

Sample Unit/Organization Nomination Package Format

1650
H&S
31 Dec 13

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

Via: (1) Commanding Officer, Combat Logistic Regiment-1, 1st Marine Logistics Group
(2) Commanding General, 1st Marine Logistics Group
(3) Commanding General, I Marine Expeditionary Force

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT UNIT OF THE YEAR AWARD

Ref: (a) MARADMIN XXX-XX/DTG (Solicitation Message)

Encl: (1) Summary of Performance
(2) Chronology of events and achievements
(3) Summary of Action
(4) Unit Logo (jpeg) and Unit photograph (if feasible)

1. Combat Logistics Battalion-1 is nominated with enthusiasm for the 2013 Marine Corps Motor Transport Unit of the Year award for (brief description of performance, contributions made to supported unit(s), Marine Corps, etc., or words to that effect) from 1 January 2013 to 31 Dec 2013.

2. Unit Information

a. Unit mailing address: CLB-1, CLR-1, 1st MLG
Box 555234
Camp Pendleton, CA 92055-5234

b. Unit 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 Unit/Organization Nomination Package Format

Sample Command Endorsement

FIRST ENDORSEMENT on CO, Combat Logistic Battalion-1, Combat Logistics Regiment-1, 1st Marine Logistics Group, ltr 1650 H&S of 31 Dec 2013

From: Commanding Officer, Combat Logistic Regiment-1, 1st Marine Logistics Group

To: Commandant of the Marine Corps, Deputy Commandant, Installations and Logistics, (Attn: LPC-1)

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

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT UNIT OF THE YEAR AWARD

1. Combat Logistics Battalion-1 is nominated with enthusiasm for the 2013 Marine Corps Motor Transport Unit of the Year award for (brief description of performance, contributions made to supported unit(s), Marine Corps, etc., or words to that effect) from 1 January 2013 to 31 Dec 2013.

2. Forwarded, recommended with enthusiasm.

I. M. CO

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Sample Command Endorsement (continued)

SECOND ENDORSEMENT on CO, Combat Logistic Battalion-1, Combat Logistics
Regiment-1, 1st Marine Logistics Group, ltr 1650 H&S of 31
Dec 2013

From: Commanding General, 1st Marine Logistics Group
To: Commandant of the Marine Corps, Deputy Commandant, Installations and
Logistics, (Attn: LPC-1)

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

Subj: NOMINATION FOR THE (YEAR) MARINE CORPS MOTOR TRANSPORT UNIT OF THE
YEAR AWARD

1. Forwarded, recommended with enthusiasm.

I. M. GENERAL

Copy to:
CO, CLB 1, CLR 1, 1ST MLG
CO, CLR 1, 1ST MLG

