



UNITED STATES MARINE CORPS
2D AMPHIBIOUS JEEP BATTALION
2D AMPHIBIOUS VEHICLE REGIMENT
II MARINE EXPEDITIONARY FORCE
BOX 5551119999
CAMP LEJEUNE, NC 22222-2222

Sample

IN REPLY REFER TO:
1650
CO
17 Sep 15

From: Commanding Officer, 2d Amphibious Jeep Battalion
To: Director, Marine Corps History Division (HDR), 2044
Broadway Street, Quantico, VA 22134

Subj: REQUEST FOR LINEAGE AND HONORS CERTIFICATES

Ref: (a) MCO 5750.1H
(b) MCO 10520.3B

1. Per reference (a), 2d Amphibious Jeep Battalion officially requests updated certificates of lineage and honors.

2. Since receiving the last certificate set in [enter year], 2d Amphibious Jeep Battalion has participated in the following operations:

[Name of Operation], [Country], [dates of participation]
(if multiple, enter in chronological order)

3. Elements of the battalion [state size of elements] participated in the following operations:

[Name of Operation], [Country], [dates of participation],
[number of personnel and/or aircraft involved]

4. The battalion was awarded the [Name of award, PUC, NUC, MUC, etc] for the period of [enter period].

5. The point of contact is [enter name, phone number and email address].

I. M. Marine

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