



UNITED STATES MARINE CORPS
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
5800
JA
11 Nov 16

JUDGE ADVOCATE DIVISION (JAD) POLICY MEMORANDUM 01-13

From: Operational Sponsor, Judge Advocate Division, Headquarters
Marine Corps
To: Individual Mobilization Augmentees, Reserve Legal Support
Subj: RESERVE LEGAL SUPPORT AWARDS PROCEEDURE

1. Purpose. To establish policy and guidance for the submission and processing of RLS awards.
2. Policy. Marines attached to Reserve Legal Services (RLS), may recommend and process awards recommendations through the Improved Award Processing System (iAPS). This electronic system is administered by the Military Awards Branch (MMMA) and may be accessed at the following website:

<https://www2.manpower.usmc.mil/iaps/awards/notifications.action>
3. Awards originator from within the RLS should forward the award write-up via iAPS to the Officer in Charge of the RLS for endorsement and submission through Judge Advocate Division.
4. Award originators outside of the RLS who wish to submit an award for a RLS Marine will continue to follow their regular unit procedures.
5. The Point of Contact in this matter is Captain Ericka A. Johnson at (703) 693-8902 or ericka.hansen@usmc.mil

E. A. JOHNSON