1650

 G-1/Adj

 Date

# From: Commanding General, Marine Forces, XXXX

To: Commandant of the Marine Corps (MMM-PB31)

Subj: **REQUEST TO CORRECT/CHANGE PREVIOUSLY APPROVED AWARD RECOMMENDATION** ICO MAJOR MARINE A. PAYNE, USMC (IAPS CASE #)

 **iAPS Case # is the six (6) digit code at the end of the URL when viewing the award (i.e. https://www.manpower.usmc.mil/iaps/awards/vie wAward.action?case\_id=808263#**

Ref (a) SECNAVINST 1650.1J

 (b) Privacy Act of 1974, 5 U.S.C. § 552a

Encl: (1) Original NAVMC 11533EF

 (2) New or Corrected SOA/Citation/etc

 (3) Supporting Documentation (that documents decisions or intended changes)

**The first enclosure must be included. Include the other enclosures as necessary.**

1. In accordance with the references, request to correct the previously approved subject named award in enclosure (1) with enclosure (2). Substantiating documentation for corrections is included in enclosure (3).
2. This award was approved by (awarding authority; if trusted assistant approved state [trusted assistant rank/name “Trusted Assistant for” awarding authority i.e. “Captain John Smith, USMC, Trusted Assistant for Lieutenant General Tommy Jones, USMC.”]).
3. Presentation Certification Statement. This award has not been presented to the service member. **–OR-** This award was presented on or about dateXXXX. **–OR-** Not applicable.

1. (A detailed explanation including all information that will assist in getting issue resolved and detailed description of changes and reasons for the changes. For changes, detail each change as a separate sub paragraph).
	1. Change 1: Change final award disposition in Block 24 from NA to NC. Background: Final disposition in block 24 is incorrect. The Commanding General intended to approve the award as a Navy and Marine Corps Commendation Medal (NC), however, the decision was erroneously input by the trusted assistant as a Navy and Marine Corps Achievement Medal (NA).
	2. Change 2: Update citation with the citation in enclosure (2). Background: The summary of action previously entered contains numerous spelling and grammar mistakes.
2. Point of contact for this matter is XXXXXXXX at comm: XXXXXXXXXX or email: XXXXXXXXXXXXXXXXXXXX.

 **MAJOR CORRECTIONS** MUST be signed by the original awarding authority. Major Corrections (e.g. Award level, SOA changes, etc) cannot be signed by-dir or by Trusted Assistant.

**MINOR CORRECTIONS** (e.g. grammar error, error in spelling, incorrect name, minor admin fixes): Can be signed by-direction.

 I. M. COMMANDING

(Awarding Authority Signature, no by direction)