



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:

Desired Presentation Date	Presentation Location	Presenter
(Month DD, YYYY)	(Location)	(Rank),(First M. Last),(Title)

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

Approve _____ Disapprove _____ Other _____

COORDINATION: TAB E

Attachments:

As stated

Prepared by: (Rank), (First M. Last), (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 [LOM Level]) 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: "[Rank and Name's] superior effort, outstanding leadership, and personal initiative reflect great credit upon [himself/herself], the [country and Service], and [his/her] 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] was especially proactive in reaching out to his Army and Joint Staff counterparts in an effort to sustain the bilateral military-to-military relationship. [Rank/Name's] superior effort, outstanding leadership, and personal initiative reflect great credit upon [himself/herself], the [country and Service], 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] to the United States, from Date [Month YYYY] to Date [Month YYYY]. [Rank/Last Name's] 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's] 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. [Rank/Name's] superior effort, outstanding leadership, and personal initiative reflect great credit upon [himself/herself], the [country and Service], 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

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

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)