

Nominations for the Department of Defense (DoD) Women's History Month Science, Technology, Engineering, and Math (STEM) Role Model Award

1. The 2010 DoD Women's History Month Science, Technology, Engineering, and Mathematics (STEM) Role Model Award recognizes military members and DoD civilian employees who supported the DoD mission, oversea contingency operations, or whose activities best epitomize the core values of their respective military Service or organization. The period of performance for this award is from March 2008 through January 2010. Nominees are expected to attend the recognition event in March 2010, with the concurrence of their command and consistent with mission requirements. The recipient's unit is responsible for paying related per diem and travel costs. The date and location for the award presentation ceremony will be announced at a later time.

2. The Headquarters Military Equal Opportunity, Diversity and the Headquarters Civilian Equal Employment Opportunity offices of the Army, Navy, Marine Corps, Air Force, National Guard Bureau, Coast Guard, and Defense Agencies are asked to screen nomination packages, select the winning package based upon the criteria, and send it forward. Send an electronic copy of the complete nomination package to Ms. Charmane Collins, Office of Diversity Management and Equal Opportunity, e-mail address, Charmane.collins@osd.mil **no later than February 1, 2010**. The winning Service nomination package should include the following items:
 - a. Cover or transmittal memorandum. This may be a scanned or pdf document.
 - b. Award Nomination Transmittal Form (see copy of form with this memorandum).
 - c. A single-spaced narrative describing the nominee's accomplishments warranting this recognition as a Microsoft Word document not to exceed one page. Please do not send a scanned or pdf document.
 - d. An award citation highlighting the nominee's accomplishments as a Microsoft Word document (single-spaced, not to exceed twelve lines of text, 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 nominee as a Microsoft Word document not to exceed one page. Please do not send a scanned or pdf document.
 - f. A digital (.jpg format) head and shoulder color or black-and-white photograph of the nominee.

3. There may be up to seven total military STEM award recipients (one person from each of the Military Services, National Guard Bureau – Army and Air, and the Coast Guard). There may be up to eight total civilian STEM award recipients (one person from each of

the Military Services, National Guard Bureau – Army and Air, the Coast Guard and the Defense Agencies -- Fourth Estate).

- a. Nominations of military personnel (to include personnel assigned to a Defense Agency, Defense Field Activity or Combatant Command) must be forwarded through the Military Equal Opportunity or Diversity office of the respective Military Service headquarters.
- b. Nominations of civilians employed by the Military Departments must be forwarded through their respective Civilian Equal Employment Opportunity headquarters office. Nominations of civilians employed by a Defense Agency, Defense Field Activity, or Combatant Command must be forwarded to the responsible Action Officer (identified in paragraph two) in the Office of Diversity Management and Equal Opportunity (ODMEO) for screening and selection of a Fourth Estate recipient.

4. The award criteria follow:

- a. Creating programs, jobs, training opportunities and activities that will benefit the recruitment, retention, promotion, or career development of women and minorities in STEM occupations and disciplines.
- b. Promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and public service programs in DoD STEM occupations and career fields. Assisting the work force in overcoming discrimination and eliminating barriers that hinder equal opportunity for women and minorities in STEM positions.
- c. Developing programs, leading activities, or influencing educational curriculums that result in increasing the participation of minority youth in STEM majors or occupations.
- d. Distinguishing themselves as a leader and mentor for female and minority youth, especially promoting their participation in STEM educational programs and technical career fields.
- e. Displaying exceptional character that distinguishes the individual as an outstanding leader, role model, or mentor in promoting the development or advancement of STEM careers in the federal service or minority communities.
- f. Increasing significantly the participation of minority institutions in STEM programs and opportunities that enhance the capacity building and infrastructure development of these institutions.

- g. Receiving international, national, or high level recognition for significant contributions related to STEM accomplishments and using available platforms to increase the participation of women or minorities in STEM fields.