GUIDE TO OBTAINING VETERANS' SERVICE MEDALS

Page Revised: 12 FEB 03

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2. Sample letters
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1. Branch Mailing Addresses:

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<th>BRANCH</th>
<th>WHERE TO WRITE FOR MEDALS</th>
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<tbody>
<tr>
<td>Army</td>
<td>US Army Reserve Personnel Center</td>
</tr>
<tr>
<td></td>
<td>ATTN: DARP-PAS-EAW</td>
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<td>9700 Page Blvd.</td>
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<td></td>
<td>St. Louis, MO 63132-5100</td>
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<td>Air Force</td>
<td>Air Force Reference Branch NCPMF</td>
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<td></td>
<td>National Personnel Records Center</td>
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<td></td>
<td>Military Personnel Records)</td>
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<td>St. Louis, MO 63132-5100</td>
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<td>Marine Corps</td>
<td>Navy Liaison Office (N314)</td>
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<td>Coast Guard</td>
<td>National Personnel Records Center</td>
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<tr>
<td>Navy</td>
<td>Room 3475</td>
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<td></td>
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</table>
1. SAMPLE LETTERS

a. Veteran: Follow this sample letter

Date: ______________________

To: ____________________________

________________________________

________________________________

________________________________

I request that I be issued all award emblems to which I am entitled. I have attached a copy of my separation document.

Social Security number is: _______________

Former service number is: _______________

VA claim number (if any): _______________

Date and place of birth: _______________

____________________________________

Veteran's full name (Signature)

Full name and delivery address (Print):

________________________________

________________________________

________________________________

________________________________

Telephone#: ________________________
b. Next of Kin: Follow this sample letter

Date: __________________________

To: __________________________________________

_____________________________________________

_____________________________________________

I request that I be issued all award emblems to which I am entitled as the next of kin of the veteran. I have attached a copy of the veteran’s separation document.

Veteran’s Name is: __________________________________________

Veteran’s Social Security number is: _________________________

Veteran’s former service number is: _________________________

Veteran’s VA claim number (if any): _________________________

Veteran’s date and place of birth: _________________________

X_____________________________________________________

Signature of next of kin How related: _________________________

Full name and delivery address of next of kin (print):

_____________________________________________

_____________________________________________

_____________________________________________

_____________________________________________

Telephone#: _______________________________