

# Obtaining Personal Awards, Unit Awards, and Replacement Medals

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Navy personnel currently on active duty or those personnel who have been out of the Navy for no more than two years should write to the Bureau of Naval Personnel (Pers-312), 5720 Integrity Drive, Millington, TN 38135-3120 or send fax to DSN 882-2660, COM (901) 874-2660. Mail and fax request receive equal consideration. Mail requests are recommended.

Veterans who have been out of the Navy for more than two years are entitled to one replacement set of their medals. To request medals, send a Standard Form 180, which can be obtained from the National Personnel Record Center web site <http://www.nara.gov/regional/mprsf180.html>, to the **Naval Liaison Office, National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132-5100**. Please write, "Do not open in mailroom" on the outer envelope.

To obtain copies of awards earned, write to the National Personnel Records Center at the below address. This office will identify any awards you've earned and provide replacement awards as necessary. It is helpful to include a copy of your Discharge Certificate (DD 214). If a DD 214 is not available, include your full name, service number, social security number, date of birth and as much additional pertinent information as possible.

**Navy Liaison Office  
National Personnel Records Center  
9700 Page Avenue  
St. Louis, MO 63132-5100**

To obtain information about awards earned, eligibility, requirements or criteria for awards, contact the Chief of Naval Operations, Awards and Special Projects Branch at the below address. This office can identify awards earned by Navy units.

**Chief of Naval Operations  
Awards and Special Projects Branch (Code N09B33)  
2000 Navy Pentagon  
Washington, D.C. 20350-2000  
DSN 325-6530/1/2/3/4/5/6 or COM (202) 685-XXXX/X/X/X/X/X/X**