**AMPLIFYING GUIDANCE FOR MARADMIN 042-08**

**“IMPLEMENTATION OF THE IMPROVED AWARDS PROCESSING SYSTEM (IAPS)”**

1. Overview.
	1. MARADMIN 042-08 announced the fielding plan of the new Improved Awards Processing System (iAPS) that will replace the current Awards Processing System (APS). The primary difference between iAPS and APS is that iAPS provides an increased ability for Unit Awards Administrators (UAAs) to better assist the commander in administering the military awards program in the command. UAAs must be assigned to every unit in iAPS that has an Awarding Authority assigned to it; usually the Squadron/Battalion and higher level units. UAAs typically come from the G-1/S-1 section and they are responsible for managing permissions of iAPS users within their unit and managing the flow of awards within their unit to ensure awards are processed in a timely manner.
	2. The MARADMIN outlines HQMC established deadlines for user registration in iAPS. It is recommended that UAA register as soon as possible to allow the greatest amount of lead time to process user accounts within their local units and familiarize themselves with iAPS prior to the 1 March 2008 cutover to iAPS.
2. Unit Awards Administrator (UAA)

In accordance with paragraph 4A of the MARADMIN, at least one UAA must be designated at each Battalion/Squadron level unit and higher NLT 15 February 2008. To meet this requirement the initial designated UAA must login and register with iAPS at [www.manpower.usmc.mil/iaps](http://www.manpower.usmc.mil/iaps) .

* 1. All iAPS users must have a valid Common Access Card (CAC) with certificate, a valid PIN for that CAC, and a card reader.
	2. The first screen the UAA will reach in iAPS is the screen where you must associate yourself with a unit. Users can use the search functions to locate the appropriate unit to join in iAPS. The list of units available to join in iAPS is based on the presence of an awarding authority, which is typically limited to battalion and squadron level commanders or other command positions of battalion or squadron level command equivalency or higher.
	3. iAPS users should select the unit of the first Awarding Authority within their chain of Command, or respective HQMC Department for personnel assigned to HQMC . (Example: all users at a company level unit will join the battalion unit)

		1. UAA’s at the MSC or MEF level commands have the ability to join either the primary unit (II MEF, 2nd MARDIV, etc.) or a Forward unit (II MEF FWD, 2nd MLG FWD, etc. ) The addition of these FWD units is to facilitate the task organization that usually occur with the deployment of General Officer level Commands. UAA’s within this category should select the garrison unit if they are in garrison and the FWD unit if they are deployed.
		2. Commands below the MSC level do not have FWD units designated in iAPS. All users within those commands will join the same unit. This allows the lower level staffs to leverage personnel in garrison or deployed to assist in the processing of awards with that unit.
		3. Marines assigned to Joint Commands will process awards in accordance with the policies and procedures established at that joint command, and will not be required to utilize iAPS, to include retirement awards.
		4. Marines assigned to other service commands will process awards in accordance with the established policies and procedures of that service, and will not be required to utilize iAPS. All awards of the Legion of Merit and above and all combat awards that require DON concurrence IAW Chapter 1 of the Navy and Marine Corps Awards Manual shall be physically or electronically mailed to MMMA-2 for further processing.
		5. Marines assigned to Inspector-Instructor duty, site support, or detachments with Reserve commands will register in iAPS with the UIC of the Reserve command they are associated. The UIC of the Reserve command will be the only UIC visible for iAPS registration.
		6. Marines assigned to Marine Corps Detachments located at the various school houses or other locations will have a UIC available to choose for that Marine Corps Detachment. Even though only a limited number of Detachment Commanders have awarding authority, all Detachment Commanders will need iAPS for the origination or endorsement of awards within their detachment that need to be forwarded to a higher echelon of Marine Corps command for adjudication. The Detachment Commander will need to appoint a Unit Award Administrator to manage all awards originated within that detachment.
		7. Marines assigned to Headquarters, US Marine Corps Departments or independent Divisions (i.e. Public Affairs) will register with the UIC for that Department or independent Division in iAPS even though no awarding authority exists within those UICs. The Deputy Commandants will have the option to appoint a Unit Award Administrator for their respective Department or independent Division, or appoint a Unit Award Administrator for each subordinate Division or Branch in order to manage awards originated in that UIC.
	4. After joining the appropriate unit, you must update your title to reflect the current billet (Example: S-1 Chief, 1stBn 5th Mar). Once you have finished updating the title, you must click on the “Submit” button.
	5. After selecting the appropriate unit and updating your title, the next screen will be the Permissions/Roles screen. At the top of this page you will see your contact email address and phone number. If this information is incorrect please click on the update link to modify that information. (Note: when you change that information it may take up to 10 minutes to reflect in iAPS). After updating your email and phone number you should check the permission box next to the Unit Awards Administrator and enter a brief justification explaining your request. (Example: Assigned as the Unit Awards Administrator for unit xxxx). Once you are finished, click on the “Submit” button which will forward your UAA permissions request to HQMC-MMMA.
	6. Because you are the initial UAA for you unit, your account request will have to be processed by HQMC-MMMA. They will monitor requests Monday through Friday 0730-1630 EST, but please allow 24 hours for them to process accounts during the initial iAPS registration period.
	7. Once your request has been processed and your UAA permissions approved by HQMC-MMMA, an email alert will be sent to the email address that you updated in iAPS to notify you that you can now log into iAPS and begin managing users for your unit, to include granting permissions for additional UAAs in your unit.
1. Awarding Authorities

In accordance with paragraph 4B of the MARADMIN, all Awarding Authorities must login and register with iAPS NLT 29 February 2008. Due to the PKI security associated with CAC’s, Awarding Authorities must personally log into iAPS to register. However, iAPS allows the use of Trusted Assistants that may act on behalf of O-7’s and above if so desired.

* 1. Unit Awards Administrators for Commanders that are O-6 and below should guide their Commanders through the same steps above to register with iAPS. However, when selecting permissions the Awarding Authorities should select the check box next to the Endorser role as well as the check box next to the Awarding Authority Role. Those requests will also be processed by HQMC-MMMA. Once processed, an email alert will be sent to the Awarding Authority email address only. (Note: There is no Trusted Assistant option available to commanders below the rank of O-7.)
	2. Unit Awards Administrators for Awarding Authorities in the rank of O-7 and above have three options for processing awards.
		1. The first option is for the Awarding Authority to personally log in to iAPS to process awards without using a Trusted Assistant.
		2. The second option for O-7s and above is to appoint a Trusted Assistant to process all awards on their behalf. This allows O-7’s and above to give their input verbally, in writing, or through email to an appointed Trusted Assistant who will log into iAPS on their behalf to endorse or approve awards. Trusted Assistants hold the same endorser or awarding permissions as the actual Awarding Authority; however, when a Trusted Assistant processes an award, the words “Trusted Assistant for General XXXX” will appear behind the Trusted Assistant’s name.
		3. The third option is to share the work load between a Trusted Assistant and the Awarding Authority. This allows actual Awarding Authorities to process awards personally, but also leverage the Trusted Assistant role whenever appropriate.
		4. Unit Awards Administrators for O-7 and above Awarding Authorities should check with those Awarding Authorities to determine their wishes for processing awards in iAPS. If the Awarding Authority desires to register personally, they should follow the same registration steps used above.
		5. Trusted Assistant must also personally register in iAPS. The Trusted Assistant should follow the same steps to register as listed for the UAA above. However, the Trusted Assistant should check the Endorser box, the Awarding Authority Box, and the Trusted Assistant Box. Once they check the Trusted Assistant Box, they will be prompted to select their General Officer from a drop down list. Trusted Assistant requests are also processed at HQMC-MMMA. Once processed an email alert will be sent to the Trusted Assistant’s email address.
1. Managing Permissions for other Personnel Within the Unit

In accordance with paragraph 4B of the MARADMIN, Unit Awards Administrators will process all request for iAPS permissions for all other iAPS users within their unit by 29 February 2008.

* 1. Managing local permissions in iAPS is an ongoing responsibility of the Unit Awards Administrator and this task does not end on 2 9 February. UAAs are key to the successful and timely processing of awards and are therefore expected to log into iAPS daily to process permission requests and manage user accounts for the personnel within their unit .
	2. **All officers in the unit will automatically have originator permissions in iAPS but must request additional permissions, such as endorser, reviewer or approval authority through their respective UAA. Civilian supervisors who are Reporting Seniors for fitness reporting can request originator, endorser, and reviewer permissions from their respective UAA.** UAA’s can manage permissions or process new requests by clicking on the Manage Users tab located in the top of the iAPS screen. Once there, the Unit Awards Administrator will see a roster of all iAPS users registered within their local unit. Administrators can click on each name to view the detailed permissions of the account and make modifications. Once the modifications are made the changes can be saved in iAPS by clicking on the Approve button located in the bottom of the screen.
	3. Unit Awards Administrators can view pending requests by clicking on the Pending Users link found in the Alerts Box on the right hand side within the Manage Users tab.
1. Familiarizing Personnel with iAPS

In accordance with paragraph 4B of the MARADMIN, Commanders must ensure that their personnel who will be award originators, endorsers, reviewers, or board members are familiar with iAPS NLT 29 February 2008. Commanders can use the Introductory material found on the HQMC-MMMA web page at [www.manpower.usmc.mil/award](http://www.manpower.usmc.mil/award)s to explain the basics of the new system.