

SUBMISSION DATE

(Template is as of 170504)

MEMORANDUM

From: ENS John A. Doe, SSN XX-XXX-xxxx (last 4 only)

To: Chief of Naval Operations, Awards Section Code N09B

Attn: Mr. Patrick Marquez

Subj: REQUEST FOR AWARD OF NAVY DISTINGUISHED MARKSMAN BADGE
/PISTOL SHOT (pick one, separate letters required)

Ref: (a) OPNAVINST 3590.26D

Encl: (1) 2012 Atlantic Fleet Excellence in Competition Match Results
(the letter that states the number of EIC leg points awarded, copies of the match results are not required; if you do not have a copy of this letter, email the USNMT PAC/LANT and/or Distinguished contacts; addresses found on the contacts page at www.usnmt.org)
(2) 2012 All Navy (East) Excellence in Competition Match Results (sample, only)
(3) 2013 Inter Service Pistol Excellence in Competition Match Results (customize for)
(4) 2014 National Pistol Excellence in Competition Match Results (your circumstances)

1. The match result letters, enclosures 1 through 4, are submitted for review and consideration for being awarded the Navy Distinguished Pistol Shot/Marksman Badge (pick one, separate letters required). These enclosures show that the requisite 30 points minimum have been earned in accordance with reference (a).
2. The Navy Distinguished Pistol Shot/Marksman Badge (pick one, separate letters required) designation letter may be mailed to my home address at,, zip code.
3. If you have any questions, please contact me at (800) 555-1234, or via email at john.doe@navy.mil.

J. A. DOE

Copy to:

LCDR Eric Villarreal (email to: usndistinguished@usnmt.org)