



ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY, STATE, 12345-6789  
(LETTERHEAD PREPARED IAW AR-25-50,1-15)

OFFICE SYMBOL

(DAY/MONTH/YEAR)

MEMORANDUM THRU

Office, Chief of National Guard Bureau, ATTN: General Officer Management Office (GOMO), 1636 Defense Pentagon, Washington, D.C. 20301-1636  
Office, Chief of Staff-Army, ATTN: General Officer Management Office (GOMO), 200 Army Pentagon, Washington, D.C. 20310-0200

FOR Office of the Chairman of the Joint Chief of Staff, ATTN: General Officer/Flag Officer (GO/FO), Joint Staff, Pentagon, Washington, D.C. 20310

SUBJECT: Self-Nomination for Joint Duty Credit – (Inclusive Dates)

1. I respectfully request endorsement for joint duty credit while serving as (Duty Assignment and Location(s)). I functioned in this capacity from (Inclusive Dates).
2. [As part of your nomination package, explain your duties and responsibilities supporting this joint experience request. Please limit explanation to 1,000 characters. Be clear and concise. Where possible, use direct quotes from evaluations, awards, duty description, etc.]
3. The point of contact for this memorandum is the undersigned at (XXX) XXX-XXXX at email.mil@mail.mil

JOHN A. DOE  
RANK, BRANCH  
Duty Title