Your Agency Letterhead

To: Defense Intelligence Agency

 ATTN: Military Awards (OHR3-F)

 200 MacDill Boulevard

 Bolling AFB, DC 20340-5100

Subject: Request for Counterintelligence Records Check – 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 (Note 1):**

 **RANK/TITLE:**

 **DATE OF BIRTH:**

 **COUNTRY OF BIRTH:**

 **TYPE OF AWARD RECOMMENDED (Note 2):**

**Note 1**: 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).

**Note 2**: 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.

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

 **SIGNATURE BLOCK**

**Note: Please email this request to** **DIA\_awards@dia.mil**