

**Nominations for the Department of Defense (DoD)
African American History Month Recognition Award**

1. The 2010 DoD African American History Month Recognition Awards honor Service men and women who supported oversea contingency operations and demonstrated role model qualities and the core values of their respective Military Service. The period of performance for this award is from February 2008 through January 2010. Nominees are expected to attend recognition events during the month of February 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 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, select the winning package based upon the criteria, and send it forward. Send an electronic copy of the complete nomination package to Mr. Jimmy Love, Office of Diversity Management and Equal Opportunity, e-mail address, James.Love@osd.mil **no later than January 22, 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. 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 DoD African American History Month Recognition Awards should be presented to Service men and women based on the following criteria:

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