



From: Division 6 Commander

Policy Memorandum 001-2016

Date: 11 October 2016

Subject: YOUNG MARINE /UNIT AWARDS

Refs: (a) Young Marine Awards Manual

Background: On numerous occasions over the past two years, award recommendations have been not been forwarded up the proper chain of command. In some cases, this has been an embarrassment by those in the chain of command because they did not have situational awareness of the award in question. To enhance situational awareness at all levels and to ensure our Young Marines are receiving those awards which they have earned, the following will apply.

Criteria /Policy: Commencing immediately all award recommendations above the unit level will be processed through the applicable chain of command. All awards being submitted up the chain for consideration will be processed from the unit, to the respective Battalion, to the respective Regiment, and to Division for consideration. All award recommendations will be properly endorsed. Endorsements can be via attached letter or via an email endorsement concurring or non-concurring with the award. Failure to endorse an award only delays it being presented to the deserving Young Marine or Unit. At a minimum, all endorsements will come from either the applicable Commander or applicable Executive Officer. A simple endorsement will follow the following simple criteria:

From:

To:

Subj: YOUNG MARINE AWARD; (AWARD NAME); CASE OF YOUNG MARINE (YOUNG MARINES RANK, NAME, and UNIT)

Endorsement will state: Concur with no comment, Concur with additional endorsements /facts, or Non-Concur. In the event a Non-Concur endorsement, the award will be sent back to submitting unit suggesting the award be issued at the unit level, or the endorsement will state why the award recommendation is not valid or in compliance with the Awards Manual. In the event of a difference in interpretation of the Awards Manual, the Division Commander will be contacted to resolve the issue.

Unit Award packages will also include any and all supporting facts /statements by witnesses or other personnel who are familiar with the event which adds value to the award recommendation. All support facts /statements will be legible, and signed and dated by the author /originator of the document.

Award recommendations will be submitted within 30 days of the event for which the award is being recommended for.

This Division Policy will be reviewed one year from now and republished as necessary.

Wilson T. Lee

Commander