 1650

 ADJ

 DD Mon YY

From: Rank, Full Name, EDIPI/MOS, USMC

To: Commandant of the Marine Corps (MMPB-31)

Subj: REQUEST TO ACCEPT AND RETAIN FOREIGN DECORATION ICO **RANK, FULL NAME EDIPI/MOS, USMC**

Ref: (a) Chapter 7, SECNAVINST 1650.1J

Encl: (1) Copy of Award Citation/Summary of Action

 (2) English translation of the award text

 (3) Color Photo of Award next to a U.S. decoration

1. In accordance with the reference, the following is submitted to request approval and retention of the “Name of Award” from “Origination Country”, for Rank, and full Name.
2. During that time, RANK/NAME served under “unit”, as the “billet description”.
3. The following information is provided:
4. Presenting Country:
5. Title of Decoration:
6. Name and Title of Presenter: Name, Title, Unit
7. Date of Presentation: DD Month YYYY
8. Place of Presentation: City/State, Country
9. Statement of service. [describe services for which decoration is being offered. i.e. “*The decoration recognizes RANK/NAME’s performance of duty in working with the ROKMC Headquarters staff and their tactical logistics organization, the Amphibious Support Group, in planning and executing exercises and continuing operational planning in support of the current OPLAN.*”]
10. Request confirmation from MMPB-31 on the final disposition of this request and request a copy of this citation be entered into the member’s Official Military Personal File (OMPF).
11. Point of contact for this request is RANK/NAME at PHONE NUMBER (include full DSN extension if overseas) or EMAIL.

 I. A. NAME