



DEPARTMENT OF THE ARMY
**ORGANIZATIONAL
NAME/TITLE STANDARIZED
STREET ADDRESS CITY,
STATE, ZIP + 4 CODE**

NGCA-INF-PE

1 May 2023

MEMORANDUM FOR National Guard Bureau, ATTN: ARNG-HRH-A (AWARDS), 111
S. George Mason Dr., Arlington, VA 22204-1382

SUBJECT: Letter of Lateness—**RANK NAME**

1. I respectfully submit the attached DA Form 638, recommendation for the Legion of Merit, for **RANK NAME**
2. Due to an awards processing oversight, this nomination submission timeline is not IAW PPOM 19-040, paragraph 6a, dated 17 December 2019. I respectfully request that this award is accepted for processing, although it does not allow for the 90-day window for processing.
3. The point of contact for this action is **RANK NAME, EMAIL ADDRESS, AND PHONE NUMBER.**

BDE CDR or AO SIGNATURE