

Sample Individual Nomination Package Format

Sample Nomination Letter (Individual)

1650
H&S
31 Dec 13

From: Commanding Officer, Truck Company Alpha, Headquarters Battalion, 1st Marine Division
To: Commandant of the Marine Corps, Deputy Commandant, Installations and Logistics, (Attn: LPC-1)
Via: (1) Commanding Officer, Headquarters Battalion, 1st Marine Division
(2) Commanding General, 1st Marine Division
(3) Commanding General, I Marine Expeditionary Force
Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT OPERATIONS NON-COMMISSIONED OFFICER OF THE YEAR AWARD IN THE CASE OF SERGEANT JOHN D. MARINE, 3531/USMC
Ref: (a) MARADMIN XXX-XX/DTG (Solicitation Message)
Encl: (1) Summary of Performance
(2) Summary of Action
(3) Career Biography
(4) Command Photograph

1. Sergeant Marine is nominated with enthusiasm for the 2013 Marine Corps Motor Transport Non-commissioned Officer (NCO) of the Year award for his exemplary performance while serving as wrecker section chief, Truck Company Alpha, Headquarters Battalion, 1st Marine Division, from 1 January 2013 to 31 Dec 2013.

2. Nominee Information

- a. Email address: john.d.marine@usmc.mil
- b. Work phone number: (123) 456-7890
- c. Alternate phone number: (456) 789-0123

3. Point of contact on this award package is Gunnery Sergeant I. M. Leatherneck at I.leatherneck@usmc.mil, phone number: (890) 123-4567.

I. M. CO

Sample Individual Nomination Package Format

Sample Command Endorsement

FIRST ENDORSEMENT on CO, Truck Company Alpha, Headquarters Battalion, 1st Marine Division, ltr 1650 H&S of 31 Dec 2013

From: Commanding Officer, Headquarters Battalion, 1st Marine Division
To: Commandant of the Marine Corps, Deputy Commandant, Installations and Logistics, (Attn: LPC-1)

Via: (1) Commanding General, 1st Marine Division
(2) Commanding General, I Marine Expeditionary Force

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT OPERATIONS NON-COMMISSIONED OFFICER OF THE YEAR AWARD IN THE CASE OF SERGEANT JOHN D. MARINE, 3531/USMC

1. Sergeant Marine has proven himself to be an indispensable asset to Truck Company Alpha, Headquarters Battalion, 1st Marine Division. His dynamic leadership, aggressive initiative, and unparalleled aptitude as both wrecker section chief and a Non-Commissioned Officer have been the catalyst for many of the battalion's continued successes. Sergeant Marine sets the standard for others to follow.

2. Forwarded, recommended with enthusiasm.

I. M. CO

Copy to:
CO, Truck Company A, HQBN
CO, HQBN, 1st MARDIV

