

Date

MEMORANDUM FOR: Rear Admiral Jonathan W. Example, NOAA
Director, NOAA Corps

THRU: Captain Charles C. Example, NOAA
Commanding Officer, NOAA Ship XXXXXXXX
(Intermediate Authority)

FROM: Commander Greg T. Example, NOAA
Executive Officer, NOAA Ship XXXXXXXX
(Recommender)

SUBJECT: Lateness of Award Nomination for Lieutenant XXXXXXXX

I respectfully submit the attached NF56-63, Recommendation for Award, in nomination of Lieutenant James R. Sample for the NOAA Corps Director's Ribbon.

This nomination was delayed due to "insert your reason".

The failure on my part should not derail appropriate recognition of Lieutenant Sample's outstanding work. He is exceedingly deserving of this award. I request that this nomination be accepted in spite of the fact that it is submitted over 120 days after the completion of the period of recognition.