**PRIOR SERVICE AWARDS ENTRY**

POC Personal Awards Unit (MMPB-31), HQMC 703-784-9342/43

Organizational Email: [smb\_hqmc\_pers\_awards@usmc.mil](mailto:smb_hqmc_pers_awards@usmc.mil)

**Guidance**:

Scan and email Required Documents/Info to the email address above. Title/subject line this email as “PRIOR SERVICE AWARD ENTRY ICO RANK/FULL NAME”. Include EDIPI number in the body of the email. Do not encrypt email as the Service Mailbox cannot receive most encrypted emails.

**Required Documents/Info**:

1. Copy of DD-214
2. Award information:
   1. Award Name/Level
   2. Action/meritorious dates: YYYYMMDD to YYYYMMDD
   3. Award approval/effective date YYYYMMDD
3. Copy of previous awards documentation (award nomination/approval sheets, certificates, citations, summary of actions) for verification and entry to electronic Official Military Personnel File.

**Policy and References**:

(a) MCO P1020.34G w/ CH 1-5 par 5100

Marines who served in or were attached to another branch of the U.S. military services and received a decoration, unit award, or service award of comparable criteria to one issued by the naval service may wear the award on

Marine Corps uniforms, unless otherwise prohibited. Examples include Army Commendation Medal, Army Achievement Medal, Airforce Achievement Medal, etc.

Examples of other U.S. service awards which are not authorized include:

marksmanship medals/ribbons (Navy/Coast Guard/Air Force), USAF Outstanding

Airman of the Year, USAF Recognition Ribbon, USAF Longevity Service Award,

NCO Professional Development/Education ribbons (Army/Air Force), Army

Service/USAF training ribbons.

(b) ALNAV 036/08 DEPARTMENT OF THE NAVY (DON) POLICY ON CONVERSION OF THE ARMY COMBAT INFANTRYMAN BADGE AND COMBAT MEDICAL BADGE TO THE COMBAT ACTION RIBBON

COMMANDING OFFICERS OF CURRENT U.S. NAVY PERSONNEL WHO WERE FORMERLY IN THE U.S. ARMY OR U.S. AIR FORCE AND EARNED THE CAB OR CAM MAY SUBMIT A PERSONAL AWARD REQUEST FOR CONSIDERATION OF THE CR. IN CASES WHERE A MARINES ACTIONS IN COMBAT MEET THE ELIGIBILITY CRITERIA FOR THE CIB, CAB OR CAM, THE U.S. ARMY OR U.S. AIR FORCE COMMAND MUST SUBMIT A PERSONAL AWARD RECOMMENDATION FOR THE CR TO THE CMC FOR APPROVAL.

Date: \_\_\_\_\_\_\_\_\_

**PRIOR SERVICE AWARD RECORDS ENTRY REQUEST WORKSHEET**

POC Personal Awards Unit (MMPB-31), HQMC

Scan/Submit to Organizational Email: [smb\_hqmc\_pers\_awards@usmc.mil](mailto:smb_hqmc_pers_awards@usmc.mil)

1. Member Identifying Data

a. **Member Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. **Member EDIPI (preferred) or SSN**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Request entry of the below awards to the member’s Marine Corps Total Force System (MCTFS) records and Official Military Personnel File (OMPF). Substantiating documentation is attached.

3. POC for this request is (Name, email, telephone):

Encl: (1) Prior Service DD-214

(2) Substantiating Documentation

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Official Award Name  (ex. Army Commendation Medal) | Action Start date  (YYYYMMDD) | Action End date  (YYYYMMDD) | Approval/Eff. Date  (YYYYMMDD) | Listed On DD-214  (Y/N) | Award documents attached (Y/N) |
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