

DISTINGUISHED MEMBER OF THE BRIGADE



NOMINATION PACKET

# Packet Sponsor Affirmation Page

In accordance with DMOB Bylaws, all packet sponsors are required to verify the information contained within the packet. Each sponsor must check the "agree" or "n/a" button verifying they understand and take responsibility for the contents of the packet. Additional reference information is provided below each statement.

I have personally verified that the nominee served in the Airborne and Ranger Training Brigade IAW the DMOB OPORD.

Agree

n/a

Under the Freedom of Information Act (FOIA), without the consent of the veteran or next-of-kin, you can submit a request to the National Personnel Records Center (NPRC) to retrieve a summary of an individual's DD214 and key parts of the individual's Official Military Personnel File (OMPF). The summary includes name; service number; dates of service; branch of service; final duty status; final rank; assignments and geographical locations; source of commission; military education level; awards and decorations; place of entrance and separation. Requests to NPRC are made using Standard Form 180 (Request Pertaining to Military Records). Processing time takes up to 90 days. Complete Instructions are included on the form.

<http://www.archives.gov/st-louis/military-personnel/public/general-public.html>

<http://www.archives.gov/st-louis/military-personnel/foia-info.html>

<http://www.archives.gov/veterans/military-service-records/standard-form-180.html>

I have personally verified all valorous awards cited in the packet.

Agree

n/a

In addition to the NPRC information, verification can be made by requesting and reviewing copies of award orders/citations of the Silver Star and higher by using the new DOD awards database (see <http://valor.defense.gov/>) or the Military Times database which is 99% complete (see <http://www.militarytimes.com/citations-medals-awards/>).

Please provide a brief explanation of any discrepancies or problems encountered while compiling the packet.

**TAB A:**  
**Nomination Letter**

**Directions:** Write a nomination letter limited to (2) two pages describing the candidate's service with the U.S. Armed Forces and/or the candidate's civilian background and military and civilian achievements, as applicable. The following two pages are pre-formatted for font and length and will not permit additional pages to be added. No signature is needed at the end of letter.

**Nomination Letter  
(Continued)**





## **TAB C: Biography**

**Directions:** Write a biography limited to (2) two pages describing the candidate's service with the U.S. Armed Forces and/or the candidate's civilian background and military and civilian achievements, as applicable. The following two pages are pre-formatted for font and length and will not permit additional pages to be added.

**Biography  
(Continued)**

**TAB D:**  
**Mailing Address, E-mail, and Phone Number**

Mailing Address

E-Mail Address

Phone Number

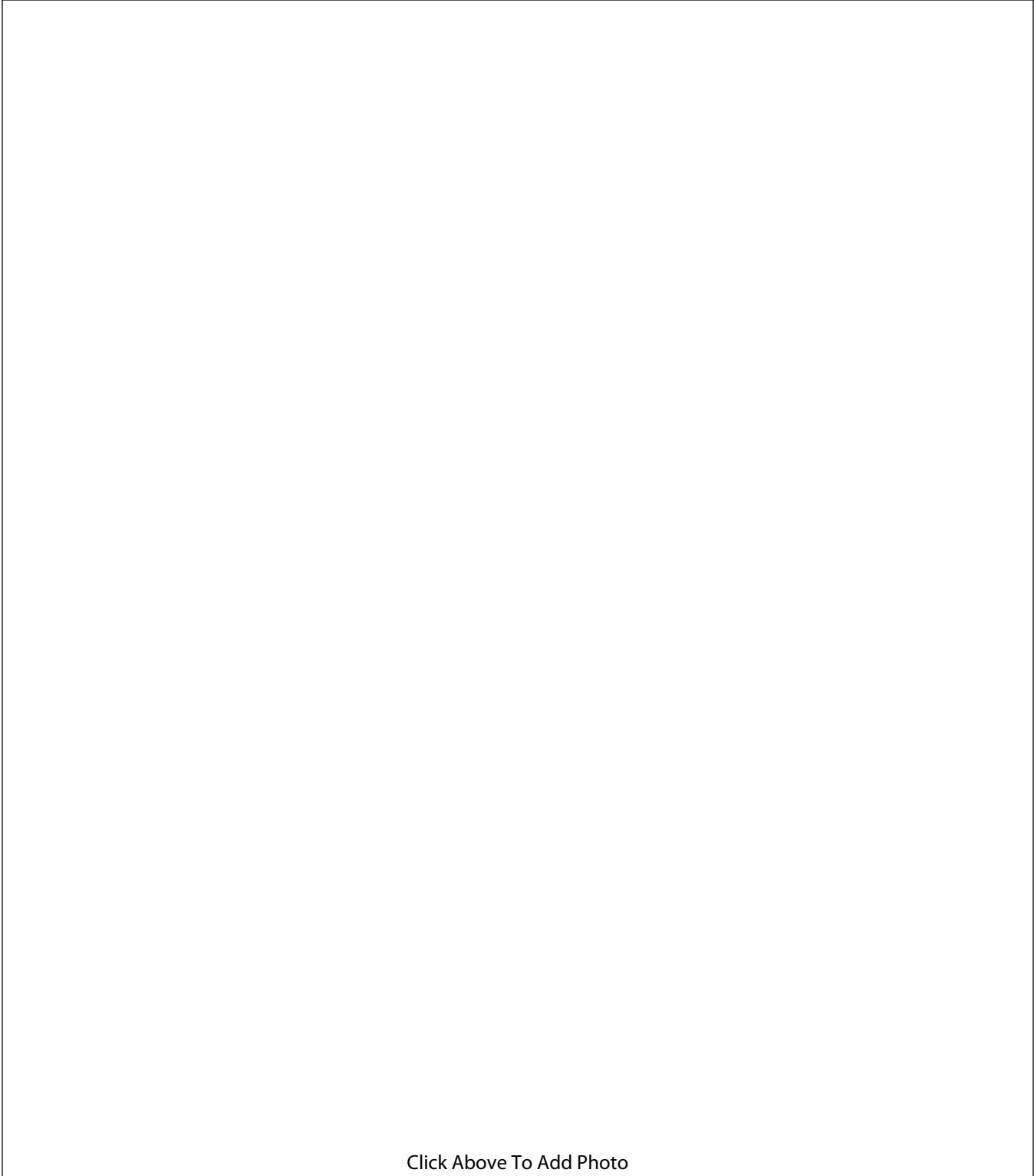
\* Use closest relative that can be contacted to attend the DMOB ceremony on behalf of the nominee if the nominee is deceased or would not be to attend if he is chosen to be inducted as a Distinguished Member of the Brigade.

**TAB E:**  
**Proposed Citation**

**Directions:** Write a proposed citation for reading during the induction ceremony. Citations may be edited without consent of the nominator for content, completeness, and/or length. Proposed citation length is 25 lines. The page is pre-formatted and will allow for no more that 25 lines.

**TAB F:  
Photo**

**Directions:** One photograph suitable for permanent display in the DMOB.  
The photograph is to be added below by clicking in the given photo space.  
**\*\*Ensure the file are scanned or uploaded in a JPG format\*\***



Click Above To Add Photo

**TAB G:**  
**DD214, Certificate of Release or Discharge from Active Duty**

**Directions:** A copy of the candidate's (if military) DD214, DD215, and or AHRC Form 1569 (if deceased) is needed. The report of separation form issued in most recent years is DD214, Certificate of Release or Discharge from Active Duty. Before January 1, 1950, several similar were used by the military services, including the WD AGO 53, WD AGO 55, WD AGO 53-55, NAVPERS 553, NAVMC 78PD, and the NAVCG 553. This military document is required so awards can be verified. The following internet address may provide you assistance with one method of obtaining a candidate's DD214. The DD214 is to be scanned and sent as an additional attachment with this packet.

<http://www.archives.gov/veterans/military-service-records/>

Use the next three pages to upload all necessary files in support of this packet.

**\*\*Ensure the file are scanned or uploaded in a JPG format\*\***

**DD214, Certificate of Release or Discharge from Active Duty  
(Continued)**

Click Above to Insert File



**DD214, Certificate of Release or Discharge from Active Duty  
(Continued)**

Click here

Click Above to Insert File

**DD214, Certificate of Release or Discharge from Active Duty  
(Continued)**

Click Above to Insert File