



DEPUTY SECRETARY OF DEFENSE  
1010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1010

JUN - 9 2017

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARY OF DEFENSE FOR POLICY  
UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND  
READINESS  
DEPUTY CHIEF MANAGEMENT OFFICER  
COMMANDERS OF THE COMBATANT COMMANDS  
EXECUTIVE SECRETARY OF THE DEPARTMENT OF DEFENSE

SUBJECT: Policy and Procedures for Award of the Legion of Merit to Foreign Personnel

In October 2016, I directed the Acting Under Secretary of Defense for Personnel and Readiness to lead a comprehensive review of the Legion of Merit award process for foreign personnel to determine if efficiencies can be gained by modeling it after existing procedures and authorities for processing and approving Defense Joint Awards.

Today, I am pleased to announce the refinement of policy for award of the Legion of Merit to foreign personnel to streamline procedures that have become overly cumbersome and inefficient. The new award policy and procedural specifics are attached. This guidance will be incorporated in Department of Defense Instruction 1348.33, "DoD Military Decorations and Awards Program," during the next revision to that instruction.

If you have any questions regarding this matter, please contact my lead for awards and decorations, Mr. Carl Johnson, at (703) 697-4615 or [carl.d.johnson3.civ@mail.mil](mailto:carl.d.johnson3.civ@mail.mil).

Attachment:  
As stated

cc:  
USD(I)





## SECTION 9: AWARD OF U.S. MILITARY DECORATIONS TO FOREIGN MILITARY PERSONNEL OR UNITS

### 9.1. INTRODUCTION.

a. In accordance with Paragraph 1.2.d. of DoDI 1348.33, individual members and units of the armed forces of friendly foreign nations may be recognized with a Personal Military Decoration (PMD) or valorous unit award if the valorous acts, non-combat heroism, extraordinary achievement, or meritorious service:

- (1) Were of significant benefit to the United States; or
- (2) Materially contributed to the successful prosecution of a DoD military operation or campaign.

b. Campaign, Expeditionary, and Service (CE&S) medals, including Military Department-specific CE&S medals, are **not** authorized for award to foreign nationals except for the Antarctica Service Medal.

c. Members of friendly foreign armed forces assigned to a U.S. military unit are eligible for a unit decoration on the same basis as U.S. military personnel assigned to the unit, unless prohibited by statute, Executive Order, or policy.

d. The provisions of this section do not apply to:

- (1) Emblems, badges, or trophies awarded for the attainment of a prescribed degree of skill, proficiency, or excellence of performance.
- (2) Other recognition awarded in accordance with the DoD Incentive Awards Program outlined in Volume 451 of DoD Instruction 1400.25.

e. Unless otherwise stated, the Secretary of Defense approves all proposals to award U.S. military decorations to foreign nationals.

### 9.2. DECORATIONS FOR VALOR.

a. Members of the armed forces of friendly foreign nations who perform valorous or heroic acts in combat in direct support of U.S. military operations may be awarded the PMDs listed in Table 1.

b. The Bronze Star Medal (BSM) may only be awarded, in accordance with Section 1133 of Title 10, U.S.C., for actions or events that occurred in an area where:

- (1) Hostile Fire Pay (HFP) or Imminent Danger Pay (IDP) is authorized in accordance with section 310 of Title 37, U.S.C.; or



(2) Hazardous Duty Pay (HDP) is authorized in accordance with paragraph (1) or (3) of Section 351(a) of Title 37, U.S.C.

**Table 1. Valor Decorations Authorized for Award to Foreign Military Personnel.**

Distinguished Service Cross
Navy Cross
Air Force Cross
Silver Star Medal
Distinguished Flying Cross with "V"
Bronze Star Medal with "V"
Air Medal with "V"
Military Department-specific Commendation Medal with "V"
Joint Service Commendation Medal with "V"

c. Decorations listed in Table 1 will only be awarded to foreign military personnel for valorous acts that would justify award of the same decoration to a U.S. Service member.

d. Approval authority and procedures.

(1) The Secretary of Defense must approve an exception to policy (ETP) before any valor award listed in Table 1 may be awarded to a foreign general or flag officer in equivalent U.S. pay grade of O-7 and above. Submit ETP requests to the Secretary of Defense in accordance with procedures in Paragraph 9.6.b.

(2) The Secretary of the Military Department concerned may approve awards for foreign personnel in the equivalent U.S. pay grade of O-6 and below. Award recommendation requirements are contained in Paragraph 9.6.a.

### **9.3. DECORATIONS FOR NON-COMBAT HEROISM.**

a. Members of the armed forces of friendly foreign nations who perform acts of non-combat heroism while in direct support of U.S. military operations may be awarded the PMDs listed in Table 2.

**Table 2. Non-Combat Heroism Decorations Authorized for Award to Foreign Military Personnel.**

Distinguished Flying Cross
Soldier's Medal (Army)
Navy and Marine Corps Medal (Navy and Marine Corps)
Airman's Medal (Air Force)
Air Medal
Joint Service Commendation Medal
Military Department-specific Commendation Medals



b. Awards will only be made in recognition of heroic acts that would justify award of the same decoration to a U.S. Service member.

c. Approval authority and procedures.

(1) The Secretary of Defense must approve an ETP before any non-combat heroism award listed in Table 2 may be awarded to a foreign general or flag officers in equivalent U.S. pay grade of O-7 and above. Submit ETP requests to the Secretary of Defense in accordance with procedures in Paragraph 9.6.b.

(2) The Secretary of the Military Department concerned may approve awards for foreign personnel in the equivalent U.S. pay grade of O-6 and below. Award recommendation requirements are contained in Paragraph 9.6.a.

#### **9.4. DECORATIONS FOR ACHIEVEMENT OR MERITORIOUS SERVICE.**

**a. General.** Members of the armed forces of friendly foreign nations who distinguish themselves by meritorious conduct in performance of outstanding services to the United States may be awarded the PMDs listed in Table 3.

**Table 3. Personal Military Decorations for Foreign Military Members.**

Legion of Merit
Distinguished Flying Cross
Bronze Star Medal
Defense Meritorious Service Medal
Meritorious Service Medal
Air Medal
Joint Service Commendation Medal
Joint Service Achievement Medal
Military Department-specific Commendation Medals
Military Department-specific Achievement Medals

**b. Legion of Merit (LOM).** The LOM is the highest U.S. military decoration that may be awarded to eligible foreign military personnel in recognition for achievement or meritorious service.

(1) In accordance with Section 1121 of Title 10, U.S.C., as governed by Executive Order 9260, the LOM may be awarded to members of the armed forces of friendly foreign nations who, after September 8, 1939, have distinguished themselves by exceptionally meritorious conduct in performing outstanding services to the United States.

(2) The LOM is awarded in four degrees. Eligibility and approval authority for each degree is based on the rank and position of the nominee (see Table 4).



(3) LOM award recommendation templates, example LOM staff packages, award citation or certificate requirements, and WHS processing procedures can be found at: <http://www.people.mil/Inside-M-RA/Military-Personnel-Policy/How-we-support/OEPM/>.

Table 4. LOM Degree, Eligibility, and Award Authority.

<b>Degree Type<sup>1</sup></b>	<b>Award Authority</b>	<b>Eligible Nominees</b>	<b>Procedures</b>
<b>Chief Commander</b>	The President, upon the recommendation of the Secretary of Defense and concurrence of the Secretary of State.	Foreign chiefs of state or heads of government	Submit award recommendations in accordance with procedures in Paragraph 9.6.b
<b>Commander</b>	The Secretary of Defense, after concurrence by the Secretary of State.	Individuals holding a position equivalent to a member of the Joint Chiefs of Staff, but not to chiefs of state.	Submit award recommendations in accordance with procedures in Paragraph 9.6.b
<b>Officer</b>	The Secretary of Defense, after concurrence by Secretary of State.	General or flag rank officers in equivalent U.S. pay grades of O-7 or above serving in positions below the equivalent of a U.S. Military Service Chief of Staff;  Officers in ranks equivalent to U.S. pay grade of O-6 (e.g., colonel or captain), for service in positions comparable to those normally held by general or flag officers in the Military Services; or  Foreign military attachés.	Submit award recommendations for Secretary of Defense approval in accordance with procedures in Paragraph 9.6.b
<b>Legionnaire</b>	The Secretary of Defense, after concurrence by Secretary of State.	All other eligible members of the armed forces of friendly foreign nations.	Submit award recommendations for Secretary of Defense approval in accordance with procedures in Paragraph 9.6.b

<sup>1</sup>Listed in order from highest to lowest degree.



**c. Distinguished Flying Cross (DFC) and Air Medal.**

(1) The DFC and Air Medal may be awarded for extraordinary achievement while participating in aerial flight.

(2) Award will be based on an act or service that would justify award of the same decoration to a Service member.

(3) Approval authority and procedures.

(a) The Secretary of Defense must approve an ETP before any DFC or Air Medal may be awarded to a foreign general or flag officers in equivalent U.S. pay grade of O-7 and above. Submit ETP requests to the Secretary of Defense in accordance with procedures in Paragraph 9.6.b.

(b) The Secretary of the Military Department concerned may approve awards for foreign personnel in the equivalent U.S. pay grade of O-6 and below. Award recommendation requirements are contained in Paragraph 9.6.a.

**d. BSM, Meritorious Service Medal (MSM), Military Department-Specific Commendation Medals (MDSCMs), and Military Department-Specific Achievement Medals (MDSAMs).**

(1) The BSM, MSM, MDSCMs, and MDSAMs may be awarded to a member of the armed forces of a friendly foreign nation who distinguishes himself or herself by extraordinary achievement or meritorious service.

(2) Award will be based on acts or service that would justify award of the same decoration to a Service member.

(3) The BSM may only be awarded, in accordance with Section 1133 of Title 10, U.S.C., for actions or events that occurred in an area where:

(a) HFP or IDP is authorized in accordance with Section 310 of Title 37, U.S.C.; or

(b) HDP is authorized in accordance with Paragraphs (1) or (3) of Section 351(a) of Title 37, U.S.C.

(4) MDSCMs and MDSAMs are not authorized for award to foreign general or flag officers serving in equivalent U.S. pay grades of O-7 or above.

(5) The appropriate non-valorous award for a foreign general or flag officer serving in equivalent U.S. pay grades of O-7 or above is the LOM of appropriate degree.

(6) Approval authority and procedures:

(a) The Secretary of Defense must approve an ETP before the BSM or MSM may be awarded to a foreign general or flag officers in equivalent U.S. pay grade of O-7 and above.



Submit ETP requests to the Secretary of Defense in accordance with procedures in Paragraph 9.6.b.

(b) The Secretary of the Military Department concerned may approve awards for foreign personnel in the equivalent U.S. pay grades of O-6 and below. Award recommendation requirements are contained in Paragraph 9.6.a.

**e. Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM), and Joint Service Achievement Medal (JSAM).**

(1) The DMSM, JSCM, or JSAM may be awarded to a member of the armed forces of a friendly foreign nation permanently assigned to the Joint Staff, Combatant Commands, or other JDA, who distinguish himself or herself by meritorious achievement or service. The Defense Distinguished Service Medal and Defense Superior Service Medal are not authorized for award to foreign personnel.

(2) Award will be based on acts or service that would justify award of the same decoration to a U.S. Service member.

(3) The DMSM and JSCM are not authorized for award to foreign general or flag officers serving in equivalent U.S. pay grades of O-7 or above.

(4) The JSAM is not authorized for award to foreign military personnel serving in equivalent U.S. pay grades of O-6 or above.

(5) Approval authority and procedures:

(a) The CJCS is the award authority for foreign military personnel assigned to the Joint Staff. This authority may be delegated no lower than the Director of the Joint Staff. Award recommendation requirements are contained in Paragraph 9.6.a.

(b) The applicable Combatant Commander (CCDR) is the award authority for foreign military personnel assigned to their respective headquarters or to joint duty activities directly under their control. This authority may be delegated no lower than the CCDR's Chief of Staff. Award recommendation requirements are contained in Paragraph 9.6.a.

(c) The Deputy Chief Management Officer (DCMO) is the award authority for foreign military personnel assigned to OSD or Defense Agencies and DoD Field Activities reporting to or through the OSD. Award recommendation requirements are contained in Paragraph 9.6.a.

**9.5. UNIT AWARDS AUTHORIZED FOR AWARD TO FOREIGN UNITS OR PERSONNEL**

a. The Presidential Unit Citation and Military Department unit awards may be awarded to units of friendly foreign nations for qualifying combat action in direct support of U.S. military operations.



b. Award will be based on unit actions that would justify award of the same decoration to a U.S. Service member.

c. Approval authority is the Secretary of the Military Department concerned.

## **9.6. PROCEDURES FOR U.S. AWARDS TO FOREIGN MILITARY PERSONNEL**

**a. Awards Approved by Secretaries of Military Departments, the CJCS, CCDRs, or DCMO.** Before award the Secretary of the Military Department, CJCS, CCDR, or OSD Principal Staff Advisor initiating the award will, at a minimum:

(1) Provide the full name of the nominee in all award recommendation correspondence.

(2) Obtain a statement of concurrence from the appropriate U.S. embassy to ensure:

(a) The decoration is consistent with U.S. interests; and

(b) The foreign government concerned concurs with the presentation of the award. If the foreign government has provided blanket approval for its military members to accept U.S. military decorations, then concurrence consists of notifying the appropriate U.S. embassy before presentation of the decoration.

(3) Obtain a counterintelligence record check on the award nominee to ensure they have not committed an act, or engaged in any activity that would cause embarrassment to the U.S. Government were a U.S. military decoration to be presented. The organization performing the check will provide a statement of concurrence or non-concurrence with the award recommendation.

(a) Military Departments obtain the counterintelligence record check from the pertinent military counterintelligence organization.

(b) All organizations, other than the Military Departments, must obtain the required counterintelligence record check from Defense Intelligence Agency (DIA). The DIA requires 30 calendar days to process reviews.

(c) The counterintelligence record check must have been accomplished no more than 12 months before the award approval date.

**b. Awards Requiring Presidential or Secretary of Defense Approval.** The Secretary of the Military Department, CJCS, CCDR, or OSD Principal Staff Assistant initiating the award will:

(1) Provide a fully staffed and coordinated award recommendation package to the Executive Services Directorate, Correspondence Management Division, WHS (WHS/ESD/CMD) within 6 months of the date of the action or period of service justifying award. Incomplete recommendations will be returned without action. LOM recommendations



for foreign personnel will be formatted in accordance with the example at:  
<http://www.people.mil/Inside-M-RA/Military-Personnel-Policy/How-we-support/OEPM/>

(2) Award recommendation packages will contain, at a minimum:

(a) A signed Action Memorandum to the Secretary of Defense written in accordance with DoD Manual 5110.04, Volume 1, *DoD Manual for Written Material: Correspondence Management*, that:

1. Recommends award or exception to policy approval;
2. Justifies why award approval is in the best interest of the U.S. Government and DoD;
3. Explains why the award is late (required if over 6 months from the date of the distinguishing act or period of meritorious service).

(b) A memorandum from the Secretary of Defense to the President recommending award approval (for actions requiring Secretary of Defense endorsement to the President).

(c) An award narrative that includes the:

1. The nominee's full name
2. Period of award.
3. The nominee's duty position(s) or title(s) during the period of award.
4. The nominee's accomplishments justifying award.

(d) For LOM recommendations, an award citation and certificate printed on official award cardstock.

1. Prepare the LOM citation and certificate in accordance with procedures outlined in the example LOM recommendation at: <http://www.people.mil/Inside-M-RA/Military-Personnel-Policy/How-we-support/OEPM/>

2. WHS/ESD/CMD provides blank LOM certificates to organizations initiating the award recommendation. WHS/ESD/CMD does not provide medal sets. It is the submitting organization's responsibility to obtain the medal set.

(e) A brief biography of the award nominee.

(f) A memorandum from the DIA concurring with award based on the results of its counterintelligence check.

1. Request the DIA counterintelligence check via a memorandum to DIA. A template request memorandum is at: <http://www.people.mil/Inside-M-RA/Military-Personnel->



Policy/How-we-support/OEPM/ Email a copy of the request memorandum to:  
DIA\_awards@dia.mil.

2. It takes the DIA 30 calendar days to complete the required counterintelligence check. The DIA concurrence memorandum expires 6 months from the date of issue.

(g) USD(P) and DoS concurrence. USD(P) obtains DoS concurrence required by Executive Order 9260, *Legion of Merit*.

1. Following DIA concurrence, forward a copy of the complete nomination package to "USP" via CATMS for USD(P) coordination. Organizations without access to CATMS email the nomination package to: [osd.pentagon.ousd-policy.mbx.execsec@mail.mil](mailto:osd.pentagon.ousd-policy.mbx.execsec@mail.mil)

2. It takes USD(P) 30 calendar days to provide required coordination. USD(P) and DoS concurrences expire 6 months from the date of issue.

(3) Following DIA, USD(P), and Department of State concurrence, forward the hard-copy of the award recommendations to WHS/ESD/CMD, Pentagon, Room 3C843.

(a) For organizations:

1. With access to the DoD CATMS, upload the award recommendation and associated attachments to the tasker assigned to Policy and include CMD as a CC in the assignments. Upload the award citation in Microsoft Word document format.

2. Without access to CATMS, e-mail a Microsoft Word version of the award citation to: [whs.pentagon.esd.mbx.cmd-correspondence@mail.mil](mailto:whs.pentagon.esd.mbx.cmd-correspondence@mail.mil)

(b) CCDRs will forward award recommendations to their respective Pentagon liaison office for review and delivery to WHS/ESD/CMD. CCDRs will provide an information copy of the award recommendation to the CJCS.

(c) WHS/ESD/CMD requires a minimum of 14 work days to process an award recommendation. Verbal award approvals are not authorized or provided. Presentation ceremonies and public announcements are prohibited until after the Secretary of Defense has signed and approved the award recommendation.

(d) Upon Secretary of Defense approval, WHS/ESD/CMD will:

1. Notify the originating organization to pick up the signed award certificate and citation.

2. Provide a color electronic version of the signed certificate and citation to the action officer identified on the Action Memorandum.





APPROPRIATE OFFICE

APPROPRIATE LETTERHEAD
APPROPRIATE ADDRESS
APPROPRIATE CITY, STATE AND ZIP CODE

ACTION MEMO

FOR: SECRETARY OF DEFENSE

DepSec Action \_\_\_\_\_

FROM: Name, Title (e.g., Military Department Secretary; COCOM Commander)

SUBJECT: Award of the Legion of Merit, Degree of \_\_\_\_\_, to (Rank), (First M. Last), (Service), (Country)

- Your signature on the Legion of Merit (LOM), Degree of \_\_\_\_\_, certificate and citation at TAB A approves award to (Rank), (First M. Last), (Service), (Country) for (meritorious service/achievement) as (position/title) from (Month YYYY to Month YYYY).
Award of the LOM to (Rank)(Last) is in the best interest of the U.S. and/or DoD because \_\_\_\_\_ (insert explanation).
This action is being submitted 6 months past the justifying (service/achievement) because \_\_\_\_\_ (insert explanation for lateness - only required if 6 months past the qualifying period of service/achievement).
TAB B is the narrative justifying award.
TAB C is a brief biography of (Rank) (Last).
The Defense Intelligence Agency conducted a counter-intelligence check of (Rank)(Name) and (concur/non-concur) with the award (TAB D).
The Under Secretary of Defense for Policy (USD(P)) obtained the required Department of State (DoS) concurrence; both USD(P) and DoS concur with award.

Award presentation information:

Table with 3 columns: Desired Presentation Date, Presentation Location, Presenter. Includes sub-headers for date format, location, and presenter format.

RECOMMENDATIONS: Initial "Approve" and sign the LOM certificate/citation at TAB A.

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Other \_\_\_\_\_

COORDINATION: TAB E

Attachments:
As stated

Prepared by: (Rank), (Fist M. Last),(office), (telephone),(e-mail address)



**TAB A**







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.



**TAB B**



## **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 C**



BIOGRAPHIC SKETCH  
FOR  
FOREIGN AWARD RECOMMENDATION

NAME:

ALIAS(S):

RANK/TITLE:

POSITION:

SSAN/MEMBER ID OR EQUIVALENT:

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 D**





**DEFENSE INTELLIGENCE AGENCY**

WASHINGTON, D.C. 20340-5100



Ltr, Recommendation for an Award to a Foreign Military Member

1<sup>st</sup> 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](mailto:Awards@dia.mil).

FOR THE DIRECTOR

Deputy Chief, Military Personnel Division

# TAB E



COORDINATION: Award of the Legion of Merit, Degree of \_\_\_\_\_, to (Rank), (First M. Last), (Service), (Country)

Under Secretary of Defense  
for Policy

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Department of State

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)