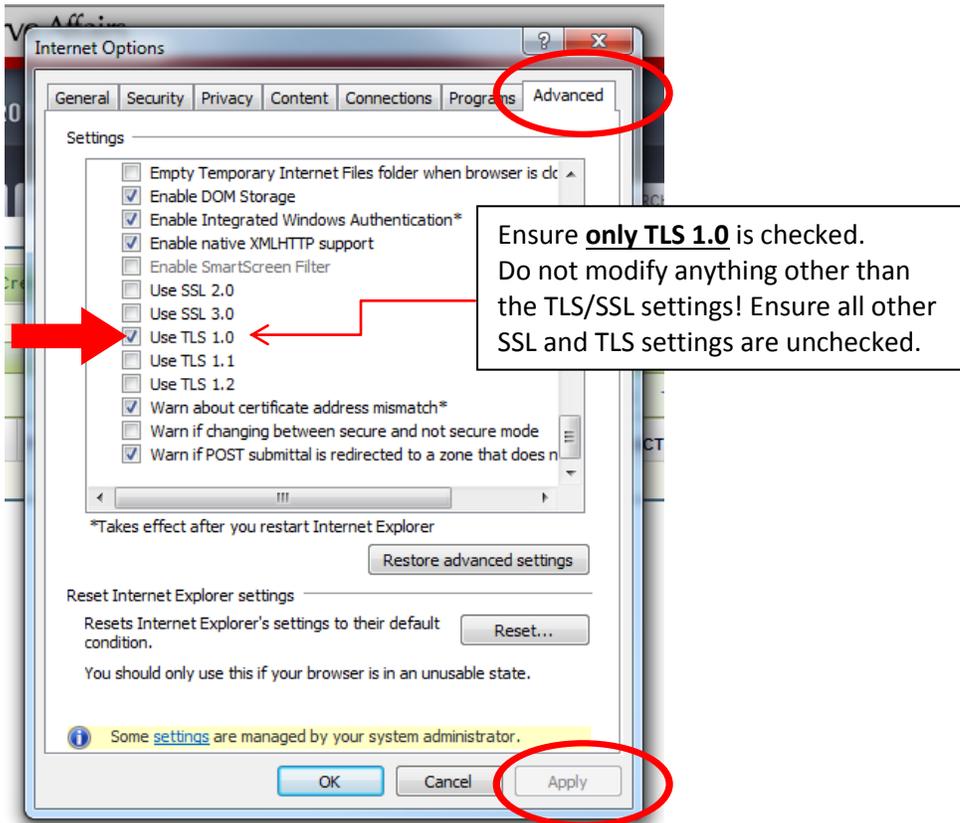
- e. What Network Domain is your organization running on?
- f. What are the issues you are experiencing?
- g. When did you start experiencing these issues?
- h. When the last time iAPS was operating normally?
- i. When was approximately the last time you got a new CAC card or updated your CAC certificates?

4. CHECK SECURITY SETTINGS. MARFORCYBER/DISA have mandated that Internet Explorer operate using TLS 1.0 only, due to vulnerabilities with SSL. The servers for iAPS have been updated to allow compatibility with TLS 1.0 settings, and now require that users have TLS 1.0 enabled only to ensure optimal user access with iAPS and other Manpower Portal sites.

- a. Open Internet Explorer (the 64-bit version works the best).
- b. Select "Tools" from the top right hand corner and go to "Internet Options". This button may be identified as a circular cogwheel in the top right of his browser window on newer versions of IE (and is also accessible by pressing the ALT and O [as in Oscar] keys simultaneously.)



c. Click the "Advanced" tab. Scroll down to the TLS/SSL settings under "Security". Select only TLS 1.0. Uncheck all other TLS and SSL settings.



d. Click the 'Content' tab. Press "Clear SSL slate then "Okay".



ORIGINATING/CREATING AN AWARD RECOMMENDATION

1. Log-on to the HQMC awards website at: <https://www.manpower.usmc.mil/iaps/>. NOTE: SCREEN SHOTS WILL APPEAR FOLLOWING THE SET OF ACTIONS DESCRIBED FOR EACH PICTURE.
2. Click on the CREATE AWARD tab. NOTE: if you some is enlisted or a junior officer preparing an award for another originator, refer to the "Prepare For" section of this guide after this section for additional instructions.
3. Click on a Personal Award. A window will refresh, when it does it will ask you to type a SSN, service, and the From/To dates for the award. Press submit.

Create Navy & Marine Corps Achievement Medal Award

Full SSN: OR Foreign

Service:

From: (MM-DD-YYYY)

To: (MM-DD-YYYY)

4. STEP 1 ORIGINATOR:

a. The next page that opens is the originator page. It will ask you to review your unit mailing address, full name, title, email address and phone number. Once verified, click next.

b. IMPORTANT: For *TRUSTED ASSISTANTS*, submit on your own behalf then choose to prepare it for someone else (Assign to Another Originator) when you get to Step 6 (otherwise the award will be originated by General SoAndSo on behalf of General SoAndSo). See the "Preparer For" section for more detailed information. In some cases, Trusted Assistant permissions will allow users to originate awards improperly (originator information is filled with an enlisted Marine's information or an originator is junior to the recipient). If a trusted Assistant originates an award without using the "Prepare for" feature, an erroneous award will be created that will not be valid.

c. A note on numbering in this section: this section is divided into "Steps" and "Blocks". Each "Step" matches up with a different

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section the user experiences as they walk through the award origination process. Each "Block" matches up with a corresponding numbered data entry line. Additionally, up through block 21, these block numbers will generally match the block numbers on the NAVMC 11533 form.

STEP 1: ORIGINATOR	STEP 2: NOMINEE	STEP 3: AWARD	STEP 4: SUMMARY OF ACTION	STEP 5: CITATION	STEP 6: ROUTING
Originator: The auto-populated info below is provided from your profile. Please enter all other necessary information.*					
Unit Mailing Address:* HEAD, PERSONAL AWARDS SECTION (MMA-2) HQM PERSONNEL MANAGEMENT DIVISION 3280 RUSSELL RD QUANTICO VA 22134 5103					
Last Name: BEGALA					
First Name: JOSEPH BELA					
Rank: CAPT					
Title: Head, Personal Awards Section (MMA-2)					
E-mail: joseph.begala@usmc.mil					
Phone: 703-432-9279					
Originate this award: Select one Select one On my own behalf On behalf of GEN AMOS					
Back		Next		Cancel	

5. **STEP 2 NOMINEE**: The second page that opens is the nominee page. You will need to verify the nominees SSN, MOS, full name, rank, and UIC. Note: the rank should be the highest rank held by the nominee during the action dates. Once verified, click next.

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STEP 1: ORIGINATOR **STEP 2: NOMINEE** STEP 3: AWARD STEP 4: SUMMARY OF ACTION STEP 5: CITATION STEP 6: ROUTING

Nominee: The auto-populated info below is provided from personnel records. Please enter all other necessary information.*

1. SSN: *****0000

2. DESIGN/EC/MOS: [text box]

3. Last Name: [text box]

3a. First Name: [text box]

3b. MI: [text box]

4. Component: [ACTIVE]

5. Rank: [text box]

6. Warfare Designator (Navy use only): N/A

7. Nominee's Unit Identification Code (UIC): HEADQUARTERS USMC (R/U) M54000 [Change Unit]

[Back] [Next] [Comment] [Cancel]

6. **STEP 3 AWARD:** Auto-populate will generate blocks 12, 14, and 19 based on MCTFS/MOL.

7. You must verify all these blocks when filling in the rest of the form. Some changes may be needed before submitting the award.

8. **Block 8.** RECOMMENDED AWARD: Select the appropriate personal award using the drop down menu (i.e. NA, NC, BS, ect). This will already be preselected based on the initial award level selection.

9. **Block 9.** SPECIFIC ACHIEVEMENT: The question here really is whether this award is an Impact Award for a single event. Click "yes" or "no".

10. **Block 10.** Type: Choose the appropriate one.

- a. Heroic: For valor or heroism.
- b. Meritorious: For meritorious service or acts.
- c. Heroic Posthumous: For valor or heroism and member is deceased.
- d. Meritorious Posthumous: For meritorious service and member is deceased.
- e. MIA: Member is classified as Missing in Action.

11. **Block 11.** NUMBER OF AWARD OF RECOMMENDED MEDAL (i.e. 1st award, 2nd award, 3rd award): The default is 1. If this is the second or subsequent award, type in the appropriate number. *For example, if a*

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Marine was previously awarded two Navy and Marine Corps Achievement Medals (NAM's), and this award recommendation is another NAM then the number here should be "3" for 3rd Award of the Navy and Marine Corps Achievement Medal.

12. **BLOCK 12**. ACTION DATE/MERITORIOUS PERIOD: This is the period covered for the award. NOTE, this date should be the same across the Summary of Action and Citation as well. In the case of retirement or end of service, the end date should be the last date the member is present for duty or the day before the commencement of any terminal leave.

13. **BLOCK 13**. GEOGRAPHIC AREA OF ACTION/SERVICE: Select as appropriate. If the one you want is not listed, put "other" and write it in.

14. **BLOCK 14**. EXP OF ACTIVE DUTY: Auto-populates, verify.

15. **BLOCK 15**. OCCASION OF PRESENTATION and ESTIMATED DATE OF DETACHMENT/CEREMONY: Choose the date of detachment or desired presentation date. Put the occasion for the presentation ceremony.

- a. Retirement: Award is to be presented for member's retirement.
- b. Transfer: Award is a PCS/end of tour award.
- c. Terminal Leave: Award is to be presented before member's EAS.
- d. Impact: Award is an impact award AKA, 12 months or less.

16. **BLOCK 16**. NEW DUTY STATION: If the member is detaching or has detached to a new command, put the name of the command and its address. Otherwise put the Marine's confirmed home address and contact info.

17. **BLOCK 17**. UNIT AT TIME OF ACTION/SERVICE: Enter the name of the specific sub-unit/activity to which the awardee was assigned during the meritorious period.

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STEP 1: ORIGINATOR	STEP 2: NOMINEE	STEP 3: AWARD	STEP 4: SUMMARY OF ACTION	STEP 5: CITATION	STEP 6: ROUTING
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Award: Make sure all fields below are complete and correct when necessary. *Mandatory fields are in red.

8. Recommended Award*

9. Specific Achievement (Impact Award):* Y N

10. Type:*

11. Number of Award of Recommended Medal:*

12. Action Dates / Meritorious Period:* to

13. Geographic Area of Action / Service:*

14. Exp. of Active Duty: INDEF If Retirement (Number of Years)

15. Occasion of Presentation:*
Estimated Date of Presentation:

16. New Duty Station:
(Home address if separation anticipated):*

17. Unit at Time of Action / Service:*

18. **BLOCK 18**. DUTY ASSIGNMENT: Enter the billet(s) title or duty assignment.

19. **BLOCK 19**. PREVIOUS PERSONAL DECORATION AND PERIOD RECOGNIZED: This box will auto-populate if the awardee has awards that were awarded to him/her. If there are no awards, type "N/A". It is important that his block is verified and accurate. For other service awardees, this block will require the originator to verify their service records.

20. **BLOCK 20**. PERSONAL AWARDS RECOMMENDED NOT YET APPROVED: If there are no awards that the awardee is waiting for, then type "N/A".

21. **BLOCK 21**. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: Add Marines that are being recommended for the same act or check the "No other personnel..." block. Click next to get to the next step.

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17. Unit at Time of Action / Service:*	<input type="text"/>
18. Duty Assignment:*	<input type="text"/>
19. Previous Personal Decorations	<input type="text"/> (Format: Two Letter Award Code - MM/DD/YYYY)
20. Personal Awards Recommended Not Yet Approved:	<input type="text"/> (Format: Two Letter Award Code for MM/DD/YYYY - MM/DD/YYYY submitted on MM/DD/YYYY)
21. Other Personnel Being Recommended for Same Action: (Select USMC-affiliated personnel. Type non-affiliated personnel into the text block.)	<input type="button" value="Add Marine"/> <input type="checkbox"/> No other personnel recommended for this award.
	<input type="text"/> (Format: Grade Last Name, First Name Middle Initial)
<input type="button" value="Back"/> <input type="button" value="Next"/>	<input type="button" value="Comment"/> <input type="button" value="Cancel"/>

22. **STEP 4: BLOCK 22. SUMMARY OF ACTION:**

a. Either type or cut and paste from a word document, then press next. Check the box on whether this info was personally known to you or if you are preparing the award based on some other documentation.

b. All Marine Corps awards require a detailed Summary of Action. Avoid generalities and excessive use of superlatives. Present an objective summary, giving specific examples of the performance and the manner in which it was accomplished, together with the results and benefits derived. The amount of detail and supporting documentation required depends upon the circumstances and the nature of the award being recommended; in general, a single page will suffice. You can also attach any relevant documents at this point by clicking the attach button.

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STEP 1: ORIGINATOR	STEP 2: NOMINEE	STEP 3: AWARD	STEP 4: SUMMARY OF ACTION	STEP 5: CITATION	STEP 6: ROUTING
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Summary of Action: Please describe the activities recognized in this award recommendation.*
If you manually type your SOA into iAPS, please save your work at least once every 15 minutes to avoid a loss of information that could occur if your session times out.

22. I certify the facts contained in the summary of action are:* Known to me A matter of record

ABC

Back Next Save Draft Comment Attach Cancel

23. **STEP 5: BLOCK 23.** CITATION: Either type or cut and paste from a word document, then press next. SPELL CHECK BEFORE YOU DO THIS. See **Per SECNAVINST 1650.1H pgs. 2-12 to 2-15** for more detail.

a. PART 1: CITATION OPENING SENTENCE

(1) (COMPONENT 1 of 2) Formal Standard Initial Phrasing:

(a) Medal of Honor: "For conspicuous gallantry and intrepidity at the risk of his/her life above and beyond the call of duty ... "

(b) Navy Cross: "For extraordinary heroism ... "

(c) Distinguished Service Medal: "For exceptionally meritorious service to the Government of the United States in a duty of great responsibility ... "

(d) Silver Star Medal: "For conspicuous gallantry and intrepidity in action ... "

(e) Legion of Merit: "For exceptionally meritorious conduct in the performance of outstanding service ... "

(f) Distinguished Flying Cross: "For heroism (or extraordinary achievement) while participating in aerial flight ... "

(g) Navy and Marine Corps Medal: "For heroism ... "

(h) Bronze Star Medal: "For heroic achievement (or meritorious achievement) (or meritorious service) (or heroic service) in

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connection with combat operations against the enemy (or operations involving conflict with an opposing foreign force) ... "

(i) Meritorious Service Medal: "For outstanding meritorious achievement or service ... "

(j) Air Medal: "For heroic (or meritorious) achievement in aerial flight ... "

(k) Navy and Marine Corps Commendation Medal: "For meritorious service (or meritorious achievement) (or heroic service) (or heroic achievement) while serving as ... "

(l) Navy and Marine Corps Achievement Medal: "For professional achievement (or heroic achievement) in the superior performance of his/her duties while serving as ... "

(2) (COMPONENT 2 of 2) MEMBER/UNIT IDENTIFICATION: The second part of the citation's opening sentence identifies the recipient by name, describes specific duty assignments, his/her general accomplishments and the outstanding personal attributes displayed. e.g. (COMPONENT 1- [*For outstanding meritorious service...*] COMPONENT 2- [*...while serving as (Billet, Unit), Regimental Combat Team 8, 2d Marine Division (Forward) from (Month year) to (Month year) in support of Operation ENDURING FREEDOM.*])

b. CITATION BODY. Statement of Heroic/Meritorious Achievement or Service describes specific duty assignments, his/her accomplishments and the outstanding personal attributes displayed.

(1) All items mentioned in the citation must be mentioned in the Summary of Action. The Citation should be highlights from the Summary of Action.

(2) CITATION RETIREMENT STATEMENT (FOR RETIREMENT AWARDS): It is appropriate to indicate the years of service for a retirement award in the second to last sentence i.e. "Captain Doe's superior performance of duties highlights the culmination of 24 years of honorable and dedicated service."

c. CITATION END SENTENCE/COMMENDATORY REMARKS. The phrasing format in this part is formal and standardized. Deviations from this format should not be made.

(1) The third part of the citation states that the outstanding attributes, mentioned or implied in the second part, "reflected credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service." **If an award is given in the name of the President, then the individual has reflected "great credit" upon himself/herself (Air Medal and above)** . In the case of Marines, use " ... traditions of the Marine Corps and the United States Naval Service." (Note: for sailors this last part should read "traditions of the United States Naval Service").

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(2) There are two options for the format of the last sentence i.e. when to use HIM/HER and when to use HIMSELF/HERSELF:

(a) Beginning with the individual's name: "First Lieutenant Doe's bold leadership, wise judgment, and complete dedication to duty reflected great credit upon him and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service."

(b) Beginning with the three attributes: "By his bold leadership, wise judgment, and complete dedication to duty, First Lieutenant Doe reflected great credit upon himself and upheld the highest traditions of the Marine Corps and the United States Naval Service."

STEP 1: ORIGINATOR STEP 2: NOMINEE STEP 3: AWARD STEP 4: SUMMARY OF ACTION **STEP 5: CITATION** STEP 6: ROUTING

Citation: Please enter the official citation.
If you manually type your Citation into iAPS, please save your work at least once every 15 minutes to avoid a loss of information that could occur if your session times out.

[Click here for Citation examples in SECNAVINST 1650.1H](#)

PROFESSIONAL ACHIEVEMENT (or HEROIC ACHIEVEMENT) IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES WHILE SERVING AS...
...REFLECTED CREDIT UPON (HIM/HER OR HIMSELF/HERSELF) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

986 characters left.

Back Next Save Draft Comment Attach Cancel

24. **STEP 6 ROUTING:** The last thing you will do is submit the award to the next originator/endorser/Unit Admin. Consult with your Unit Admin to ensure that the award is processed per the unit's SOP's. Once you select the correct option, press Submit Recommendation.\

a. In some cases, Trusted Assistant permissions will allow users to originate awards improperly (originator information is filled with an enlisted Marine's information or an originator is junior to the recipient). If a trusted Assistant originates an award without using the "Prepare for" feature, an erroneous award will be created that will not be valid.

b. After you submit recommendation, ensure that you "View Award" immediately and verify that the originator block is accurate. If it shows an enlisted originator or an originator that is junior to the

award recipient, the user must immediately rescind the award as invalid.

HOME CREATE AWARD REPORTS AWARDS BOARDS MANAGE USERS CAR/HSM PH ARCHIVE My Permissions My Unit Tools FAQ Logout

STEP 1: ORIGINATOR STEP 2: NOMINEE STEP 3: AWARD STEP 4: SUMMARY OF ACTION STEP 5: CITATION STEP 6: ROUTING

Routing: Please identify the next person in your chain of command who must take action on this award. If you are unsure of who to route this award to, or the next person in your chain of command does not appear, choose "My Unit Award Administrators".

To: Endorser

Reviewer

Another Originator
Note: If you are preparing this award for another officer, select this option.

My Unit Award Administrators

Back Next Save Draft Comment Attach SUBMIT RECOMMENDATION Cancel

DRAFTING AN AWARD FOR SOMEONE ELSE TO BE THE ORIGINATOR (PREPARE FOR)

1. Ensure that you are a "Preparer for" the user you want to draft an award for. You will find this option under the "My Permissions Tab". **IMPORTANT:** if you have Preparer permissions and there are no names listed under this permission, then DO NOT attempt to draft any awards. This means the Originator you are supposed to prepare for is no longer in the unit. The awards you draft will have blank originator blocks and will be invalid, requiring that they be rescinded.

Current Permissions

- HQMC Admin
- Unit Admin
- Endorser
- Trusted Assistant AMOS, JAMES F (General)
- Reviewer
- Board Member
- Originator
- Preparer For (BUTTRAM LTCOL RUSSELL | FREUND CIV LEE WILLIS |)
- Awarding Authority

2. Click on the "Create Award" tab on the iAPS home page.
3. Select the level of award you want to originate.
4. Read all of the pop up screens as they arise.
5. NOTE FOR TRUSTED ASSISTANTS. When you get to this screen (Step 1), at the "Originate this award" section, ensure that you select "on my behalf" NOT on behalf of someone else (for those with TA permissions), you will Assign to Originator at a later stage (Step 6). If steps 1-5 are completed improperly the origination fields will be blank or will cause a junior or enlisted Marine to be the originate an award erroneously. Such erroneous awards will be invalid and will require re-origination.

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STEP 1: ORIGINATOR | STEP 2: NOMINEE | STEP 3: AWARD | STEP 4: SUMMARY OF ACTION | STEP 5: CITATION | STEP 6: ROUTING

Originator: The auto-populated info below is provided from your profile. Please enter all other necessary information.*

Unit Mailing Address: HEAD, PERSONAL AWARDS SECTION (MMA-2)
HQMC PERSONNEL MANAGEMENT DIVISION
3280 RUSSELL RD
QUANTICO VA

Last Name: BEGALA
First Name: JOSEPH BELA
Rank: CAPT
Title: Head, Personal Awards Section (MMA-2)
E-mail: joseph.begala@usmc.mil
Phone: 703-432-9279

Originate this award: Select one

6. When you get to Step 6, choose the originator you want to originate the award on behalf of. Click Submit Recommendation.

STEP 1: ORIGINATOR | STEP 2: NOMINEE | STEP 3: AWARD | STEP 4: SUMMARY OF ACTION | STEP 5: CITATION | STEP 6: ROUTING

Routing: Please identify the next person in your chain of command who must take action on this award. If you are unsure of who to route this award to, or the next person in your chain of command does not appear, choose "My Unit Award Administrators".

To: Endorser
 Reviewer
 Another Originator: FREUND CIV LEE WILLIS
Note: If you are preparing this award for another officer, select this option.
 My Unit Award Administrators

Back Next Save Draft Comment Attach SUBMIT RECOMMENDATION Cancel

7. Once sent to Another Originator, that member will need to access iAPS and choose to "Originate" the award.

PROCESSING U.S. AWARDS FOR FOREIGN SERVICE MEMBERS (NON-COMBAT/GARRISON)

For non-combat foreign awards for O-6 and below, MSM and below, the following items must be completed prior to submission to MMMA-2:

1. NCIS background check (must be within 6 months by the time MMMA receives).
2. Concurrence from U.S. Defense Attache for the recipient's home nation.
3. Concurrence from U.S. Chief of Mission at the U.S. Embassy for the recipient's home nation.
4. Endorsement by the chain of command before forwarding to HQMC.

AFTER RECEIPT BY MMMA-2 THESE ACTIONS WILL OCCUR:

5. HQMC Board's the award and routes to the CMC for endorsement.
6. Award is forwarded to the Navy Department Board of Decorations and Medals for SECNAV level boarding.
7. Following boarding, awards is sent to the SECNAV for approval/disapproval.
8. Award is routed back to the submitting unit or the U.S. Embassy in the recipient's home nation via secure mail for presentation.

Guidance on awards for foreign service members is contained in SECNAVINST 1650.1H, MARADMIN 398/10, and MARADMIN 021/13.

Revised background check requirements are published in MARADMIN 021/13 which requires an NCIS check, but not a DIA check unless it's for a general/flag officer submitted for the Legion of Merit (LM) (in the 4 degrees). In the case of an award for a foreign general/flag officer or an award of the Legion of Merit (LM) (in the 4 degrees), a DIA background check is required along with the requirements listed in ALNAV 060/11: (<http://www.public.navy.mil/bupers-npc/reference/messages/Documents/ALNAVS/ALN2011/ALN11060.txt#>)

PROCESSING U.S. AWARDS FOR FOREIGN SERVICE MEMBERS (COMBAT AREA)

Awarding authority for Navy and Marine Corps Commendation Medal w/ Combat "V" and below has been delegated to some Marine Component Commanders. Commands and originators should therefore consult with guidance published by their Marine Component Commander.

Regardless, all awards for foreign service members require the following elements prior to approval by a delegated awarding authority:

1. NCIS background check.
2. Concurrence from U.S. Defense Attaché for the recipient's home nation.
3. Concurrence from U.S. Chief of Mission at the U.S. Embassy for the recipient's home nation.

UTILIZING IAPS ARCHIVES

The improved Awards Processing System (iAPS) is available to all iAPS users and can be utilized to find any award that has been approved, processed, and archived by CMC (MMMA) in iAPS. It is also one of the best sources to utilize in creating an award. Obtain the name of the person that previous held the billet and check to see if they were put in for an award, if not, try the name of the person that held the billet before them. If this doesn't work, then just do a generic search for the type of award you want to create. Then you can take this information and utilize it as a starting point in creating the new award. Please do not plagiarize. Only utilize the information as a starting point.

To get into iAPS Archives → Log into iAPS.

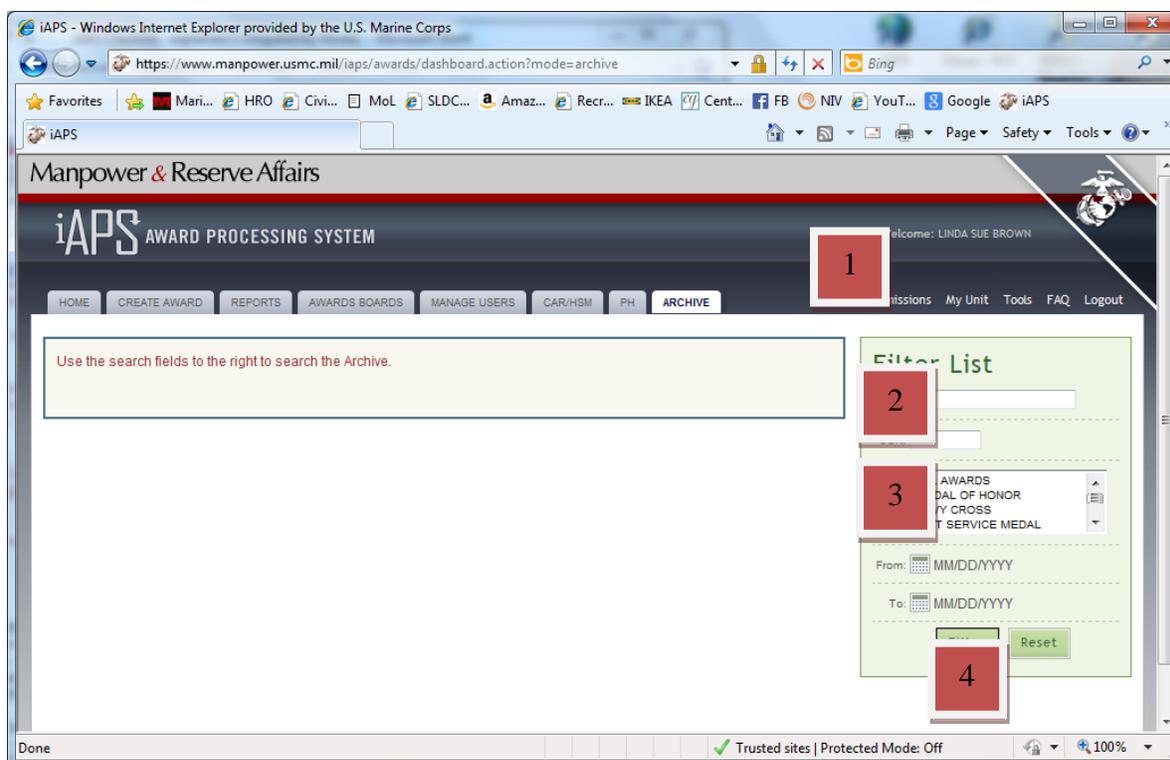
1 - Click on the Archives tab.

2 - Input information exactly like it would appear on the 11533. Input last name and last four of SSN for best results. If last four is unknown...input last name comma space then first name. If at all possible, you just want to input the last name because if the individual has a suffix (e.g. Jr., III) to his last name and it is not inputted exactly like it appears in the system, it will not pull up the information.

3 - Choose "All Awards". You want to choose all awards just in case the award you are looking for was put in as a different award and it was upgraded/ downgraded/zz'd etc...

4 - Then click on the Filter Button.

You will have to find the award in question when the list shows up. Ensure it is the right award by verifying the last four of the individual.



CREATING A UNIT OR CHANGING UNIT INFORMATION IN IAPS

1. Creating Temporary Units (often for "Forward" units)

a. Note: In most situations, a "Forward" iAPS account will not be created for a unit unless it is a Division or MEF command element that retains a forward commander and a garrison commander.

b. Submit documentation of the formation of a forward unit to MMMA-2 (operations order, etc). If the documentation is classified either send a redacted version via NIPR or transmit via SIPR to joseph.begala@hqmc.usmc.smil.mil. Include who the initial Unit Admins will be so that MMMA-2 can assign necessary initial permissions.

c. NOTE: temporary accounts must be closed down properly when the temporary unit disbands. See below.

2. Creating a New Unit or changing an existing one.

a. Submit a copy of the relevant Marine Corps Bulletin 5400 to MMMA-2. Ensure you highlight the portion of the bulletin that states the effective date, the unit's new name, RUC, and MCC.

b. If this is a creation of a unit, include the name of the initial Unit Admin.

c. Note: UIC's, once established cannot be changed. If there is a change to the command's UIC, in order to change it we will need to

completely close the old account. It is preferred to use the old UIC designation.

3. Closing down a temporary or garrison account.

a. Forward all award cases out of the iAPS account to your higher unit or appropriate command.

b. Remove all permissions from all members.

c. Submit a request to MMMA-2 and/or a copy of the relevant Marine Corps Bulletin 5400.

d. MMMA will move all users out of the account, designate the iAPS account as "inactive" and make it non-visible for awards forwarding, etc. This will prevent awards from being sent to "dead end" accounts.

PROCESSING PROCEDURES FOR THE HUMANITARIAN SERVICE MEDAL (HSM)

For HSM's Announced Prior to 25 November 2013:

1. Requesting member completes/coordinates Naval Letter HSM Package or AA Form (Complete a Naval Letter package if submitting on behalf of others. Complete an AA form in submitting on behalf of yourself only).
2. Endorsement. HSM Packages prior to 25 November 2013 requires endorsement by the O-6 level commander that was in charge of the recommended individuals during the time of action.
3. Requestor submits Naval Letter HSM Package to MMMA-2.
 - a. Submission must be via email to SMB account:
smb_hqmc_pers_awards@usmc.mil
 - b. Submission must include PDF copy of package, plus an Excel list of all submitted recipients. (Format for all Excel sheet see Note 1).
 - c. Copy of the publishing MARADMIN/Message must be included as an enclosure.

(MMMA PROCEDURES)

4. Naval Letter HSM Package is received by MMMA-2.
5. MMMA-2 reviews package and verifies recipients. MMMA-2 checks for:
 - a. Correct submission of individuals (verify personnel data of submitted recipients).
 - b. Operation name and dates vs. the proposed meritorious action period.
6. MMMA-2 end processes verified/approved package
 - a. MMMA-2 enters approved individuals to database
 - b. MMMA-2 reports on MCTFS
 - c. Files completed package with UD page as coversheet.
7. MMMA-2 responds to requestor.

For HSM's Announced After 25 November 2013

1. PROCEDURES WITHIN 1 YEAR OF RELEASE OF MARADMIN ANNOUNCING A SPECIFIC HSM

- a. Designated endorsers may submit multiple rosters (e.g. one or more from each of their subordinate battalions) or consolidate the list into a single IAPS record. Commands may submit additional rosters as needed if they identify additional eligible participants. CMC (MMMA) requires only the endorsement of a designated command and a properly formatted iAPS record to process additions efficiently. The command that is responsible for processing these rosters is the listed command on the announcing MARADMIN.
- b. Recommendations for Marines assigned to Joint or Other Service Command. Senior Marine Component Commander and their command is designated as the administrative processing node for any Marine assigned to a Joint or Other Service Command that was approved to participate in the HSM. The designated Senior Marine Component Commander is required to endorse all of these packages via iAPS. Though not required, it is recommended that the processing unit/senior command require the submitting unit/Marines to include an endorsement from the O-6 level Joint or Other Service commander that was in charge of them during the operation. This endorsement should be included as an attachment in the HSM iAPS case.
- c. Endorsement of HSM package:
 - i. During this time, current unit commanders will endorse rosters after coordinating with the commander at the time of action as needed. Processing commands should include documentation of this decision in the attachments section.
 - ii. As an alternative, processing commands can choose to attach a scan the NAVMC 11533 form with the signature of the commander at the time of action. (there will therefore be no endorsement signature in iAPS when the command submits this case to the next higher or MMMA)
 - iii. NOTE: Processing commands should enter appropriate comments documenting how this HSM iAPS case was reviewed and endorsed by the commander at the time of action. (e.g. "DESIGNATED ENDORSER'S SIGNATURE (COL TARGARYEN) WAS DOCUMENTED VIA THE ATTACHMENT AND NOT IN IAPS.)
- d. Once this HSM iAPS case has either been endorsed by the designated endorser or has said endorsement attached, the processing command should forward this award in iAPS

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directly to CMC (MMMA) (iAPS UIC M54000). Before forwarding, this iAPS case must contain a roster of individuals uploaded to the roster section and attached as an excel file (see note 1) in the attachments section.

(MMMA PROCEDURES)

- e. MMMA-2 will review the iAPS case and ensure it contains the proper endorsements. If the designated endorsement is included as a scan only, MMMA-2 will manually input the documented signature.
- f. MMMA-2 will verify the roster against MCTFS/ODSE/HSM database to prevent duplication.
- g. MMMA-2 will end process HSM iAPS case:
 - i. Report on MCTFS
 - ii. Enter to HSM Database located in iAPS.
 - iii. Archive HSM iAPS case.
- h. File hard copy of UD roster and iAPS case in the HSM file folder.

2. ADMINISTRATIVE PROCEDURES AFTER 1 YEAR OF MARADMIN'S PUBLISH DATE

- a. Requesting member completes/coordinates Naval Letter HSM Package
 - i. Naval Letter HSM Package must be endorsed by the O-6 level commander that was in charge of the recommended individuals during the time of action.
 - ii. Package must be endorsed by one of the designated endorsers listed in the publishing HSM MARADMIN at a minimum.
- b. Requestor/endorser submits Naval Letter HSM Package to MMMA-2.
 - i. Submission must be via email to SMB account: smb_hqmc_pers_awards@usmc.mil
 - ii. Submission must include PDF copy of package, plus an excel list of all recipients. (see note 1).
 - iii. Copy of the publishing MARADMIN/Message must be included as an enclosure.
- c. Naval Letter HSM Package is received by MMMA-2.

(MMMA PROCEDURES)

- d. MMMA-2 reviews package and verifies recipients. MMMA-2 checks for:
 - i. Correct submission of individuals (verify personnel data of submitted recipients).
 - ii. Operation name and dates vs. the proposed meritorious action period.
- e. MMMA-2 end processes verified/approved package
 - i. MMMA-2 enters approved individuals to database
 - ii. MMMA-2 reports on MCTFS
 - iii. Files completed package with UD page as coversheet.
- f. MMMA-2 responds to requestor.

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*****End Note 1 - Example Excel sheet can be downloaded from iAPS under the CAR/HSM Database:
 All rosters will include the following columns (depicted as columns (A) through (N):

(A) (SSN) Enter full nine digit social security number. no spaces or dashes. Do not include the leading zero from MCTFS.

(B) (LNAME) Member's last name as it appears in Marine Corps Total Force System (MCTFS).

(C) (FNAME) Member's first name as it appears in MCTFS.

(D) (MI) middle initial.

(E) (Grade) enter the member's paygrade (e.g. e4). no spaces or dashes.

(F) (Branch) enter the member's branch of service. Use "USMC" or "USN" as appropriate (no quotes). MMMA records participation of Navy personnel assigned to marine units in the CAR - HSM database but cannot make service-specific records entries for non-Marines. Do not submit non-DON personnel. The HSM must be processed by each members parent service.

(G) (Award) enter the award code. Use "HSM" (no quotes) for all rows.

(H) (Operation) enter the operation title as listed on the MARADMIN.

(I) (FM date) Enter the start date of participation. Use the start date the individual began participation in "mm/dd/yyyy" format. Do not use any dates outside of the authorized dates stated on the MARADMIN!

(J) (TO date) Enter the end date of participation. Use the end date the individual ceased participation in "mm/dd/yyyy" format. Do not use any dates outside of the authorized dates stated on the MARADMIN!

(K) (Location) Enter geographic location.

(L) (Unit). Enter unit name.

(M) (Matrix) leave blank.

(N) (Approval date) leave blank.

Example:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	SSN	LNAME	FNAME	MI	GRADE	BRANCH	AWARD	OPERATION	FM DATE	TO DATE	LOCATION	UNIT	MATRIX #	APPROVAL DATE
3	123456789	SMITH	JIMMY	A	O4	USMC	HSM	HURRICANE BEGALA	10/19/2010	10/23/2010	CLARKE AIRBASE, VA	HMLA-69		
4	212121212	DELPHIKI	JULIAN	D	E9	USMCR	HSM	HURRICANE BEGALA	10/19/2010	10/23/2010	CLARKE AIRBASE, VA	HMLA-69		

SAMPLE HSM AA-FORM

ACTION NO.	2. SSIC/FILE NO. 1650
DATE DD MON YYYY	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) GEN, JOHN A LEJEUEN, EDIPI 123456789, 0311	5. ORGANIZATION AND STATION (Complete address) HQSVCBN, HQMC 3000 MARINE CORPS BLVD QUANTICO, VA 22134
6. VIA (As required) 06 COMMANDER ~ AT TIME OF ACTION	
7. TO: COMMANDANT OF THE MARINE CORP (MMA-2) 2008 ELLIOTT ROAD QUANTICO, VA 22134	8. NATURE OF ACTION/SUBJECT REQ FOR HSM _____ ICO SNM (NAME OF OPERATION)
10. REFERENCE OR AUTHORITY (if applicable) (a) SECNAVINST 1650.1H (b) MARADMIN 626-13 (c) MARADMIN (HSM Announcement)	9. COPY TO (As required)
	11. ENCLOSURES (if any) (1) ALL SUPPORTING DOCUMENTS ~ Orders, FITREP, Personal Awards, etc.

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. IAW references, SNM is requesting the HSM for operation _____.
(Operation)

2. The following information is provide

- a. Rank:
- b. Full Name:
- c. EDIPI:
- d. HSM Operation:
- e. Unit (at the time of HSM)
- f. Dates of participation:

3. Any other information pertaining to that HSM.

/s/



SAMPLE HSM LETTER

1650
S-1
DD Mon YYYY

From: Marine and/or Commanding Officer (Colonel/time of Action)
To: Commandant of the Marine Corps (MMMA-2)
Via: (1) [ROUTE THROUGH CHAIN OF COMMAND AWARD WAS PROCESSED, THIS LETTER MUST BE SIGNED BY OR ENDORSED BY THE O-6 LEVEL COMMANDER IN CHARGE DURING THE TIME OF ACTION]

Subj: REQUEST FOR HSM (OPERATION) CAPTAIN JIMMY R. MARINE, USMC,

Ref: (a) SECNAVINST 1650.1H
(b) MARADMIN 626-13
(c) MARADMIN (HSM Announcement)

Encl: (1) [enclose all supporting documentation]

1. IAW references, SNM is requesting the HSM for operation_____.
(Operation)

****OR****

1. IAW reference, I (Colonel - above) endorse/verify that SNM participated in HSM _____.
(Operation)

2. The following information is provide

- a. Rank:
- b. Full Name:
- c. EDIPI:
- d. HSM Operation:
- e. Unit (at the time of HSM)
- f. Dates of participation:

3. Any other information pertaining to HSM.

4. The point of contact in this matter is Staff Sergeant S. Grozney, at (703) 555-1264 or ima.marine@usmc.mil.

I. M. MARINE

Chapter 3. Adding Awards to Records, Corrections to Awards and Records

ADMINISTRATIVE CORRECTIONS TO AN APPROVED AWARD

1. Once the award has been archived in iAPS, requests for corrections must be submitted in standard Naval Letter format.

2. Minor Administrative Adjustments. For minor administrative adjustments, this correction letter can be signed by administrative personnel with by direction authority. Examples of a Minor Admin Adjustment include:

- a. Fixing inconsistencies in dates.
- b. Fixing misspellings/grammatical errors.
- c. Editing the award citation
- d. Wrong Social Security number

3. Major Administrative Corrections. Major corrections require that this letter be signed by the awarding authority that approved the award in iAPS. This is because MMMA needs to have validation of the original decision by the actual decision maker.

- a. Adding or removing material from the Summary of Action

b. Altering the recorded award decision. (e.g. awarding authority had approved an award as a Navy Comm, but the Trusted Assistant recorded a Meritorious Service Medal) If there is documentation from when the original decision was made (i.g. a routesheet, decision matrix, signed NAVMC 11533 hardcopy, etc.), then this correction letter can be signed "by-dir" with said documentation enclosed. Note: signed awards certificates do not meet this requirement.

- c. Complete change of meritorious period/action dates

4. Once MMMA-2 receives a proper correction letter, we will be able to make the requested corrections and update the iAPS archive, MCTFS, MOL, and the member's OMPF.

5. Corrections to an award does not include changing a decision to No Award or disapproving the award. See "REVOKING AN AWARD".

EXAMPLE CORRECTION LETTER		1650 G-1 Date
<p>From: Commanding General, Marine Forces, XXXX To: Commandant of the Marine Corps (MMMA)</p> <p>Subj: REQUEST TO CORRECT/CHANGE PREVIOUSLY APPROVED AWARD RECOMMENDATION <u>ICQ</u> MAJOR MARINE A. PAYNE, USMC (IAPS CASE #)</p> <p>Ref (a) SECNAVINST 1650.1H (b) Privacy Act of 1974, 5 U.S.C. § 552a</p> <p>Encl: (1) Original <u>NAVMC</u> 11533EF (2) New or Corrected <u>SOA/Citation/etc</u> (3) Supporting Documentation</p> <p>All three sets of enclosures must be included</p> <p>1. In accordance with the references, request to correct the previously approved subject named award in enclosure (1) with enclosure (2). Substantiating documentation for corrections is included in enclosure (3).</p> <p>2. This award was approved by <u>(awarding authority; if trusted assistant approved state [trusted assistant rank/name "Trusted Assistant for" awarding authority i.e. "Captain John Smith, USMC, Trusted Assistant for Lieutenant General Tommy Jones, USMC."])</u>.</p> <p>3. <u>(A detailed explanation including all information that will assist in getting issue resolved and/or description of changes and reasons for the changes).</u></p> <p>4. Point of contact for this matter is <u>XXXXXXXX</u> at <u>comm: XXXXXXXXXXXX</u> or email: <u>XXXXXXXXXXXXXXXXXXXX</u>.</p> <p>MUST be signed by awarding authority. Corrections cannot be signed by dir or by Trusted Assistant.</p> <p style="text-align: right;">I. M. COMMANDING (Awarding Authority Signature, no by <u>dir</u>)</p>		

IAPS Case # is the six (6) digit code at the end of the URL when viewing the award (i.e. https://www.manpower.usmc.mil/iaps/award.ds/viewAward.action?case_id=808263#)

All three sets of enclosures must be included

MUST be signed by awarding authority. Corrections cannot be signed by dir or by Trusted Assistant.

CORRECTIONS TO AN AWARD PRIOR TO APPROVAL

1. Any pending awards can be returned to the originating unit for corrections, HQMC does not need to correct them.
2. Units should contact the command at which the award is currently at to have it returned or forwarded.
3. To change an award level, the awarding authority only needs to overwrite the original decision. To do this, assign the award to the awarding authority. Then, the awarding authority approves the award at whichever level desired. This action replaces the previous approval signature.

ADDING AN AWARD TO A MARINE'S RECORDS: MOL/MCTFS/OMPF

1. Entry to records: MMMA-2, HQMC is the only activity authorized (and able) to report or make changes to Personal Awards on Unit Diary for display on MOL/MCTFS/MBS.
2. Civilian Awards, Letters of Appreciation, Certificates, etc

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a. Do not send to MMMA-2, MMMA-2 only processes Military Decorations at the Navy and Marine Corps Achievement Medal or above.

b. Send it to MMRP at SMB Manpower MMRP SMB.Manpower.MMSB@usmc.mil for inclusion in the member's OMPF.

3. MARINE CORPS COMMAND APPROVED AWARDS: i.e. Awards Processed through iAPS (i.e. all awards approved by a USMC command)

a. Once an award is approved, Unit Admin must "Submit to MMMA"

b. MMMA-2 will briefly review the award for compliance with SECNAVINST 1650.1H, then will process it on Unit Diary (which will post on MCTFS, MOL, MBS) and forward a copy of the NAVMC 11533 to the member's OMPF (via MMRP). Expect completion within 7 business days.

c. If the member desires a copy of their certificate to be included in their OMPF, they must send it to MMRP/OMPF Section at SMB Manpower MMRP SMB.Manpower.MMSB@usmc.mil.

d. NOTE: A copy of the NAVMC 11533 is all that is required to be kept in the member's OMPF (for Promotions Board and record purposes). It is, however, recommended that the member file a copy of the certificate in their OMPF in case the original get lost or damaged.

e. NOTE: Awards can only be sent to MMMA or completed by MMMA on or after the end of the action dates on the award. Therefore, an award will not go on the member's MCTFS/MOL/MBS until the end of the action dates is reached. If the member is pending EAS/retirement, take a copy of the NAVMC 11533 to IPAC-Separations section to have the award included on the member's DD-214.

4. NAVY COMMAND APPROVED AWARDS:

a. Email to MMMA-2 a single, good quality, PDF document with a copy of the following items:

(1) OPNAV 1650 form

(2) Citation and certificate

(3) Summary of action (required for Navy Comms and above)

b. MMMA-2 will process on Unit Diary (which will post on MCTFS, MOL, MBS) and forward a copy of the NAVMC 11533 to the member's OMPF (via MMRP). Expect completion within 7 business days.

5. Awards approved by a Joint Command

a. Email to MMMA-2 a single, good quality, PDF document with a copy of the following items:

(1) "permanent" or "special" order/endorsement/memorandum,

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(2) Certificate and citation

(3) If this Joint Award was given under a Joint Exception to Policy (standing or specific) please include a copy of the Exception to Policy Letter.

(4) MMMA-2 will process on Unit Diary (which will post on MCTFS, MOL, MBS) and forward a copy of the NAVMC 11533 to the member's OMPF (via MMRP). Expect completion within 7 business days.

b. IAW Article 221, SECNAVINST 16501.1H and MARADMIN 636/13, when DON personnel serve in a DoD agency or activity, or a Joint or Combatant Command, recognition by a DoD or Joint award, in lieu of a Department of Navy (DON) award, is appropriate. To be eligible for a Joint decoration, the individual must be permanently assigned to a Joint activity or a Joint Task Force Headquarters in a valid, verifiable Joint duty billet per manpower documentation (i.e. Joint Manning Document #) or by assignment orders/reporting endorsement.

6. OTHER SERVICE COMMAND APPROVED AWARDS: i.e. awards approved by an Army, Airforce, or Coast Guard Command

a. Email to MMMA-2 a single, good quality, PDF document with a copy of the following items:

(1) Official orders assigning or attaching the individual (vice unit) to the other service command with reporting endorsement

(2) Award recommendation form with endorsements (DA 638 or local forms)

(3) Award certificate

(4) Award citation

(5) Award summary of action

b. An eligibility verification will be made by MMMA-2 based on the information available. If insufficient evidence is available to establish eligibility for an Other Service Award then the default answer will be that the member is only eligible for a Department of the Navy (DON) award processed by the Marine's parent command during the time of action. No further action will be taken by MMMA-2. **In this case, the member is not authorized to wear, retain, or report this award in their records.**

c. If eligibility is confirmed, MMMA-2 will process on Unit Diary (which will post on MCTFS, MOL, MBS) and forward a copy of the award documentation to the member's OMPF (via MMRP). Expect completion within 14 business days.

d. MARADMIN 636/13 and SECNAVINST 1650.1H outlines Other Service Awards eligibility criteria for Marines. Unless specifically eligible

to receive Joint or Other Service Awards, Marines may only be recognized for their meritorious performance or heroism through DON awards. At any given time, Marines may be eligible for DON awards, Joint awards, or Other Service Awards, however, Marines are not eligible for more than one type of award simultaneously except as specified. Eligibility is determined based on type of billet and type of *individual* assignment to that billet.

MARINES THAT TRANSFERRED FROM A DIFFERENT COMMAND

1. For situations where Marines have been presented a personal award from a previous Marine command and the Marine does not see his/her award reflecting in their record. The Marine/Unit Admin must contact their previous command to get a status update as to why their award is not reflecting in their record. Do not contact MMMA-2.
2. However, if the Marines unit has already verified that the award as been submitted to HQMC and is archived. Then the award was most likely submitted into the Marines OMPF, but did not make it into their MCTFS, MBS, MOL.
3. In this case, the Unit Admin or service member must email MMMA-2 with a copy of the Marine's NAVMC 11533 form pulled from the iAPS Archives. MMMA-2 will process it on Unit Diary (which will post on MCTFS, MOL, MBS) and forward a copy of the NAVMC 11533 to the member's OMPF (via MMRP). Expect completion within 3 business days.

FOREIGN AWARDS TO U.S. MARINES

1. All foreign awards given to Marines must be approved by CMC. Upon presentation of a foreign award, the individual must submit a request for approval to accept and retain the award to CMC as appropriate.
2. Personnel are prohibited from wearing any foreign personal awards, unless attending a public function of the country that it was presented from. Personnel that receive foreign awards must submit their request to smb_hqmc_pers_awards@usmc.mil for approval and review.
3. Immediately upon such presentation, or once an award has been tendered, the recipient shall submit a request via the first general officer in their chain of command for approval to accept and retain the award to CMC (MMMA), as appropriate.
4. The request shall be marked "For Official Use Only - Privacy Sensitive" and contain, at a minimum, the following information:
 - a. Proposed recipient's full name, grade, social security number, current unit, and a brief description of the duty assignment during the period being recognized.

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b. Title of the decoration, the country offering it, name and title of person making the presentation, and the date and place of presentation.

c. A statement of the service for which the decoration is being offered. Enclose a copy of the citation, with an English translation. If no citation was issued, indicate this in the request. Additionally, Marine Corps personnel shall submit a color photograph of the award on a neutral background next to a Naval Service award, for scale.

d. NOTE: Personnel are PROHIBITED from wearing any foreign personal awards unless attending a public function of the country, or in the house of, or in honor of a public official or other distinguished citizen of that foreign country. When personnel attend an event where dignitaries from various countries are present, foreign personal decorations from multiple countries may be worn. In such situations when foreign personal awards are authorized for wear, they shall be worn in the manner prescribed in the applicable Navy or Marine Corps Uniform Regulations. (see example of "foreign award request package")

FOREIGN AWARD REQUEST EXAMPLE

From: Rank, Full Name, EDIPI/MOS, USMC
To: Commandant of the Marine Corps (MMMA)
Via: Commanding Officer, XTH Battalion (requires GO level endorsement)

Subj: REQUEST TO ACCEPT AND RETAIN FOREIGN DECORATION ICO RANK, FULL NAME
EDIPI/MOS, USMC

Ref: (a) Article 720, SECNAVINST 1650.1H

Encl: (1) Copy of Award Citation/Summary of Action
(2) English translation of the award text
(3) Color Photo of Award next to a U.S. decoration

1. In accordance with the reference, the following is submitted to request approval and retention of the "Name of Award" from "Origination Country", for Rank, and full Name.

2. During that time, RANK/NAME served under "unit", as the "billet description".

3. The following information is provided:

- a. Presenting Country:
- b. Title of Decoration:
- c. Name and Title of Presenter: Name, Title, Unit
- d. Date of Presentation: DD Month YYYY
- e. Place of Presentation: City/State, Country

4. Statement of service. [describe services for which decoration is being offered. i.e. "The decoration recognizes RANK/NAME's performance of duty in working with the ROKMC Headquarters staff and their tactical logistics organization, the Amphibious Support Group, in planning and executing exercises and continuing operational planning in support of the current OPLAN."]

5. Request confirmation from MMMA on the final disposition of this request and request a copy of this citation be entered into the member's Official Military Personal File (OMPF).

Chapter 4. Certificates and Commendatory Correspondence

PRODUCTION OF CERTIFICATES, REPLACEMENT OF CERTIFICATES

1. The command that approves an award is responsible for printing/signing the award certificate and forwarding for presentation as appropriate.
2. Marines must go back to the awarding authority that approved their award to request a reprint of their Certificate/Citation if they was lost, never received, or contained errors.

3. For awards approved by the Commandant of the Marine Corps, contact MMMA-2 to request a reprint.
4. Authority/Reference. SECNAVINST 1650.1H Article 222.3.b.

Chapter 5. Information for Awarding Authorities

MOVSM CRITERIA (OUTSTANDING VOLUNTEER SERVICE MEDAL)

1. For Marine Corps and Navy personnel, the Secretary of the Navy has established a minimum period of sustained outstanding volunteer service by inclusion of the following sentence: 'the DON views the sustained time period to be three years.' therefore, commanders are not authorized to approve the MOVSM in cases where the Marine has not completed a minimum sustained period of outstanding voluntary service of three years.
2. Commanders may issue a Letter of Continuity to Marines who have not completed the minimum period of three years of sustained outstanding volunteer service prior of transferring to another command. That allows the gaining commander to include the previous period if the marine continues the same outstanding voluntary service to the community at the new command.
3. Additionally, commanders must ensure that the voluntary service to be recognized is provided to the community, is voluntary in nature, and has no discernible nexus to a military mission. Activities performed in the capacity as a U.S. Marine are not eligible activities and are considered a military mission whether or not that individual or the unit was specifically tasked. These activities include but are not limited to Toys-For-Tots, Funeral Detail, Color Guard, or other Marine Corps sponsored/run events. See MARADMIN 514/09.

NAVY COMM (NC) AWARDING AUTHORITIES (O-6 COMMANDERS)

1. O-6 level commanders may approve one Navy and Marine Corps Commendation Medal per 50 Marines and Sailors listed on their normal table of organization.
2. O-6 level commands are responsible for tracking the number of NC's approved in a given year.
3. When O-6 level commanders meets the year's quota, they are required to endorse and forward the award to the next level for approval.

Chapter 6. Points of Contact

PERSONAL AWARDS SECTION, AWARDS BRANCH, HQMC (MMMA-2)

1. Only contact MMMA-2 when listed above. Most questions should be addressed by Unit Admin Sections or through the chain of command.

2. Email: Service Mail Box: SMB HQMC PERS AWARDS
<smb_hqmc_pers_awards@usmc.mil>

3. Phone: (703) 784-9342/3 DSN DSN: (312) 278-9342/3

SUPPORT BRANCH, HQMC (MMRP)

1. Contact MMRP to enter items into your OMPF or for questions with your Master Brief Sheet.

2. Email: Service Mail Box: SMB Manpower MMRP
<SMB.Manpower.MMSB@usmc.mil>

3. Phone: (703) 784-3921 DSN: (312) 278-3921