

AIRS DETAILED INSPECTION CHECKLIST

FA	SC	STMT	TEXT
071			<p>MILITARY AWARDS Functional Area Manager: MMMA Point of Contact: CAPT NICHOLAS W. MULL DSN 278-9342/3 (COML) 703-784-9342/3 Date Last Revised: 15 October 2008</p>
071	00		NO SUBCATEGORIES FOR THESE STATEMENTS
071	00	001	<p>Does the command have the pertinent military awards references? Reference TOPICAL MARADMINS; MCO 1650.19J; SECNAVINST 1650.1H</p>
071	00	002	<p>Are the command's administrative personnel familiar with the requirements of current directives covering awards? Reference TOPICAL MARADMINS; MCO 1650.19J; SECNAVINST 1650.1H</p>
071	00	003	<p>If the command has published specific awards instructions or orders, do they comply with the orders and directives established in the references? Reference SECNAVINST 1650.1H, PAR 110.3</p>
071	00	004	<p>Are the command's administrative personnel processing awards electronically via the HQMC Improved Awards Processing System (IAPS)? Reference MARADMIN 042/08; MCO 1650.19J; SECNAVINST 1650.1H, PAR 220</p>
071	00	005	<p>Does the command have at least one Unit Award Administrator designated in IAPS, and the Commander have appropriate awarding authority permissions in IAPS? Reference MARADMIN 042/08; SECNAVINST 1650.1H, APP A TO CHAP 1</p>
071	00	006	<p>Is the command appropriately approving and delegating IAPS permissions IAW regulations in a timely manner? Reference MARADMIN 042/08; MCO 1650.19J; SECNAVINST 1650.1H</p>
071	00	007	<p>Is the command ensuring all awards are complete and administratively correct before forwarding an award to CMC (MMMA) or a superior command in IAPS? (i.e. detachment types/dates, endorsements, geographic location, and awarding authority address) Reference MCO 1650.19J; SECNAVINST 1650.1H</p>

- 071 00 008 Is the command ensuring all awards, to include impact awards for specific achievement, have a full detailed summary of action and properly formatted citation?
Reference
MCO 1650.19J, ENCL (5); SECNAVINST 1650.1H, PAR 220.2
- 071 00 009 Does the command ensure all certificates/citations are completed for presentation, and that any changes made to the proposed citation are reflected on the NAVMC 11533(EF) prior to forwarding an award to CMC (MMMA) in IAPS for further processing?
Reference
MCO 1650.19J, ENCL (5), PAR 5
- 071 00 010 Is the command submitting timely recommendations for award recognition to the chain of command? Timely submissions are defined as the following: (a) award recommendations for occasions of retirement or transfer submitted to arrive at the final awarding authority for adjudication at least 60 days prior to the desired presentation date; and (b) impact awards originated as soon as possible following the act, achievement, or service upon which it is based. For awards requiring review by more levels in the chain of command, additional time should be allowed.
Reference
MCO 1650.19J, ENCL (1); SECNAVINST 1650.1H, PAR 211.2
- 071 00 011 Does the command display the ability to use information drawn from the individual Marine's MCTFS data, references posted on the MMMA website, and the IAPS Archive to properly research and determine the Marine's awards entitlements?
Reference
TOPICAL MARADMINS; MCBUL 1650 SERIES;
NAVMC 2922, UNIT AWARDS MANUAL (MMMA WEBSITE);
MCO 1650.19J; MCO P1080.20; SECNAVINST 1650.1H
- 071 00 012 Does the command ensure that all personnel involved in the submission and processing of awards understand SECNAV policy that they shall not comment on any case under consideration, and all award recommendations shall be handled on a "FOR OFFICIAL USE ONLY (FOUO)" basis until the awards are officially announced or actually presented?
Reference
SECNAVINST 1650.1H, PAR 221.2
- 071 00 013 Is the command complying with the requirements that all award recommendations be routed to the awarding authority that had jurisdiction over the nominee at the time of the action or service?
Reference
SECNAVINST 1650.1H, PAR 221.1
- 071 00 014 Is the command complying with the requirements that all award recommendations be submitted to the delegated awarding authority of the award originally recommended and/or of the highest level award recommended in the endorsing chain for consideration?
Reference
MCO 1650.19J, ENCL (2), PAR 8D; SECNAVINST 1650.1H, PAR 222.1

- 071 00 015 Does the command present awards/military decorations at a ceremony appropriate to the nature of the award and consistent with any special circumstances (i.e. posthumous) which may exist?
Reference
MCO 1650.19J, ENCL (1), PAR 5; SECNAVINST 1650.1H, PAR 223 AND 224
- 071 00 016 If the command was issued a Medal of Honor for display purposes, has that item been inducted into the command property records as a controlled item?
Reference
MCO 1650.19J, ENCL (1), PAR 7
- 071 00 017 Does the command ensure that Certificates of Commendation and Meritorious Masts awarded to Marines are sent to MMSB for inclusion in the Marine's Official Military Personnel File?
Reference
MCO 1650.19J, ENCL (2)
- 071 00 018 Are inquiries pertaining to awards that could not be resolved at the unit level being processed via the chain of command?
Reference
MCO 1650.19J
- 071 00 019 Does the command ensure that SECNAV policy on duplication of awards that only one award will be made for the same act, achievement, or period of meritorious service for any individual or unit is being strictly enforced?
Reference
MCO 1650.19J; SECNAVINST 1650.1H, PAR 113.2
- 071 00 020 Does the command ensure all appropriate service record entries are made in MCTFS concerning campaign and service awards earned by personnel under their command?
Reference
MCO 1650.19J; SECNAVINST 1650.1H, PAR 412.5
- 071 00 021 Does the command ensure that Good Conduct Medal award certificates are completed and presented to the Marine at the time of entitlement to the award?
Reference
MCO 1650.19J, ENCL (1), PAR 9C; SECNAVINST 1650.1H, PAR 420.3C