[Appropriate Letterhead from Service Secretary, COCOM or OSD Policy]

ACTION MEMO

MEMORANDUM FOR THE SECRETARY OF DEFENSE

FROM: (NAME) (Service Secretary, Commander COCOM or USD (Policy))
(Signature/initial)(Date)

SUBJECT: Proposed Award of the Legion of Merit (Degree of "__") to (RANK) (NAME), (COUNTRY) (SERVICE)

PURPOSE: ACTION - To award the Legion of Merit to (RANK) (NAME), (COUNTRY)

DISCUSSION: Per DoD Manual 1348.33, Volume 3, November 23, 2010 the award certificate and citation at TAB A requires your signature.

1) Question: "Why is the award recommendation in the best interest of the United States Government and DoD?

2) Question: "Why are we recommending this now?

EXPLANATION FOR RECOMMENDATION LATENESS/DELAY:

PRESENTATION DATE: Scheduling of presentation ceremonies and public announcements shall be avoided until after the Secretary of Defense has signed and approved the award recommendation.

PRESENTED BY: (RANK) (NAME) or designated representative.

PLACE TO BE PRESENTED: (CITY, STATE, COUNTRY, etc..)

POC: (RANK) (NAME) (OFFICE) (TELEPHONE NUMBER) (E-MAIL ADDRESS)

RECOMMENDATION: The Secretary of Defense sign LOM certificate/citation at TAB A.

COORDINATION: TAB C.

SECDEF DECISION:

Approved _____ Disapproved _____ Other _____

Attachments:
TAB A – Award Recommendation (i.e. DA Form 638, OPNAV 1650/3), Narrative Justification (certificate and citation for SecDef signature)
TAB B – Biographical Sketch
TAB C – U.S Embassy concurrence (within 6 months), Defense Intelligence Agency (DIA) concurrence (within 6 months), Provost Marshal Record Check, Central Clearance Facility (CCF) Air Force Office of Investigation (AFOSI) Naval Criminal Investigative Service (NCIS) concurrence (within 6 months)

Prepared by: (NAME), (RANK), (OFFICE), (TELEPHONE #), (E-MAIL ADDRESS)

TAB

A

THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:

THIS IS TO CERTIFY THAT
THE PRESIDENT OF THE UNITED STATES OF AMERICA
AUTHORIZED BY ACT OF CONGRESS JULY 20, 1942
HAS AWARDED

THE LEGION OF MERIT

(Degree of Commander, Officer or Legionnaire)

TO

(RANK) (NAME)
(COUNTRY) (SERVICE)

FOR
EXCEPTIONALLY MERITORIOUS CONDUCT
IN THE PERFORMANCE OF OUTSTANDING SERVICES

GIVEN UNDER MY HAND IN THE CITY OF WASHINGTON
THIS DAY OF 20

Service Secretary or COCOM Cdr or
OSD Policy

The Secretary of Defense

The President of the United States of America, authorized by Act of Congress, July 20, 1942, has awarded the Legion of Merit (Degree of Officer or Degree of Commander) to (this sentence is included with each citation; do not deviate)

(ensure that the certificate and citation are identical)
RANK PLUS NAME IN ALL CAPS
BRANCH OF SERVICE PLUS COUNTRY

for exceptionally meritorious service as (position/title), from (month/year) to (month/year). (Rank and last name) (list three to four substantive contributions that had direct impact during tenure). Single space the citation and use 12 point font, Times New Roman. Ensure that the name and rank are consistent throughout the citation; alternate name rank every other line with the use of pronoun (him/her, he/she). Use past tense for citation text accomplishments (except for the last line in citation). Avoid use of first person; use "the two countries" instead of "our two countries." Do not use a personal pronoun when referring to an individual's country, units, forces, and equipment, etc.; "his army" or "his equipment." "United States of America" should only be used in the opening, top line of the citation; otherwise, use "United States" within the body of the citation. When referring to the United States and another country in the same sentence, the United States is spelled out and goes first; "the United States and Spain." Avoid the use of absolutes/unquantifiable statements when possible; unparalleled, unprecedented, invaluable, etc. End the citation with the following: "The superior effort, outstanding leadership, and personal initiative displayed by (rank/name) reflect great credit upon himself, the (country and Service), and his country."

The President of the United States of America, authorized by Act of Congress, July 20, 1942, has awarded the Legion of Merit (Degree of [LOM Level]) to

(RANK) (FIRST AND LAST NAME)
(COUNTRY) (SERVICE)

for exceptionally meritorious service as the [position/title] to the United States, from Date [Month YYYY] to Date [Month YYYY]. [Rank/Last Name] was an open and effective liaison, who contributed to bilateral interoperability and fostered effective military-to-military relations between the United States and [country]. He played a decisive role in attaining a bilateral agreement to appoint a [country] Liaison Officer to the United State Military Academy and facilitated mutually rewarding bilateral Army Staff Talks in 2005 and 2006, which resulted in numerous agreed-to-actions related to transformation, training, staff planning, intelligence and command and control fusion. [Rank/Name], a Signal Corps officer, contributed his expertise to the United States-[country name] working group to achieve bilateral communication interoperability and actively collaborated in the integration of Hawk and Patriot missile systems in [country name]. He was also instrumental to the bilateral standardization process for [country name] Army Rotary-Wing Aviation attainment of navigability certification. At a time of intense strain in the United States-[country name] bilateral relationship due to the sudden withdrawal of [country name] troops from Operation IRAQI FREEDOM, [Rank/Name] especially proactive in reaching out to his Army and Joint Staff counterparts in an effort to sustain the bilateral military-to-military relationship. The superior effort, outstanding leadership, and personal initiative displayed by [Rank/Name] reflect great credit upon [him/herself], the [country name/service (same as above)], and [his/her] country.

Highlighted Text - **Indicates standard wording for opening paragraph, titles, and opening and closing sentences of citation body text.**

The President of the United States of America, authorized by Act of Congress, July 20, 1942, has awarded the Legion of Merit (Degree of [LOM Level]) to

(RANK) (FIRST AND LAST NAME)
(COUNTRY) (SERVICE)

for exceptionally meritorious service as the [position/title], from Date [Month YYYY] to Date [Month YYYY]. [Rank/Last Name] extraordinary contributions enhanced understanding, improved cooperation, and strengthened relations between the United States Navy and the [country name] Navy. His astute politico-military judgment and adroit diplomatic skills ensured critical Navy interests were considered by military and civilian policymakers. [Rank/Last Name] professionalism and enthusiasm resulted in two successful visits by the Chief of Staff for the [country name] Navy as well as a visit by the Director of Operations for Emergency Planning for the Minister of Defense. He consistently served as an effective spokesman for his government and distinguished himself by furthering relations with the United States Navy, as well as with North Atlantic Treaty Organization nations and [country name] allies. His keen understanding of the tasks confronting the two services was of significant value to the United States Navy. Extremely proactive in increasing opportunities for professional exchanges between the two navies, [Rank/Last Name] coordinated a successful [country name] Naval Academy visit, including a midshipman exchange with the [country name] tall ship Ship Name in November 2006 and another midshipman exchange with Ship Name in July 2007. The superior effort, outstanding leadership, and personal initiative displayed by [Rank/Name] reflect great credit upon [him/herself], the [country name/service (same as above)], and [his/her] country.

Highlighted Text - **Indicates standard wording for opening paragraph, titles, and opening and closing sentences of citation body text.**

LOM and Award Citations

Use past tense for citation text accomplishments

- Exception: closing line "accomplishments are in keeping" "reflect(s) great credit"

• Avoid "during this period" - it's redundant. Inclusive dates for service accomplishments for which the individual are being recognized are given in opening line.

• Avoid use of first person ("our two countries"; "our security"; use "the two countries" etc.)

• Avoid personal possessives whenever possible when referring to an individual's country, units, forces and equipment, etc. - these things do not belong to the person, the person is entrusted with them. It's not "his army"; "his equipment". The use of personal possessives is appropriate in certain contexts, but will be rare:

• "United States of America" (formal, long name) only used in the opening, top line (otherwise use "United States")

• When referring to the United States and another country in the same sentence, the United States is always spelled out and goes first ("the United States and Canada" not "the U.S. and Canada" or "Canada and the U.S." or "Canada and the United States"
Ensure name, rank consistent throughout

• Use name of service consistently throughout write-up (don't say "Canadian Armed Forces" immediately below individual's name in opening line, then use "Armed Forces of Canada" in closing line).
Ensure name and rank are consistent with supporting documentation
Ensure level of award is consistent with supporting documentation
Ensure citation includes at least 2-3 substantive accomplishments (ideally, 3-4):

• Avoid use of absolutes/unquantifiable statements whenever possible (avoid "unparalleled"; "unprecedented"; "invaluable")

• Look to alternate use of person's name throughout citation with pronouns. Following the opening line (that states "the President of the United States . . ." then gives full rank and name, position and inclusive dates for award) look to typically begin the next sentence with the person's rank/name "General Smith led the Canadian Armed Forces' initiative to . . ." then alternate use of individual's proper name and pronouns throughout, using the person's name and rank in the closing line.

• Ensure the name of the person's country is use consistently throughout. Many countries have several formal variations of their names. For example, formal long for the U.S. is the "United States of America"; formal short is "the United States". Formal long name of the U.S. is typically only used in the opening line "The President of the United States of America... ", then the formal short "the United States" is typically used throughout the remainder of the write-up. Ensure the country name is consistent with the supporting documentation and then used consistently within the citation. Typically, use "his country" or "her country" in the closing line.

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO	2. FROM	3. DATE *(YYYYMMDD)*

PART I - SOLDIER DATA

4. NAME *(Last, First, Middle Initial)*	5. RANK	6. SSN

7. ORGANIZATION	8. PREVIOUS AWARDS

9. BRANCH OF SERVICE	10. RECOMMENDED AWARD	11. PERIOD OF AWARD	
		a. FROM	b. TO

12. REASON FOR AWARD

12a. INDICATE REASON	12b. INTERIM AWARD ☐ YES ☐ NO IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS YES ☐ NO ☐	13. PROPOSED PRESENTATION DATE *(YYYYMMDD)*

PART II - RECOMMENDER DATA

14. NAME *(Last, First, Middle Initial)*		15. ADDRESS
16. TITLE/POSITION	17. RANK	
18. RELATIONSHIP TO AWARDEE		19. SIGNATURE

PART III - JUSTIFICATION AND CITATION DATA *(Use specific bullet examples of meritorious acts or service)*

20. ACHIEVEMENTS

ACHIEVEMENT #1

ACHIEVEMENT #2

ACHIEVEMENT #3

ACHIEVEMENT #4

21. PROPOSED CITATION

NAME *(Last, First, Middle Initial)*	SSN

PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL

22. *I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.*	22a. SIGNATURE	22b. DATE *(YYYYMMDD)*

23. **INTERMEDIATE AUTHORITY**	a. TO	b. FROM	c. DATE *(YYYYMMDD)*

d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL ☐ UPGRADE TO: ☐ DOWNGRADE TO:

e. NAME *(Last, First, Middle Initial)*	f. RANK
g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

24. **INTERMEDIATE AUTHORITY**	a. TO	b. FROM	c. DATE *(YYYYMMDD)*

d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL ☐ UPGRADE TO: ☐ DOWNGRADE TO:

e. NAME *(Last, First, Middle Initial)*	f. RANK
g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

25. **INTERMEDIATE AUTHORITY**	a. TO	b. FROM	c. DATE *(YYYYMMDD)*

d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL ☐ UPGRADE TO: ☐ DOWNGRADE TO:

e. NAME *(Last, First, Middle Initial)*	f. RANK
g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

26. **APPROVAL AUTHORITY**	a. TO	b. FROM	c. DATE *(YYYYMMDD)*

d. ☐ APPROVED ☐ DISAPPROVED ☐ RECOMMEND UPGRADE TO: ☐ DOWNGRADE TO:

e. NAME *(Last, First, Middle Initial)*	f. RANK
g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

PART V - ORDERS DATA

27a. ORDERS ISSUING HQ	27b. PERMANENT ORDER NO.	31. DISTRIBUTION
28a. NAME OF ORDERS APPROVAL AUTHORITY	28b. RANK	
28c. TITLE/POSITION	29. APPROVED AWARD	
28d. SIGNATURE	30. DATE *(YYYYMMDD)*	

NAME	SSN

ADDENDUM - INTERMEDIATE AUTHORITY

25-A1. **INTERMEDIATE AUTHORITY**	a. TO	b. FROM	c. DATE *(YYYYMMDD)*

d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL ☐ UPGRADE TO: ☐ DOWNGRADE TO:

e. NAME *(Last, First, Middle Initial)*	f. RANK
g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

25-A2. **INTERMEDIATE AUTHORITY**	a. TO	b. FROM	c. DATE *(YYYYMMDD)*

d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL ☐ UPGRADE TO: ☐ DOWNGRADE TO:

e. NAME *(Last, First, Middle Initial)*	f. RANK
g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

25-A3. **INTERMEDIATE AUTHORITY**	a. TO	b. FROM	c. DATE *(YYYYMMDD)*

d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL ☐ UPGRADE TO: ☐ DOWNGRADE TO:

e. NAME *(Last, First, Middle Initial)*	f. RANK
g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

25-A4. **INTERMEDIATE AUTHORITY**	a. TO	b. FROM	c. DATE *(YYYYMMDD)*

d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL ☐ UPGRADE TO: ☐ DOWNGRADE TO:

e. NAME *(Last, First, Middle Initial)*	f. RANK
g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

25-A5. **INTERMEDIATE AUTHORITY**	a. TO	b. FROM	c. DATE *(YYYYMMDD)*

d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL ☐ UPGRADE TO: ☐ DOWNGRADE TO:

e. NAME *(Last, First, Middle Initial)*	f. RANK
g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

PERSONAL AWARD RECOMMENDATION

FOR OFFICIAL USE ONLY

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

1. FROM: ADDRESS:	1a. UIC / RUC	2. TO (Awarding Authority) : ADDRESS:	2a. UIC / RUC
3. COMMAND POC: NAME: EMAIL:	4. PHONE: (DSN): (COM):	5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS:	
6. SSN	7. DESIG/NEC/MOS	8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX)		10. ☐ RETIREMENT ☐ TRANSFER ☐ SEPARATION ☐ SPECIFIC ACHIEVEMENT	
11. COMPONENT 13. PAYGRADE AND RATING		12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)	
14. WARFARE QUALIFICATION	15. UNIT AT TIME OF ACTION/SERVICE	16. DUTY ASSIGNMENT	
17. UIC/RUC	18. CAMPAIGN	18a. OPERATION :	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)
20. RECOMMENDED AWARD			
21. ☐ HEROIC ☐ MERI-TORIOUS ☐ HEROIC POSTHUMOUS ☐ MERITORIOUS POSTHUMOUS ☐ MIA			22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...)	24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:		
25. ACTION DATE/MERITORIOUS PERIOD -		26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:	
27. GEOGRAPHIC AREA OF ACTION/SERVICE		28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY:	
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE ☐ KNOWN TO ME ☐ A MATTER OF RECORD			
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR		30b. SIGNATURE	30c.DATE

31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)

VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			☐YES ☐NO		
2			☐YES ☐NO		
3			☐YES ☐NO		

32. TO BE COMPLETED BY AWARDING AUTHORITY

DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
	☐YES ☐NO	☐YES ☐NO		

33. CNO / CMC AWARDS BRANCH USE ONLY
SERIAL NO: DATE RECEIVED:

34. NDBDM USE ONLY
FROM: SECNAV (NDBDM) DATE:
TO: CNO (DNS-37/N09B13) CMC (CODE MMMA)
1. Extraordinary heroism recommended: ☐YES ☐NO ☐NOT APPLICABLE
2. Reviewed and recorded.

By direction

INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation
3. Two (2) letter codes to be used in Blocks 19, 20, 31 and 32
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004)

MH	Medal of Honor	NM	Navy and Marine Corps Medal	JC	Joint Service Commendation Medal
NX	Navy Cross	BS	Bronze Star Medal	NC	Navy & Marine Corps Commendation Medal
DM	Distinguished Service Medal	BV	Bronze Star w/ V Medal	CV w/ V	Navy & Marine Corps Commendation Medal
SS	Silver Star	PH	Purple Heart Medal	JA	Joint Service Achievement Medal
LM	Legion of Merit	MM	Meritorious Service Medal	NA	Navy & Marine Corps Achievement Medal
LV	Legion of Merit w/ V	AS	Air Medal (Strike/Flight)	NV w/ V	Navy & Marine Corps Achievement Medal
DX	Distinguished Flying Cross	AF	Air Medal (Individual Action)	CR	Combat Action Ribbon
DV	Distinguished Flying Cross w/ V	AH	Air Medal (Individual Action w/ V)	XX	Letter of Commendation

35. Summary of Action *(not required for Command approved NAMs)*

NARRATIVE JUSTIFICATION

LEGION OF MERIT
(DEGREE OF COMMANDER/OFFICER/LEGIONNAIRE)
RANK/FULL NAME
SERVICE/COUNTRY

Include in the first sentence rank/full name, title, and dates of service. For subsequent sentences, use rank and last name only. A narrative should contain more substance than the citation.

Use paragraph format with paragraph breaks between major contributions. Use 12 point Times New Roman font. Narratives with only one paragraph can be difficult to follow.

Include three to four major contributions with impact/results to the Department. Each contribution can be its own paragraph or they can be combined as one paragraph. Write to the accomplishments and not to the personal attributes of an individual. Refrain from using absolutes/unquantifiable statements in your sentence structure.

Limit the narrative to no more than two pages.

TAB

B

BIOGRAPHIC SKETCH
FOR
FOREIGN AWARD RECOMMENDATION

NAME:

ALIAS(S):

RANK/TITLE:

POSITION:

SSAN/MEMBER ID OR EQUILAVENT:

BRANCH OF SERVICE:

CITIZENSHIP:

DATE ARRIVE STATION:

TRANSFER DATE:

DATE OF BIRTH:

PLACE OF BIRTH:

TYPE OF AWARD RECOMMENDED:

INCLUSIVE DATES:

PRESENTATION DATE:

POC:

PREVIOUS U.S. AWARDS AND DATES:

MILITARY EDUCATION:

COMMENTS:

TAB

C

(Embassy Seal)

Embassy of the United States
Defense Attaché Office

(City, Country)

(Date)

(CLASSIFICATION)

TO: Ambassador - (LAST NAME, FIRST NAME, INTIAL) (Signature/Initial)

THRU: Chief of Mission - (LAST NAME, FIRST NAME, INTIAL) (Signature/Initial)

FROM: U.S. Defense Attaché - (LAST NAME, FIRST NAME, INTIAL) (Signature/Initial)

SUBJECT: U.S. Military Service Award Recommendation Concurrence Request

1. The Department of Defense Manual Number 1348.33, Volume 3, Section 12, November 23, 2010 require the concurrence of the Defense Attaché and the Chief of Mission and/or Ambassador for the award to military personnel of friendly foreign nations. The Defense Attaché Office requests concurrence for an award recommendation for the following individual:

Rank / Name: (RANK) (FULL NAME: LAST NAME, FIRST NAME, INTIAL)
Service Branch: (Army, Air Force, Navy, Marine)
Requesting Unit:
Proposed Award: (LEGION OF MERIT / MERITORIOUS SERVICE MEDAL)
Degree of LOM: (Chief Commander, Commander, Officer, Legionnaire)

2. The above named individual was vetted through the Regional Security Office and the Defense Attaché Office is unaware of any statements or activities which may embarrass the United States Government should the award be approved/presented.

ACTION REQUESTED: Approve consideration of the proposed award recommendation.

Concur: _____ (Signature/Initial)

Nonconcur: _____ (Signature/Initial)

Comments:

Prepared by: (NAME), (RANK), (TELEPHONE #), (EMAIL ADDRESS)

DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-5100

Ltr, Recommendation for an Award to a Foreign Military Member

1st Endorsement, 1754/HCH-3AW (DATE)

DEFENSE INTELLIGENCE AGENCY, 200 MacDill Boulevard, Washington, DC, 20340

1. The Defense Intelligence Agency concurs in the award of an U.S. decoration to the below listed individual(s), based on the findings of a search conducted by the Office of Analytical Support (DCA).

2. A search of counterintelligence and biographic files has revealed no information which would impact negatively on the presentation of these awards.

(RANK) (LAST NAME, FIRST NAME) (DATE OF BIRTH) (COUNTRY)

3. POC for this action at DIA is the Military Awards Branch at 202-231-3350, DSN: 428-3350; email DIA Awards@dia.mil.

FOR THE DIRECTOR

Deputy Chief, Military Personnel Division

DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-5100

(DATE)

TO: Central Clearance Facility
Fort George G. Meade, Maryland, 20755-5250

SUBJECT: Request for Background Check – (RANK)(NAME)(COUNTRY)(SERVICE)

FROM: Defense Intelligence Agency/HCH-3AW
200 MacDill Boulevard
Bolling AFB, DC 20340-5100

1. In accordance with DoD 1348.33-M, request a background check on (RANK)(NAME). The following information is provided:

NOMINEE:

MEMBER ID:

DOB:

COUNTRY OF BIRTH:

DUTY TITLE:

DATE ASSIGNED TO DIA:

TYPE OF AWARD:

INCLUSIVE DATES:

2. If you have questions, please email or call me at 202-231-1959.

Chief, DIA Joint Military Awards

1 Atch
Award Recommendation

DEPARTMENT OF THE ARMY
US ARMY CENTRAL PERSONNEL SECURITY CLEARANCE FACILITY
FORT GEORGE G. MEADE, MARYLAND 20755-5250

(DATE)

MEMORANDUM FOR Defense Intelligence Agency/HCH-3AW
Awards Officer Personnel Division
200 MacDill Boulevard
Bolling Air Force Base, DC 20340-5100

FROM: Chief, Special Actions Branch
Central Clearance Facility
Fort George G. Meade, Maryland 20755-5250

SUBJECT: Recommendation for Foreign Award

1. Reference your memorandum/message dated (DATE), SAB.

2. In accordance with your request and DoD Manual 1348.33, Volume 3, a files check of appropriate counterintelligence and security records was conducted concerning:

LAST NAME	FIRST NAME	MIDDLE NAME	DOB	POB

3. No criminal history/derogatory information revealed would preclude the award of a Foreign Legion of Merit/Meritorious Service Medal.

4. If you require further assistance, please contact the Special Actions, Central Clearance Facility at DSN 622-3902, commercial (301) 677-3902.

Chief, Special Actions Branch

TAB

D

(SAMPLE COORDINATION PAGE)

Beneath the Coordination line provide:

Postion, Name, Date and Type of Coordination

COORDINATION PAGE

Coordination:

Under Secretary of Policy	**Mr. Johnson**	**June 16, 2011**	**Concur with Comments**
USP DATT Officer	**Mr. Smith**	**June 5, 2011**	**Concur**
State Department	**Mr. Jones**	**June 10, 2011**	**Nonconcur with Comments**