IN REPLY REFER TO:

 5100

 XXXX

 XX Xxx XX

From: Commanding Officer, (UNIT-XXX)

To: Commandant of the Marine Corps, Safety Division

Subj: INDIVIDUAL ROAD WARRIOR AWARD

Ref: (a) MCO 5100.32A

1. Per the reference, the following personnel have achieved the mishap and violation free miles necessary for the subject award.

Rank Name EDIPI/MOS Miles Date Attained

Cpl Hard S. Charger 1234567890 2,500 03 Mar 1981

2. Point of contact is GySgt Raphael M. Montgomery at (703) 604-4365 or raphael.montgomery@usmc.mil.

 C.O. SIGNATURE