



## UNITED STATES MARINE CORPS

I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
CAMP PENDLETON, CALIFORNIA 92055-5300

IN REPLY REFER TO:  
I MEFO 1650.1F  
ADJ  
SEP 15 2009

### I MARINE EXPEDITIONARY FORCE ORDER 1650.1F

From: Commanding General, I Marine Expeditionary Force  
To: Distribution List

Subj: DECORATIONS, MEDALS, AND AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H  
(b) MCO 1650.19J  
(c) MARFORPAC 1650.4H  
(d) NAVMC 2922

Encl: (1) Definitions  
(2) General Instruction  
(3) I MEF Awards Board  
(4) Unit Awards  
(5) Sample Certificate of Commendation  
(6) Sample Navy and Marine Corps Achievement Medal  
(7) Sample Navy and Marine Corps Commendation Medal  
(8) Sample Meritorious Service Medal (transfer)  
(9) Sample Meritorious Service Medal (retirement)

1. Situation. Fundamentally, military decorations and awards have the purpose of publicly recognizing and rewarding acts of heroism or other exceptional acts or services which are above and beyond that normally expected and which distinguish the individual or unit among those performing similar acts or services. Additionally Marines that have performed above and beyond peers during a tour should be recognized accordingly for sustained superior performance. Marines retiring that have demonstrated a career of sustained superior performance can be appropriately recognized. Awards are an effective means of fostering high morale and esprit de corps.

2. Cancellation. I MEF 1650.1E.

3. Mission. To establish guidelines per the references, for timely and accurate submission of award recommendations within I Marine Expeditionary Force (I MEF).

4. Execution. It is imperative that individuals or units whose performance of duty is demonstrably superior to that of contemporaries receive proper and prompt recognition. In those cases where an individual's or unit's performance is clearly

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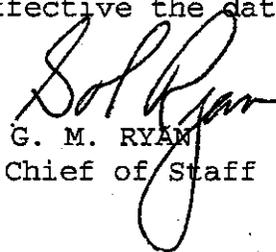
superior to that of his or her contemporaries, a report of such performance should be forwarded electronically via the chain of command in the form of an appropriate award recommendation and in accordance with the Improved Awards Processing System.

5. Administration and Logistics. Reference (a) tasks commanders with ensuring that noteworthy performance of duty by personnel under their command receive timely and appropriate recognition and that suitable notations are entered in the official records of the individuals concerned. Originators of award recommendations should review references (a) through (d) to ensure eligibility criteria and administrative requirements are met for recommended award.

6. Command and Signal

a. Command. This order is applicable to all I MEF Command element, Major subordinate commands (MSCs), and Major subordinate elements (MSEs).

b. Signal. This order is effective the date signed.

  
G. M. RYAN  
Chief of Staff

Distribution: I/II

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DEFINITIONS

1. Superior Achievement Awards. Superior achievement awards are those awards for performance above and beyond that normally expected. They may recognize a one-time occurrence, or performance of short duration (usually one to six months) also known as "impact" awards.
2. Sustained Service Awards. Sustained service awards are awarded for conspicuous meritorious service distinct from normal performance of assigned duties. Sustained service awards will normally be forwarded at the end of the individual's tour with I MEF. Caution must be exercised to avoid recommendation based solely on grade and/or billet. The basis of any recommendation must be superior quality of service rendered.
3. Retirement Awards. Retirement or transfer to the Fleet Marine Reserve is a significant milestone to consider when an individual's recent performance is being evaluated per established awards criteria. In making judgments regarding the appropriate level of recognition, the magnitude of the achievement or service and the level of responsibility are pertinent factors that must be considered. There are no provisions in the awards system for personal decorations based solely on accumulated years of service or rank. However, properly supported award recommendations that coincide with the retirement of Marines and Sailors of I MEF generally receive favorable consideration. The proposed citation must focus on the present tour of duty, although reference to combat history and total years of service is required.
4. Letter of Continuity (LOC)
  - a. Upon reassignment of an individual within I MEF (any Major Subordinate Command (MSC) thereof) or upon change of reporting senior, a Marine's reporting senior may, if he or she considers the individual's performance truly distinctive, forward a LOC outlining the individual's performance of duty. This letter may be the basis for an award recommendation upon the member's detachment from I MEF and should be maintained on file with the individuals Reporting Senior. Length of tour will be taken into consideration for End of tour (EOT) Awards. (i.e. A Marine is with one command within the I MEF for 3 years, which is considered a normal tour of duty, therefore can be considered for EOT award vice LOC).
  - b. Marine Expeditionary Unit (MEU) Commanders returning from deployment should normally submit LOCs on personnel they believe deserving of recognition. This LOC will be forwarded to the

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Marine's parent command with a copy being forwarded to and maintained by I MEF G-1.

5. Types of Awards. Decorations, medals, and awards, as referred to herein, are those official decorations, medals, and awards listed in reference (a).

a. Certificate of Commendation (CertCom). A CertCom is a form of recognition for exceptional performance of duty when an individual has distinguished himself among those performing similar services, but not to the extent to warrant a decoration. Commanding General's CertComs may be issued by the Commanding General (CG), I MEF or MSC CGs. Commanding Officer CertComs may be issued by any Commanding Officer (CO) with the authority to approve the Navy and Marine Corps Achievement Medal.

b. Meritorious Mast. A Meritorious Mast is a form of recognition for enlisted personnel whose performance is considered noteworthy or commendable beyond the usual requirement of duty, or who demonstrate exceptional industry, judgment, or initiative. Meritorious Masts are conducted by commanders, using the Navy and Marine Corps Forms (NAVMC) 10935 (5-37).

c. Letter of Appreciation (LOA). A LOA is a form of recognition for noteworthy or commendable performance beyond the usual requirements of duty normally issued to individuals not in the chain of command. Any officer senior to the person whose performance is considered noteworthy or commendable may issue LOAs. LOAs recognizing individuals, units, and commands external to I MEF will be signed by the CG, I MEF (or his designated representative). Subordinate commanders may award LOAs to personnel and units internal to I MEF, or may submit a proposed LOA for the CG's signature if deemed appropriate.

d. Commendatory Correspondence. Commendatory correspondence is correspondence from any source recognizing an individual's commendable acts or service.

## 6. Eligible Personnel

### a. U.S. Marine Corps and Navy personnel

(1) Any service member serving in a capacity with the U.S. Navy, defined as active duty and reserve Marines and Sailors.

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(2) Anyone who meets the eligibility criteria for an award may be recommended for such an award by any commissioned officer senior to the individual being recommended.

b. Sister Service Personnel. Recommendations for naval decorations to Army, Air Force, and Coast Guard personnel will be submitted to the Secretary of the Navy via the chain of command per reference (a).

c. Awards to Foreign Military. The required elements of award recommendation packages for foreign military personnel, and the chain of command through which they are submitted to the final awarding authority, shall be the same as specified for awards to U.S. personnel and units. Department of the Navy (DON) Awards. SECNAV, or his designee, may award the following DON decorations to foreign military personnel, in grades comparable to O-6 and below at the time the act was performed, and at the time the decoration is presented. These decorations may not be awarded to foreign general or flag officers without the approval of SECDEF. Follow the guidelines of reference (a) for submission requirements.

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GENERAL INSTRUCTIONS

1. Personal award recommendations will be submitted per the current edition of the references and this order. Recommendations for unit awards will be prepared per references (a) and (b).
2. CGs and COs under administrative control of CG, I MEF will establish procedures for processing recommendations for decorations, medals, and awards. The CG or CO should carefully review each submission and recommend an award commensurate with responsibility and level of excellence, as well as ensure prudent and judicious use of the awards systems.
3. Recommendations for personal awards may be initiated by any commissioned officer senior to the individual being recommended; however, the award must be routed via the appropriate chain of command.
  - a. Normally, a Marine should receive one award per tour within I MEF. Unit leaders are encouraged to submit LOCs on Marines transferring within I MEF Major Subordinate Command (MSC) or Major Subordinate Element (MSE). End of tour awards should only be considered for sustained superior performance and should not be considered as part of simply completing a tour of duty.
  - b. End of tour or retirement award recommendations for members of the Marine Expeditionary Unit's (MEU) component commands, while deployed, will be routed through the parent command for endorsement. When the MEU is in CONUS and not embarked aboard ship, the I Marine Expeditionary Force Commander exercises operational control (OPCON) and Administrative Control (ADCON) of the MEU. When embarked aboard Amphibious Ready Groups (ARG) ships, the Fleet Commander in whose area of operation the ARG is operating normally exercises OPCON of the MEU during routine activities; however, I Marine Expeditionary Force Commander still exercises ADCON.
  - c. Recommendations for impact awards for a specific achievement, sufficiently distinct from normally assigned duties and sufficient merit to warrant recognition, may be submitted for consideration prior to the individual's end of tour.
4. The originator of an award recommendation will ensure that the recommendation is well written, fully justified and consistent with criteria established in references (a), (b), (c), and this order. Additionally, proposed citation will be

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consistent with the information contained in the summary of action (SOA), with no new achievements introduced.

5. Timely presentation of approval decorations at an appropriate ceremony is essential.

6. Administrative Instructions

a. Prior to submitting an award recommendation, the award originator must register with HQMC via the Improved Awards Processing System. A Marine may register by accessing the HQMC awards website <http://awards.manpower.usmc.mil/portal>, and following the "Registration" procedures described.

b. Prepare recommendations per references (a), (b), and this order using the online awards program, Improved Awards Processing System (IAPS), proposed citation, and SOA format, and forward the recommendations to the appropriate approval authority via the chain of command. I MEF MCSs should forward the endorsed recommendation for CG, I MEF action to I MEF(R/U) M19000. In the event that more than one individual is being recommended for the same action, the recommendation is to be written in the senior member's name with additional personnel listed in the roster available in IAPS. Personal achievements of all personnel are to be noted individually in the SOA.

c. COs will requisition and stock appropriate awards supplies per references (b).

d. CGs and COs will ensure record copies of approved awards are maintained electronically (i.e. disc or CD-ROM).

e. CGs and COs will ensure approved awards are forwarded electronically to HQMC (UIC number is M54000) to facilitate inclusion in the Marine's OMPF.

7. Awarding Authority

a. Awarding authorities may take one of the following actions:

- (1) Approve the award.
- (2) Approve a lower award.
- (3) Disapprove the award.

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(4) Approve a higher award, if empowered to do so, or recommend a higher award to appropriate awarding authority.

(5) Return the recommendation for further clarification or justification.

b. The awarding authorities for awards are as follows :

(1) Legion of Merit (LM). Awarded by the Commandant of the Marine Corps (CMC) or the Secretary of the Navy (SecNav). Retirement LMs awarded by the Commander, Marine Forces Pacific.

(2) Meritorious Service Medal. Awarded by CG, I MEF; CG, 1st MEB; CG, 1st Marine Division; CG, 3d Marine Aircraft Wing; CG, 1st Marine Logistics Group.

(3) Navy and Marine Corps Commendation Medal (NC). Awarding authority is sub-delegated to Commanders in the grade of Colonel (O-6) listed on the Colonel Command slate, to include those frocked.

(4) Navy and Marine Corps Achievement Medal (NA). Awarded by CG, I MEF; CG, 1st MEB; CG, 1st Marine Division; CG, 3d Marine Aircraft Wing; CG, 1st Marine Logistics Group; and COs with special Court-Martial convening authority.

(5) Military Outstanding Volunteer Service Medal (OV). Awarded by CG, I MEF; CG, 1st Marine Division; CG, 3d Marine Aircraft Wing; CG, 1st Marine Logistics Group; and COs with special Court-Martial convening authority.

(6) Certificate of Commendation (CF). Awarded by CG, I MEF; CG, 1st Marine Division; CG, 3d Marine Aircraft Wing; CG, 1st Marine Logistics Group; and COs with special Court-Martial convening authority.

c. As an exception, awards for members of the commander's immediate personal staff are to be forwarded to the next higher awarding authority for appropriate action. Immediate personal staff includes the commander's Deputy, Chief of Staff, Aide, and cook.

#### 8. Timely Submission of Award Recommendations

a. In order to ensure the timely presentation of awards, recommendations for personal decorations should be submitted to the I MEF Adjutant in accordance with the following guidelines:

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(1) LM and above - 120 days prior to desired presentations.

(2) MM - 45 days prior to desired presentation.

(3) NC - 30 days prior to desired presentation.

(4) NA - 30 days prior to desired presentation.

(5) OV - 30 days prior to desired presentation.

(6) CF - 30 days prior to desired presentation.

b. Award recommendation must be forwarded via the chain of command utilizing IAPS.

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I MEF AWARDS BOARD

1. The I MEF Awards Board will consider all personal and unit awards submitted by I MEF units. The awards board will be guided in the performance of its duties by the references and this order.
2. The I MEF Awards Board will consist of the following members (or their respective representatives):
  - a. Inspector General (IG) I MEF
  - b. Assistant Chief of Staff (AC/S), G1
  - c. AC/S, Training Experimental Group (TEG)
  - d. AC/S, G-5
  - e. AC/S, G-8
3. The awards board will convene as directed by the C/S.
4. Organizational commanders of major subordinate commands and major subordinate elements are encouraged to establish local awards board to review award recommendations and forward recommendation as appropriate.

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UNIT AWARDS

1. The purpose of unit awards is to foster unit morale and esprit de corps through prompt recognition of outstanding performance of a group effort. They are restricted to the recognition of acts or services that clearly and distinctly, by nature and magnitude, place the unit's performance significantly above that of other units performing similar missions. The performance should be that which could be recognized adequately in no other way.
2. The Presidential Unit Citation (PUC), Navy Unit Commendation (NUC), Joint Meritorious Commendation (JMUC) and Meritorious Unit Commendation (MUC) are awarded in times of war to recognize exceptional unit valor. Recommendations for these awards during peacetime will be considered only under exceptional circumstances.
3. Unit award recommendations should originate at the next higher echelon of command above the unit being recommended for the award. A command may not submit an award on its own behalf.
4. In accordance with references (d), commander's endorsements must contain a narrative account of the impact the recommended unit had on the command. This narrative should highlight the recommended unit apart from its sister units. Endorsements submitted, "Forwarded, recommending approval," only, will be returned to the originating command.

Enclosure (A)

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Enclosure (5)

COMMANDING GENERAL  
I MARINE EXPEDITIONARY FORCE

CORPORAL IMA MARINE  
UNITED STATES MARINE CORPS

OUTSTANDING ACHIEVEMENT IN THE PERFORMANCE OF DUTIES AS ASSIGNED TO THE UNIT MARSHALLING AREA, I MARINE EXPEDITIONARY FORCE, FROM FEBRUARY 2009 TO MAY 2009. DURING THIS PERIOD, 2,392 PRINCIPLE END ITEMS WERE MARSHALED AND SHIPPED IN SUPPORT OF 2D MARINE EXPEDITIONARY BRIGADE'S DEPLOYMENT TO AFGHANISTAN AND OPERATION ENDURING FREEDOM. CORPORAL MARINE WORKED ON A 24/7 BASIS FOR 90+ CONTINUOUS DAYS, UNTIL THE LAST PIECE OF EQUIPMENT WAS SHIPPED TO THE PORT OF EMBARKATION AND ENSURED ALL EQUIPMENT MET THE AVAILABLE LOAD DATE. AS A RESULT OF THE INCREASED ATTENTION TO DETAIL, I MARINE EXPEDITIONARY FORCE HAD THE LOWEST PERCENT OF DATA ERRORS. CORPORAL MARINE'S OUTSTANDING MOTIVATION AND DEDICATION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS.

14TH AUGUST 2009

X.X.XXXX  
LIEUTENANT GENERAL, U.S. MARINE CORPS  
COMMANDING GENERAL  
I MARINE EXPEDITIONARY FORCE

I MEFO 1650.1F  
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Enclosure (6)

MAJOR IMA MARINE  
UNITED STATES MARINE CORPS

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS GROUND COMMUNICATION ELECTRONICS TECHNICIAN, LIGHT ARMORED VEHICLE TRAINING COMPANY, ADVANCED INFANTRY TRAINING BATTALION, SCHOOL OF INFANTRY, CAMP PENDLETON, CALIFORNIA FROM 24 APRIL 2008 TO 6 JUNE 2009. SERGEANT MARINE COORDINATED THE MAINTENANCE, INSPECTIONS, AND MODIFICATIONS OF 28 LIGHT ARMORED VEHICLES COMMUNICATIONS EQUIPMENT. HE CONDUCTED MAINTENANCE ON 56 SINGAR RADIOS, 21 DAGRS, 28 COMMUNICATION AMPLIFIERS, 56 ANTENNAS AND OVER 86 C-BOXES. HE CONDUCTED EVACUATIONS OF ALL UNSERVICEABLE COMMUNICATIONS EQUIPMENT, MAINTAINING A READINESS OF 100 PERCENT THROUGHOUT HIS TENURE. AS THE ELECTRONIC KEY MANAGEMENT SYSTEM CUSTODIAN, HE MAINTAINED STRICT ACCOUNTABILITY OF THE COMPANY'S CONTROLLED CRYPTOGRAPHIC EQUIPMENT, RESPONSIBLE FOR ISSUING, TRAINING AND SUPERVISING THE INSTRUCTORS ON THE PROPER HANDLING PROCEDURE OF CCI EQUIPMENT. HE CONDUCTED DAILY INSPECTIONS OF THE COMPANY VAULT AND MAINTAINED DAILY SIGHT COUNTS ON ALL COMMUNICATION ASSETS. SERGEANT MARINE'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

18TH

AUGUST 2009

FOR THE  
X.X.XXXX  
LIEUTENANT GENERAL, U.S. MARINE CORPS  
COMMANDING GENERAL  
I MARINE EXPEDITIONARY FORCE

(GOLD STAR IN LIEU OF FOURTH AWARD)

MAJOR IMA MARINE  
UNITED STATES MARINE CORPS

FOR OUTSTANDING MERITORIOUS SERVICE WHILE SERVING AS COMMANDING OFFICER, CHARLIE COMPANY, AND AS EXECUTIVE OFFICER AND OPERATIONS OFFICER, 6TH ENGINEER SUPPORT BATTALION (FORWARD), I MARINE EXPEDITIONARY FORCE (FORWARD), FROM JANUARY 2007 TO MARCH 2008 IN SUPPORT OF OPERATION IRAQI FREEDOM. DURING THIS PERIOD, MAJOR MARINE'S EXTRAORDINARY LEADERSHIP ALLOWED A NEW ENGINEER SUPPORT BATTALION TO BE PLANNED, FORMED, AND TRAINED IN LESS THAN SIX MONTHS AND TO DELIVER EXCEPTIONAL ENGINEER SUPPORT THROUGHOUT A 58,000 SQUARE MILE BATTLESPACE. AS THE BATTALION'S EXECUTIVE OFFICER AND OPERATIONS OFFICER, HE SUPERBLY ASSEMBLED AND TRAINED THIS 370-PERSON UNIT, SOURCED FROM 17 ACTIVE DUTY AND RESERVE UNITS. HE DEVELOPED INTRICATE TRAINING PLANS, DETAILED EQUIPMENT LISTS, BATTALION ORGANIZATION, AND TACTICS, TECHNIQUES, AND PROCEDURES FOR MOUNTED AND DISMOUNTED SECURITY MISSIONS. DUE TO EMERGENT BATTALION NEEDS, HE WAS REASSIGNED AS COMPANY COMMANDER WHERE HE IMMEDIATELY LED THE BATTALION'S SUPPORT FOR OPERATION FAVAD, AL ASAD, WITH LIEU SUPPORT AND FORCE PROTECTION BY DIRECTING THE RESPONSIVE CONSTRUCTION OF TWO COMBAT OUTPOSTS THAT SUPPORTED A BATTALION SIZED ELEMENT OF COALITION AND IRAQI ARMY PERSONNEL. THESE ACTIONS ALLOWED GROUND COMBAT FORCES TO CONDUCT COUNTERINSURGENCY OPERATIONS IN OPERATING AREAS THAT HAD PREVIOUSLY BEEN FREE REIGN FOR INSURGENT FORCES AND DIRECTLY RESULTED IN A MORE SECURE AL ANBAR PROVINCE. MAJOR MARINE'S NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY REFLECTED CREDIT UPON HIM, HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

18TH

AUGUST 2009

FOR THE  
X.X.XXXX  
LIEUTENANT GENERAL, U.S. MARINE CORPS  
COMMANDING GENERAL  
I MARINE EXPEDITIONARY FORCE

Enclosure (7)

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The President of the United States takes pleasure in presenting the  
**MERITORIOUS SERVICE MEDAL** to

**MAJOR IMA MARINE  
UNITED STATES MARINE CORPS**

for service as set forth in the following

**CITATION:**

For outstanding meritorious service while serving as Assistant Intelligence Officer, 11th Marine Expeditionary Unit and as Intelligence Officer, 15th Marine Expeditionary Unit, I Marine Expeditionary Force, from January 2005 to June 2009. During this period, Major Marine distinguished himself as an exceptional intelligence officer, displaying a superior combination of leadership, organization, and technical expertise. His tireless efforts led to the seamless integration of intelligence meteorological components, with collection, analysis, and production, which resulted in fused, all-source support to the Marine Expeditionary Unit Commander. Throughout two pre-deployment training cycles and Western Pacific deployments, he oversaw the production of detailed, specially tailored, topographic imagery, and analytical products and briefings. His ability to quickly determine tactically relevant, multidisciplined information requirements, and then yield accurate and useful intelligence products, greatly facilitated planning and execution. Major Marine's leadership and guidance created a solid team across all intelligence sections of the unit, incorporated assets from the amphibious squadron and USS PELELIU, and were the catalyst to a highly functional and cohesive Joint Intelligence Center. Major Marine's efforts were critical to the success experienced during numerous theater security cooperation exercises, which included EAGER MACE, INFINITE MOONLIGHT, EAGER RESOLVE, NAUTICAL UNION, EDGED MALLETT and IRON FIST. The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Major Marine reflected great credit upon him and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service

For the President,

X.X.XXXX  
LIEUTENANT GENERAL, U.S. MARINE CORPS  
COMMANDING GENERAL  
I MARINE EXPEDITIONARY FORCE

**Enclosure ( 8 )**

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The President of the United States takes pleasure in presenting the  
**MERITORIOUS SERVICE MEDAL** to

**MASTER SERGEANT IMA MARINE  
UNITED STATES MARINE CORPS**

for service as set forth in the following

**CITATION:**

For outstanding meritorious service while serving as Communications Chief, Support Company, 9th Communication Battalion, I Marine Expeditionary Force from March 2007 to May 2009. During this period, Master Sergeant Marine distinguished himself through total dedication to duty as an indispensable communication expert, astute asset manager, and unparalleled leader. While assigned to Support Company, Master Sergeant Marine thoroughly immersed himself in the communications planning and coordination efforts for countless training events ranging from I Marine Expeditionary Force communication exercises to individual section exercises. He made it his personal objective to ensure every Marine was trained and ready for deployment in support of Joint Task Force Enabler Teams and Operation IRAQI FREEDOM. Master Sergeant Marine ensured that every Marine he sent forward from Support Company was fully trained, qualified, and combat ready. He also kept his finger on the pulse of the Company, specifically knowing real-time personnel and equipment capabilities and limitations throughout the entire Company. Master Sergeant Marine's superior performance of duty during this tour is the hallmark of a career devoted to accomplishing broad and diverse tasks, in combat and peace, highlighting the culmination of more than 21 years of honorable service. The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Master Sergeant Marine reflected great credit upon him and were in keeping with the highest traditions of the Marine Corps and United States Naval Service.

For the President,

X.X.XXXX  
LIEUTENANT GENERAL, U.S. MARINE CORPS  
COMMANDING GENERAL  
I MARINE EXPEDITIONARY FORCE

**Enclosure ( 9 )**