

**Nominations for the League of United Latin American Citizens (LULAC)
“Excellence in Military Service Award”**

1. The 2010 LULAC “Excellence in Military Service Award” honors Military Service men and women, who supported the DoD mission, oversea contingency operations, or whose attributes best epitomized the qualities and the core values of their respective Military Service. The period of performance for this award is from July 2008 through June 2010. Nominees are expected to attend recognition events during the month of July 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. Award recipients will be recognized at the LULAC National Convention and Exposition. The date and location for the award presentation ceremony will be announced at a later time.

2. The Military Equal Opportunity or Diversity office of the Army, Navy, Marine Corps, Air Force, National Guard Bureau, and Coast Guard is asked to screen Service nomination packages and select the winning package based upon the criteria. The winning package should be sent electronically (in Microsoft Word format) to Colonel Kevin Driscoll, Office of Diversity Management and Equal Opportunity, e-mail address, Kevin.Driscoll@osd.mil **no later than June 1, 2010**. The nomination package should include the following:

- a. Cover or transmittal memorandum. This may be a scanned or pdf document.
- b. Award Nomination Transmittal Form (see copy of form in 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. Nominations of military personnel (including personnel assigned to a joint-service organization, e.g., Defense Agency, Combatant Command, Defense Field Activity, etc.) must be forwarded through the Military Equal Opportunity or Diversity office of the respective Military Service headquarters. There may be 12 total awards presented; each

to a service member from the following components: Army Active, Army Reserve, Army National Guard, Navy Active, Navy Reserve, Marine Corps Active, Marine Corps Reserve, Air Force Active, Air Force Reserve, Air National Guard, Coast Guard Active, and Coast Guard Reserve.

4. The 2010 LULAC “Excellence in Military Service Award” should be presented to Military Service men and women based on the following criteria:

- a. The nominee distinguished himself or herself in support of the oversea contingency operations.
- b. The nominee’s activities displayed the ideals of duty, honor, and country.
- c. The nominee best epitomized the qualities and core values and citizen-warrior attributes of their respective Military Service.