

**U.S. ARMY HUMAN RESOURCES COMMAND
FOREIGN AWARDS PACKET PROCESSING GUIDE**

As of: May 2021

This guide should be used for preparing a recommendation packet to award U.S military decoration to foreign military personnel (FMP). Not every situation can be foreseen, but this guide covers the most common areas of concern. Guidelines will change over time and will be reflected in periodic revisions of this document. During the preparation process, consider the following:

- The following memorandums have a standard "lifespan" of six months and must be current when the approval authority signs the award: DIA memo and SVO memo. Award recommendation packets should be submitted to HRC no more than 30 days after the DIA memo is signed. The DIA memo requires 75 days of "lifespan" to process through the echelons above the DCS, G1. Prior to that, the recommendation must receive concurrences from the Under Secretary of Defense and the Department of State.

- Naming and rank conventions vary significantly across the globe. It is not possible to reflect that in a single sample template. The Embassy memo, when required, is a primary source to determine the correct full name of the awardee. The recommender must ensure the packet reflects this naming convention throughout the packet.

- Begin the process early, not after the completion of the awardee's service. The process is longer than recommendations for U.S. Army personnel.

- HRC Awards Branch recommends that foreign GO's serving in a combat theater be submitted for a LM with "C" device instead of a Bronze Star Medal since the process is quicker and less cumbersome than requesting an ETP to award a BSM to a foreign GO.

- FMP may be recommended for awards with the new "C" and "R" devices provided the guidance in MILPER Message 17-095 has been met.

**U.S. ARMY HUMAN RESOURCES COMMAND
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GUIDE As of: May 2021**

- Remember, the approval authority for award to FMP varies from the SecArmy to the AASA or the ACOM/ASCC Commander (DFC and below), or the Secretary of Defense (LM) - processing times will be longer the higher the approval authority is in the chain. The approval authority for LM award recommendations is the Secretary of Defense - A Presidential Cabinet member!
- The staffing process involves several agencies external to both the Army and DoD
- The award can be approved while the awardee is still on station and nearing the end of tour
- Avoid scheduling or publicizing a presentation date before obtaining award approval
- Due to the complex nature of foreign award recommendation, some may be disapproved based on special circumstances
- Processing times can be extensive or even delayed due to a variety of factors. External agencies involved are NOT bound by a planned presentation date by the field.
- All CSA counterpart visits have a preset presentation date.

US ARMY AWARDS TO FOREIGN MILITARY PERSONNEL CHECKLIST

ITEM	REQUIRED FOR	NOTES
DA Form 638	ALL	
Biographical Sketch	ALL	Must be in word.doc format
Citation Page	ALL	Must be in word.doc format
Narrative Page	Recommendations for LM, DFC, SM, BSM, AM and all Valor Awards (V-device)	Must be in word.doc format
Embassy Memo	O6 and below	
INSCOM G2 SVO Memo	O6 and below	
DIA Memo	Recommendations for LM, general officer ETP requests	
Letter of Lateness	Recommendations submitted to HRC more than 6 months after award period	
Exception to Policy Request	Recommendations for less than LM for general officer	

Additional Examples:

[Sample SVO Request Memo](#)

[Sample DIA Request Memo](#)

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.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. Chapters 57 and 357, Decorations and Awards; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-22, Military Awards; and E.O. 9397 (SSN), as amended.

PURPOSE(S): To consider individual nominations for awards and/or decorations; record final action; maintain individual award case files.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: Information may be disclosed to public and private organizations including news media, which grant or publicize awards or honors.

DISCLOSURE: Disclosure of personally identifiable information is voluntary. However, failure to provide identifying information may delay processing of this application.

1. TO	2. FROM	3. DATE (YYYYMMDD)
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PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial)	5. RANK	6. SSN
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DA FORM 638 CHECKLIST

- Is the form legible/clear? YES ___ NO ___
- Is Part I (Soldier Data) filled out correctly? YES ___ NO ___
- Box 3: Date Is filled out? YES ___ NO ___
- Box 6: SSN read "000-00-0000"? YES ___ NO ___
- Box 9: Branch of Service. Use "foreign services" dropdown option.
- Box 10: Recommended Award. Reads with appropriate Award? YES ___ NO ___
- Box 13: Proposed Presentation Date. YES ___ NO ___ If Yes, is a Letter of Expedite submitted? YES ___ NO ___
- Part II: (Recommender Data) filled out correctly? YES ___ NO ___
- Is Part III: (Justification and Citation Data) filled out correctly? YES ___ NO ___
- Box 21: Proposed Citation? YES ___ NO ___ Does Box 21 read "See attached citation" for LM, DFC, SM, BSM, AM? Is there a citation added for MSM, ARCOM, AAM? YES ___ NO ___
- Is Part IV: (Recommendations/Approval/Disapproval) filled out correctly? YES ___ NO ___
- Chain of Command Endorsements (required for all FMP award recommendations): YES ___ NO ___
- Are the signatures correct and legible? YES ___ NO ___
- Is the routing on the endorsements correct? YES ___ NO ___
- Is the name and 000-00-0000 at top of page 2 of DA Form 638? YES ___ NO ___

SEE PAGES 7-9

RECOMMENDATION FOR AWARD

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PRIVACY ACT STATEMENT

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DISCLOSURE: Disclosure of personally identifiable information is voluntary. However, failure to provide identifying information may delay processing of this application.

1. TO	2. FROM	3. DATE (YYYYMMDD) MUST BE DATED
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PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial) Smith, John Q.	5. RANK FMP rank	6. SSN 000-00-0000
7. ORGANIZATION	8. PREVIOUS AWARDS	
9. BRANCH OF SERVICE Foreign Services	10. RECOMMENDED AWARD (include device)	11. PERIOD OF AWARD a. FROM YYYYMMDD b. TO YYYYMMDD
12. REASON FOR AWARD	12a. INDICATE REASON SVC	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN
	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input type="checkbox"/>	13. PROPOSED PRESENTATION DATE (YYYYMMDD) If the presentation date has passed or will pass before approval LEAVE BLANK

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
This box needs to read "See attached narrative" for LM, DFC, SM, BSM, AM, and all valor awards. Achievement # 1 for MSM, ARCOM, AAM.

ACHIEVEMENT #2
This box needs to read "See attached narrative" for LM, DFC, SM, BSM, AM, and all valor awards. Achievement # 2 for MSM, ARCOM, AAM.

ACHIEVEMENT #3
This box needs to read "See attached narrative" for LM, DFC, SM, BSM, AM, and all valor awards. Achievement # 3 for MSM, ARCOM, AAM.

ACHIEVEMENT #4
This box needs to read "See attached narrative" for LM, DFC, SM, BSM, AM, and all valor awards. Achievement #4 for MSM, ARCOM, AAM.

21. PROPOSED CITATION
This box needs to read "see attached citation" for LM, DFC, SM, BSM, AM, and all valor awards. Proposed citation for MSM, ARCOM, AAM.

NAME (Last, First, Middle Initial) Smith, John Q.		SSN 000-00-0000	
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 MUST be validated/signed	22b. DATE (YYYYMMDD) MUST BE DATED
23. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD) MUST BE DATED
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS The final "to" in routing needs to be the approval authority for the award IAW AR 600-8-22, para 1-38. For LM and FMP GO recommendations, the final "To" in routing needs to be to "The Office of the Secretary of Defense"			
24. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> 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: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> 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. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> 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)	

BIOGRAPHICAL SKETCH
FOR
FOREIGN AWARD RECOMMENDATION

NAME: Firstname Lastname

ALIAS(S): Not applicable

RANK/TITLE: Spell out full rank

POSITION: (e.g. "Director, Comptroller Department, Japan Ground Self-Defense Force")

SSAN/MEMBER ID OR EQUIVALENT: Not applicable

BRANCH OF SERVICE: Self-explanatory

CITIZENSHIP: Country

DATE ARRIVE STATION: Day Month Year

TRANSFER DATE: Day Month Year

DATE OF BIRTH: Day Month Year

PLACE AND COUNTRY OF BIRTH: Town, Province (or region), Country

TYPE OF AWARD RECOMMENDED: Name of award (and degree as applicable)

INCLUSIVE DATES: Day Month Year to Day Month Year

PRESENTATION DATE: Upon completion

POINT OF CONTACT: Rank First Name, Last Name, Command, G-1, xxx-xxx-xxxx, e-mail:
xxxxxx@mail.mil.

PREVIOUS UNITED STATES AWARDS AND DATES: Self explanatory

MILITARY EDUCATION: Not applicable

COMMENTS: None

- DO NOT add or remove categories, or otherwise alter this OSD template
- Use Times New Roman font, 12 pitch
- Confirm date and place of birth is consistent with DIA memo
- Confirm information (dates, names, ranks, etc) are consistent throughout packet
- Do not use periods for routine bullet-type comments
- Use standard punctuation in the COMMENTS section (if comments are used)
- Ensure inclusive dates above match those noted on the DA Form 638

The President of the United States of America, authorized by Act of Congress, July 20, 1942, has awarded the [insert recommended award and degree (if applicable)] to

INSERT RANK AND FULL NAME IN CAPS
INSERT COUNTRY AND SERVICE

for exceptionally meritorious service as [insert position/title], from [insert month and year] to [insert month and year]. Rank and Last name then list three to four substantive contributions that had direct impact during tenure). Single space the citation and use 12 point Times New Roman font. Ensure that the name and rank are exactly consistent throughout the citation. Alternate name rank every other usage with the pronoun him/her or he/she. Use the past tense for citation text accomplishments (except for the last line in the citation). Avoid the 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, or equipment, etc. ("his army" or "his equipment"). United States of America should only appear on the top header; in the body of the citation use "United States". 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 Germany). Avoid the use of absolutes/unquantifiable statements when possible; for example "unparalleled, unprecedented, invaluable, etc.). Do not use abbreviations or ACRONYMS. The superior effort, outstanding leadership, and personal initiative displayed by insert rank and last name reflect great credit upon him, insert country and service (from above) and his country.

Notes:

- Fill in, but do not alter highlighted sentences
- 1/2 inch indentation
- 14-20 lines total length
- Read the template above – it contains valuable guidance
- Do not modify header, intro or closing – these are DoD standards
- Single line spacing
- No “filler/standard” citations. Use three to four major achievements from the narrative

BACK TO CHECKLIST

NARRATIVE JUSTIFICATION
[INSERT AWARD]
[INSERT DEGREE (IF APPLICABLE)]
[INSERT FULL RANK AND NAME]
[INSERT COUNTRY AND SERVICE]

[Insert Rank and Full Name] distinguished himself by meritorious service as [insert title/position], from [insert month and year to [insert month and year]. Begin the narrative.

Additional notes: Remember you are writing a document that will be approved by the Secretary of Defense and write accordingly.

- The narrative should be written in a clear concise manner. Tell the "story" of this award.
- Use the simple past tense ("had" "was") – Not Present Perfect ("has been" "have had") {ex: Colonel Smith's contributions had a lasting effect on ___}
- Excessively long sentences become both unclear, and are FAR more likely to be rejected for structural errors.
- Do not start a paragraph with He/She.
- Ensure the Awardee's position title is used consistently throughout the entire packet
- Long titles/terms that utilize an acronym: Define at its first use then use acronym in the remainder of the narrative {ex: Headquarters (HQ)}.
- Do not abbreviate "United States."
- Do not abbreviate the Rank {ex: Brigadier General; Lieutenant Colonel}
- The write up should cover substantive contributions - Avoid fillers!
- Remember this document goes outside of your unit, and the Army, to the SECDEF. Do not use local references such as "The Division Commander stated" -No spaces between hyphens (United States-Germany)
- The citation standard closing sentence is NOT required in the narrative. It is only required as the closing of the citation.

Additional OSD Guidance:

- Include in the first sentence: Rank Name, title and dates of service.
- Thereafter use only rank and last name
- The narrative will contain more substance than the citation
- Include 3-4 major contributions WITH Impacts/Results
- Use paragraph format with breaks between major contributions
- No longer than 2 pages
- Ensure information (names, dates, ranks, etc) are consistent throughout the packet
- Heading should all CAPS, but not bold or italicized
- 1 inch margins with 1/2 inch indentation
- Left justified
- Times New Roman font with size 12

BACK TO CHECKLIST

(SAMPLE EMBASSY CONCURRENCE MEMO)

(Embassy Seal)

Embassy of the United States
Defense Attaché Office
(City, Country)
(Date)

(CLASSIFICATION)

TO: Ambassador – (LAST NAME, FIRST NAME, INITIAL) (Signature/Initial)

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

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

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

Valid for 6 months only: Must be valid on the day approval authority (DAO) signs (IAW DoDI 1348.33, change 3)
Look for reference of current change to DoDI 1348.33, change 3, dated 20 June 2019

- 1. The Department of Defense Instruction Number 1348.33, change 3, dated 20 June 2019, require the concurrence of the Defense Attaché only for the award to military personnel of friendly foreign nations. The Defense Attaché Office provides concurrence for an award recommendation for the following individual:

Rank/Name: (RANK) (FULL NAME: LAST NAME, FIRST NAME, INITIAL)
Service Branch: (Army, Air Force, Navy, Marine)
Requesting Unit:
Proposed Award: (DFC or below (spell out award name); no foreign GO's or LM requests will be sent to an embassy for concurrence)

Format determined by State Dept
For SecArmy approved awards, ECC will not accept packets with memos with less than 35 days of lifespan left (This is needed for processing through the echelons above)

- 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.

- 3. On behalf of the Ambassador (or Chief of Mission), the Defense Attaché concurs with awarding (the (name of award) to Rank Last Name).

Look for only the Attaché's signature (no "for" signatures allowed)

- 4. Point of contact for this memorandum is (NAME), (RANK), (TELEPHONE #), (EMAIL ADDRESS).

(Signature and signature block of Defense Attaché)

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

Is the memo legible? YES ___ NO ___
Is the information (names, dates, ranks) consistent throughout the packet? YES ___ NO ___
Is the sig correct (actual Defense Attaché (no "for" signatures)) on the memo? YES ___ NO ___
The "sell-by" date on the memo is good? YES ___ NO ___
Does the memo reference the correct version of the DoDI? YES ___ NO ___



OFFICE SYMBOL

MEMORANDUM FOR Intelligence and Security Command (INSCOM), G-2 Security Vetting Office

SUBJECT: Request for Counterintelligence Check and Issuance of Counterintelligence Concurrence Memorandum for Foreign Military Personnel Receiving U.S. Army Awards and Decorations

1. Request a Counterintelligence (CI) Check and issuance of CI Concurrence memorandum on the following individual: (Rank & Full Name)

2. Awardee Biographic Information:

a. Rank/Date of Rank:

b. Branch of Service, Present unit & duty assignment, date of assignment

c. Promotion History

d. Education

e. Assignments

f. Aliases

g. Date of birth/place of birth (DOB/POB)

h. Gender

i. National Identification Number

j. Passport Number

OFFICE SYMBOL

SUBJECT: Request for Counterintelligence Check and Issuance of Counterintelligence Concurrence Memorandum for Foreign Military Personnel Receiving U.S. Army Awards and Decorations

k. Citizenship

l. Ethnicity

m. Home and Work Phone Number

n. Previous Awards/Decorations

o. Name/DOB/POB of Spouse and Children

p. Foreign Travel (if available)

3. I have confirmed the recommended awardee has been reviewed by the Command/ Unit Security Officer, and I am not aware of any security incidents or significant derogatory information about the awardee that could bring embarrassment to the U.S. government or its leaders if the award is presented.

SIGNATURE BLOCK
RANK, BRANCH
TITLE

Note:

- E-mail request to usarmy.belvoir.inscom.list.foreignawards-securityvettingoffice@mail.mil

BACK TO CHECKLIST

DEPARTMENT OF THE ARMY

UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND

8825 BEULAH STREET

FORT BELVOIR, VA 22060-5246



IASE-SVO

MEMORANDUM FOR Department of the Army Office of the Deputy Chief of Staff, G-2 1000 Army Pentagon Washington, DC 20310-1000

SUBJECT: (U) Recommendation for Award

1. (U) Reference Request for Security Vetting Office Concurrence Memorandum.

2. (U//FOUO) In accordance with DoDI 1348.33, change 2, dated 29 March 2018, a background check was conducted within appropriate counterintelligence and security record concerning:

<u>NAME</u>	<u>RANK</u>	<u>COUNTRY</u>
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3. (U//FOUO) A counterintelligence security check was conducted on the above listed subject on or about 27 July 2016. The agency check revealed no basis for a security objection to the proposed award; at this time we CONCUR with the award request.

4. (U) The Security Vetting Office does not retain Request for Concurrence Memorandums or Recommendation for Award Memorandums past 180 days.

5. (U) The point of contact for this memorandum is (point of contact).

SIGNATURE BLOCK
RANK, BRANCH
TITLE

Note:

- INSCOM G-2 SVO has responsibility for CI checks for DFC and lower awards for foreign military personnel (O-6 and below).

- Watch the date - valid for 6 months only from date signed by INSCOM G-2 SVO.

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND
SECURITY COMMAND 8825 BEULAH
STREET FORT BELVOIR, VA 22060-5246



IASE-SVO

**GOOD FOR 6 MONTHS FROM DATE. MUST STILL
BE VALID WHEN APPROVAL AUTHORITY
SIGNS THE AWARD.**

1 JANUARY 2017

MEMORANDUM FOR Department of the Army Office of the Deputy Chief of Staff, G-2 1000
Army Pentagon Washington, DC 20310-1000

SUBJECT: (U) Recommendation for Award

1. (U) Reference Request for Security Vetting Office Concurrence Memorandum.
2. (U//FOUO) In accordance with DoDI 1348.33, change 3, dated 20 June 2019, a background check was conducted within appropriate counterintelligence and security record concerning:

<u>NAME</u>	<u>RANK</u>	<u>COUNTRY</u>
Last, First	(rank)	(Country)

3. (U//FOUO) A counterintelligence security check was conducted on the above listed subject on or about 27 July 2016. The agency check revealed no basis for a security objection to the proposed award; at this time we **CONCUR** with the award request.
4. (U) The Security Vetting Office does not retain Request for Concurrence Memorandums or Recommendation for Award Memorandums past 180 days.
5. (U) The point of contact for this memorandum is (point of contact).

ALWAYS WATCH ISSUE DATE OF SVO MEMO

1. Effective 2 Aug 16 IAW MILPER Message 16-217, INSCOM G-2 SVO now has responsibility for CI checks for DFC and lower awards for foreign military personnel (O-6 and below).
2. E-mail request to usarmy.belvoir.inscom.list.foreignawards-securityvettingoffice@mail.mil when complete
3. Valid for 6 months only from date signed by INSCOM G-2 SVO.

NAME
Rank / Branch
Intelligence and Security Command

BACK TO CHECKLIST

DEPARTMENT OF THE ARMY
UNIT LETTERHEAD



To: Defense Intelligence Agency
ATTN: Military Awards (OHR3-F)
200 MacDill Boulevard
Bolling AFB, DC 20340-5100

Subject: Request for Counterintelligence Records Check – [Insert RANK, Name, Country, Service]

1. In accordance with DoDI 1348.33, request a counterintelligence records check on the below individual. The following information is provided:

FULL NAME:

RANK/TITLE:

DATE OF BIRTH: COUNTRY OF BIRTH:

TYPE OF AWARD RECOMMENDED:

2. If you have questions, please contact [insert the name and phone number of your organization's point-of-contact].

SIGNATURE BLOCK
RANK, BRANCH
TITLE

Notes:

- The name must include the nominee's full first, middle, and last name. The names must be spelled as they will appear on the award citation and certificate, to include any special alphabetic letters that appear in the nominee's name (e.g., à, è, ë, ö, and ü).
- If the type of award recommended is a Legion of Merit (LOM), the degree is not required as DIA performs the same counterintelligence record check for all LOMs regardless of degree.
- Email requests to DIA_awards@dia.mil

BACK TO CHECKLIST

**DEPARTMENT OF THE ARMY
UNIT LETTERHEAD**



To: Defense Intelligence Agency
ATTN: Military Awards (OHR3-F)
200 MacDill Boulevard
Bolling AFB, DC 20340-5100

Subject: Request for Counterintelligence Records Check – [Insert RANK, Name, Country, Service]

1. In accordance with DoDI 1348.33, request a counterintelligence records check on the below individual. The following information is provided:

FULL NAME:

RANK/TITLE:

DATE OF BIRTH: COUNTRY OF BIRTH:

TYPE OF AWARD RECOMMENDED:

2. If you have questions, please contact [insert the name and phone number of your organization's point-of-contact].

SIGNATURE BLOCK
RANK, BRANCH
TITLE

Notes:

- The name must include the nominee's full first, middle, and last name. The names must be spelled as they will appear on the award citation and certificate, to include any special alphabetic letters that appear in the nominee's name (e.g., à, è, ë, ö, and ü).

- If the type of award recommended is a Legion of Merit (LOM), the degree is not required as DIA performs the same counterintelligence record check for all LOMs regardless of degree.

- Email requests to DIA_awards@dia.mil



DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340



Ltr, Recommendation for an Award to a Foreign Military Member

20 September 2016

1st Endorsement 0039 (Corrected) OHR-3F - Awards

DEFENSE INTELLIGENCE AGENCY, Washington, DC 20340-5100

1. The Defense Intelligence Agency concurs in the award of a United States decoration(s) to the below listed individual(s), based on the findings of a search conducted by the Directorate of Operations. This memo is valid for six months from the above date.

2. A search of counterintelligence and biographic files has revealed no information which would impact negatively on the presentation of award(s).

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

ALWAYS WATCH ISSUE DATE OF DIA MEMO

1. Valid for 6 months only

2. Must be valid on the day the SECDEF signs per DoDI 1348.33 - *There is no waiver*

3. ECC will not accept packets with memos with less than **75** days of lifespan left (This is needed for processing through the echelons above G-1)

Is the memo legible? YES _____ NO _____

Is the information (names, dates, ranks) consistent throughout the packet?

YES _____ NO _____

The "sell-by" date on the memo is good? YES _____ NO _____

SAMPLE LETTER OF LATENESS



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS

XX-XXX

MEMORANDUM FOR Approving Authority or Commander, US Army Human Resources Command, ATTN: TAGD/AHRC/PDP-A, Fort Knox, KY 40122

SUBJECT: Letter of Lateness for the Name of Award or Legion of Merit (Degree of...) for Rank Name, Position, Service Name

1. In accordance with Department of Defense Instruction 1348.33, Change 2, dated 29 March 2018, the following letter of lateness is submitted to justify the late submission of the Recommendation for Award...

- Awardee info EXACTLY as listed on the other award packet documents
- Required by DoDI if recommendation is submitted more than 6 months after the ending period of the award recommendation
- Submit the Letter of Lateness IAW HRC or Approving Authority policies
- Avoid "stock" phrases
- Explain general circumstances regarding to delay in submission/processing of the award

Is the information (names, dates, ranks) consistent throughout the packet? YES ___ NO ___

Does the Memo clearly articulate sufficient justification for the request? YES ___ NO ___

Is the memo legible and correct? YES ___ NO ___

Is the information (names, dates, ranks) consistent throughout the packet? YES ___ NO ___

SIGNATURE BLOCK