



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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I MEFO 1650.1K
ADJ

14 JUL 2020

I MARINE EXPEDITIONARY FORCE ORDER 1650.1K

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

Subj: DECORATIONS, MEDALS, AND AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1J
(b) MCO 1650.19J Ch. 1
(c) SECNAV M-1650.1
(d) MARFORPAC 1650.4L

Encl: (1) Award Processing Procedures
(2) I MEF Command Element Personal Awards Process
(3) I MEF Awards Board Guidance

1. Situation. To establish policy and administrative procedures to publicly recognize and reward exceptionally meritorious or conspicuously outstanding acts of heroism, achievement, or service using the parameters of the references.

2. Cancellation. I MEFO 1650.1J.

3. Mission. Commanders and Staff Officers will prepare and forward timely award recommendations in order to recognize personnel under their charge who perform exceptionally meritorious or conspicuously outstanding acts of heroism, achievement, or service.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Although the styles of writing may vary, there are consistent administrative rules and regulations that are applicable to all. The ultimate goal is timely, accurate, and grammatically correct submissions of awards that are representative of the team at I Marine Expeditionary Force (I MEF).

(b) Only through thorough study and close communication between Headquarters' sections and commands will we achieve the end state of an exemplary award. The editing process is limited due to the importance placed on moving the award through the endorsing levels for proper recognition. At each level within and beyond the command/section, a vital review of the award is necessary for success. It is ultimately the Commanders' or Section Heads' responsibility for inspection of the final product prior to their endorsement.

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(2) Concept of Operations

(a) Awards Board. Awarding authorities, as defined in the references, will establish an awards board to review all recommendations prior to final disposition or endorsement. Local boards will carefully evaluate proposed recommendations for content and specific achievement.

(b) Communication. The primary form of communication for awards is the Improved Awards Processing System (iAPS). Comments in iAPS should spell out the recommendation of the Commander or Section Head as to whether to keep, upgrade, or downgrade an award. More information may be entered into the comments section to provide information that is not intuitive in nature.

b. Subordinate Element Missions. All I MEF Major Subordinate Commands (MSC) and Major Subordinate Elements (MSE) will institute appropriate procedures to ensure timely processing and appropriate presentation of all awards. Use the references and this order as guidance.

c. Coordinating Instructions

(1) Commanders will ensure their officers recognize noteworthy performance of duty by personnel under their command and ensure subordinate personnel receive timely and appropriate recognition.

(2) Award originators that are I MEF Command Element personnel will have their respective Assistant Chief of Staff (AC/S) or Deputy AC/S review the award recommendation before forwarding it to I MEF Information Group (MIG) or I MEF Support Battalion (MSB) for processing. Additional clarification is provided in enclosure (2).

(3) Awards for principal AC/S will be originated by the Commanding Officer, I MIG.

(4) Awards originated by purpose-built task forces and Special Purpose Marine Air-Ground Task Force will be routed via I MEF G-1 Adjutant Section with no need to be routed through MSB or MIG.

(5) Awards originated by any Marine Expeditionary Unit will be routed via I MEF G-1 Adjutant Section with no need to be routed through MSB or MIG.

(6) Amplifying definitions, formats of opening and closing sentences, and other information can be found in references (a), (b), and (c).

5. Administration and Logistics

a. The enclosures are provided to guide officers, staff, and board members in their awards duties and responsibilities.

b. G-1s and S-1s will requisition and stock appropriate awards supplies per references (b).

6. Command and Signal

- a. Command. This order is applicable to all members assigned to I MEF.
- b. Signal. This order is effective the date signed.



C. D. GIDEONS
Chief of Staff

Distribution: I/II

Award Processing Procedures

1. Timely Submission of Award Recommendations

a. To ensure timely presentation, recommendations for personal awards should be entered into iAPS and sent to the I MEF Adjutant (Adj) in accordance with the below timelines:

(1) Legion of Merit (Transfer). Originate 150 days prior to presentation date and forward to I MEF Adj section 120 days prior to presentation date after proper routing via the chain of command.

(2) Legion of Merit (Retirement). Originate 150 days prior to presentation date and forward to I MEF Adj section 90 days prior to presentation date after proper routing via the chain of command.

(3) Meritorious Service Medal. Originate 120 days prior to presentation date and forward to I MEF Adj section 60 days prior to presentation date after proper routing via the chain of command.

(4) Foreign Military Awards (all). Originate 150 days prior to presentation date and forward to I MEF Adj section 120 days prior to presentation date after proper routing via the chain of command.

b. It is recommended that originators call or e-mail the I MEF Adj section with the awardees name and preferred date of presentation once the award has been forwarded to the I MEF Adj section via iAPS.

c. Late Awards and Expedite Process. Where extenuating circumstances exist, expedited awards boards, also known as "hot boards", can be directed by the I MEF Chief of Staff (COS) or the G-1 AC/S. An expedite letter will be attached in iAPS when award submissions are outside of the above time limits and require expediting.

2. Awarding Authority

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

(1) Approve the award.

(2) Approve a lesser award.

(3) Disapprove ("zz") the award.

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

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

b. Awarding authorities are delegated as follows:

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

(2) Meritorious Service Medal (MSM). Awarded by the first Commanding General (CG) in the chain of command.

(3) Navy and Marine Corps Commendation Medal (NC). Awarded by the first Commanding Officer in the grade of Colonel (O-6) or above, including those frocked, in the chain of command.

(4) Navy and Marine Corps Achievement Medal (NA). Awarded by the first Commanding Officer in the grade of Lieutenant Colonel (O-5) or above, including those frocked, in the chain of command.

(5) Military Outstanding Volunteer Service Medal (OV). Awarded by the first Commanding Officer in the grade of Lieutenant Colonel (O-5), including those frocked, in the chain of command.

(6) Certificate of Commendation (CF). Awarded by the first Commanding Officer in the grade of Lieutenant Colonel (O-5), including those frocked, in the chain of command.

(7) As an exception, awards for members of the CG's immediate personal staff are to be forwarded to the next higher awarding authority for appropriate action. Immediate personal staff includes the CG's Deputy, COS, Aide-de-Camp, and Enlisted Aide.

3. Personal Award Origination and Routing

a. Prior to submitting an award recommendation, the award originator must register with Headquarters Marine Corps (HQMC) via iAPS. A Marine or Sailor may register by accessing the HQMC awards website <https://www2.manpower.usmc.mil/iaps/>, and following the "Registration" procedures described.

b. Recommendations for personal awards may be initiated by any commissioned officer senior to the individual being recommended.

c. Prepare recommendations per references (a), (b), and (c) and this Order. Forward the recommendations to the appropriate approval authority via the chain of command. I MEF MSCs will forward endorsed recommendations for CG, I MEF action to I MEF(R/U) M19000.

d. The originator of an award recommendation will ensure that the recommendation is well written, fully justified and consistent with criteria established in the references and this Order. Additionally, the proposed citation will be consistent with the information contained in the Summary of Action, with no new achievements introduced.

e. Marine Expeditionary Units (MEU). For the purposes of award processing, the CG, I MEF exercises administrative control (ADCON) of the MEUs, regardless of their operational control (OPCON) status. Award recommendations for members of the MEU's component commands, even while under

OPCON of a Fleet Commander, will be routed via the ADCON chain of command for approval or endorsement.

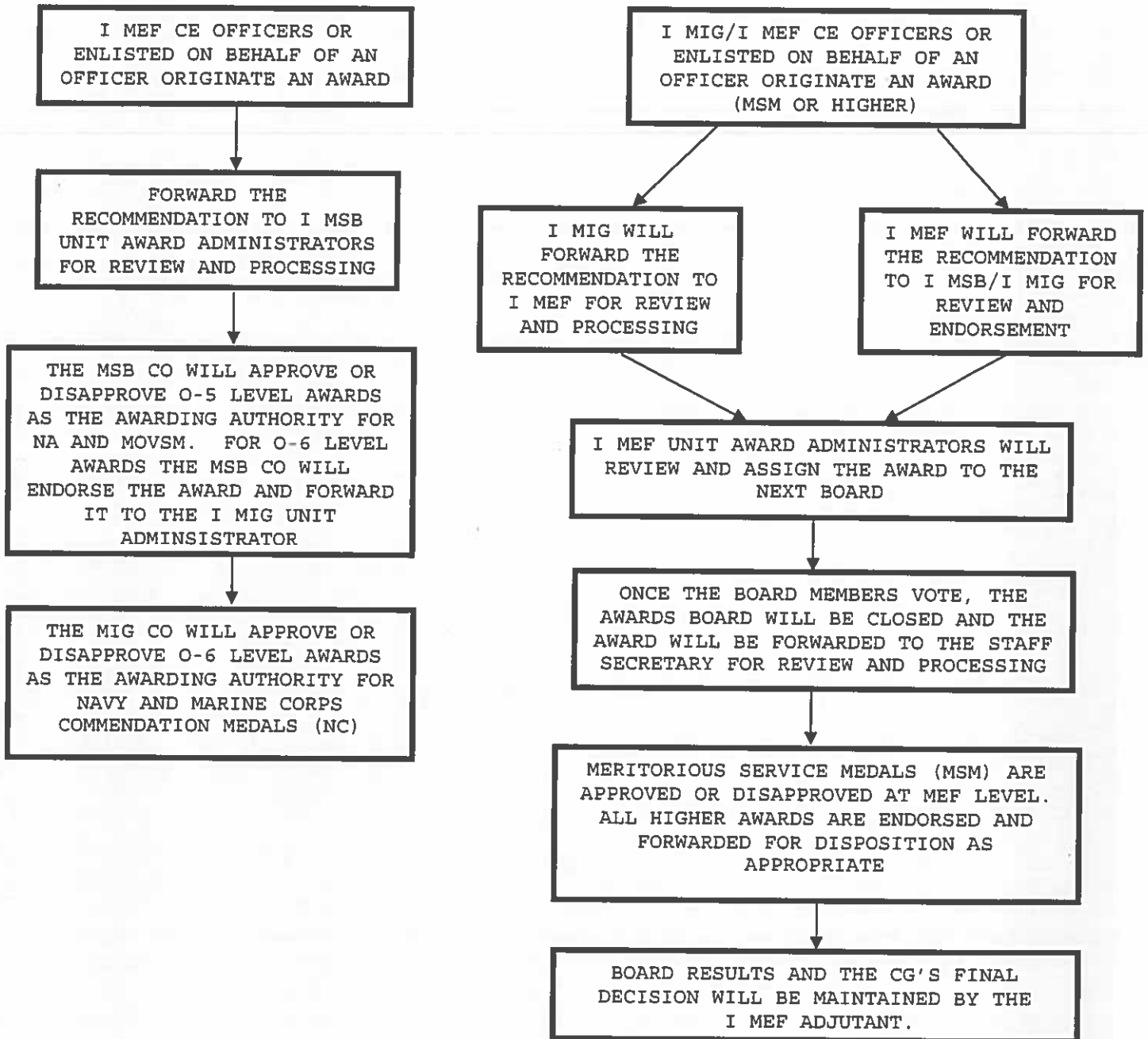
4. Unit Awards

a. 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.

b. 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.

c. Command 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 until more justification is provided.

I MEF Command Element Personal Awards Process



I Marine Expeditionary Force Awards Board Guidance

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 members chosen from the staff in the grade of O4 and above as well as E8 and E9. The I MEF Adjutant has overall coordination of I MEF awards boards.
3. Boards will be conducted on an as needed basis. Boards will be open until a majority vote is reached.
4. The following checklist is provided for Awards Board members:
 - a. Review the Summary of Action and Citation.
 - b. Identify any discrepancies and write them in the comments section in iAPS.
 - c. If a voting member is a subject matter expert, please explain any unique information via iAPS comments to ensure transparency to other board member and to the awarding authority.
 - d. If a voting member recommends upgrade, downgrade, or no award ("zz") a mandatory comment to support this recommendation is required.
5. Enlisted Awards. The I MEF Sergeant Major will review and provide comments on all Marine Corps and Navy enlisted award nominees requiring CG, I MEF approval or endorsement. The I MEF Command Master Chief Petty Officer will review and provide comments on all Navy enlisted nominees requiring CG, I MEF approval or endorsement.