



2018 MILITARY UNIFORMED SERVICES & CIVILIAN MERITORIOUS SERVICE AWARDS

We are soliciting nominations for the 2018 Military/Uniformed Services & Civilian Meritorious Service Award. The base period of performance shall be the period October 1, 2016 to September 30, 2017 or Calendar Year of 2017.

Purpose: The Military/Uniformed Services & Civilian Meritorious Service Awards honor military/uniformed services members and civilians, men and women, who have supported their component mission, overseas contingency operations, or whose attributes best epitomized the qualities and core values of their respective component.

Event and Date: The award will be given out at the 2018 National Image Training Program to be held from September 10 – 13, 2018 at the Adam's Mark Hotel and Conference Center in Kansas City, Missouri.

Eligibility: One award each to uniformed members of the Air Force Active, Air Force Reserve, Air National Guard, Army Active, Army Reserve, Army National Guard, Navy Active, Navy Reserve, Marine Corps Active, Marine Corps Reserve, Coast Guard Active, and Coast Guard Reserve. One award each to a civilian of the Air Force, Army, Navy, Marine Corps, Coast Guard, Defense Agencies, DOD Field Activities, and Combat Support Agencies. Total awards: Military/Uniformed Services 12 and civilians 8.

Eligibility Period: October 1, 2016 to September 30, 2017 or Calendar Year of 2017.

Submission Deadline: June 30, 2018

Please send nominations package in pdf format to awards.hispanic.image@gmail.com with a copy to svp.hispanic.image@gmail.com

Point of Contact: James Saenz, [703-638-0075](tel:703-638-0075) or jim@saenzmail.com

Process:

1. Components may select award winners based upon set criteria and assemble award winner packages to awards.hispanic.image@gmail.com by June 30, 2018.
2. Component Diversity or Service MEO office may forward nomination package directly to awards.hispanic.image@gmail.com by **June 30, 2018**.

Nomination/winner packages shall include, at minimum, the items listed below. Incomplete packages shall not be considered.

- a. Cover or transmittal memorandum.
- b. Award Nomination Transmittal Form.

- c. A narrative describing the award winner's accomplishments warranting the recognition specific to the award as a Microsoft Word document **not to exceed two pages** (single-spaced, 12-pitch font, with 1 inch left and right margins). Please do not send scanned or PDF documents.
- d. An award citation highlighting the award winner's accomplishments as a Microsoft Word document (single-spaced, not to exceed twelve lines of narrative, 12-pitch font, with 1 inch left and right margins). Please do not send a scanned or pdf document.
- e. A single-spaced biography of the award winner not to exceed one page.
- f. A digital head and shoulders color or black-and-white photograph of the award winner (.jpg format preferred).

General Evaluation Criteria (in any of the following areas):

- a. The nominee fostered an innovative and harmonic environment between the military/uniformed service and Hispanic-American civilian community.
- b. The nominee distinguished himself or herself by promoting the tenets of civil/human rights, equal opportunity, human relations, and/or public service.
- c. The nominee displayed exceptional character that distinguishes an individual as an outstanding leader, role model or mentor by promoting the development or advancement of all military/uniformed services personnel including women and minorities.
- d. The nominee contributed to the equal opportunity for selection, promotion or retention of women and minorities in senior grade level positions and under-represented occupations.
- e. The nominee believed in and practiced the tenets of a democratic society, including the U.S. Constitution—the belief that all people are created equal, and that freedom is a right that must be protected at all times.
- f. The nominee assisted in overcoming discrimination and eliminating barriers that hinder equal opportunity for all members of the Armed Forces/Uniformed Services and civilians including women and minorities in the Armed Forces/Uniformed Services.
- g. The nominee supported the full integration and promotion of all component personnel to include minorities and women within the Armed Forces/Uniformed Services and civilian workforce.
- h. The nominee created opportunities that support and contribute to the mentorship, development, advancement or retention of all personnel including women and minorities in government service consistent with merit principles.
- i. The nominee created job or training opportunities that will support and contribute to advancement of all members including women and minorities in the Armed Forces/Uniformed Services or civilian workforce.

DIVERSITY/EQUAL EMPLOYMENT OPPORTUNITY OFFICE - POINTS OF CONTACT

The name, office, commercial phone number, and e-mail address of the point of contact for Outreach Awards (MEO or Diversity office) are:

1. **ARMY:** Lieutenant Colonel Timothy Wall, (703) 604-0622, timothy.walls@us.army.mil or Ms. Melissa Harris, (703) 604-0623, melissa.harris2@us.army.mil
2. **NAVY:** Commander Angela Katson, (703) 695-3936, angela.katson@navy.mil
3. **MARINE CORPS:** Colonel Thomas V. Johnson, (703) 784-9371, thomas.v.johnson@usmc.mil
4. **AIR FORCE:** Lieutenant Colonel Harry Lane, (703) 571-3298, harry.lane@pentagon.af.mil
5. **NATIONAL GUARD BUREAU:** Ms. Jacqueline Ray-Morris, (703) 607-1710 jacqueline.ray-morris.civ@mail.mil
6. **COAST GUARD:** Mr. Damien Terry, (202) 475-5254, Damien.j.terry@uscg.mil Mr. Juan Torres, (202) 372-4594, Juan.L.Torres@uscg.mil

2018 MILITARY AWARD NOMINATION TRANSMITTAL FORM

NAME OF THE AWARD:

I. NOMINEE'S INFORMATION

Name of the Nominee:

Position Title and Grade:

DoD Component/Department/Agency/Organization:

Mailing Address:

Work Phone Number:

Fax Number:

Email Address:

II. NOMINATING OFFICIAL'S INFORMATION

Name:

Position Title/Grade:

Department/Agency:

Mailing Address:

Work Phone Number:

Work Fax Number:

Email Address: