

**Nominations for the Federal Asian Pacific American Council (FAPAC)
Military Meritorious Service Award**

1. The FAPAC 2010 Military Meritorious Service Awards honor Military Service men and women who supported oversea contingency operations, best displayed the ideals of duty, honor, country, or who best epitomized the core values and the citizen-warrior attributes of their respective Military Service. The period of performance for this award is from May 2008 through March 2010. Nominees are expected to attend the FAPAC awards luncheon, 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. Nominations should be mailed directly to FAPAC, P.O. Box 23184, Washington, DC 20036-3184 **no later than April 1, 2010**. In addition, send an electronic copy of the winning package in Microsoft Word format to fapac@fapac.org and to Ms. Charmane Collins, Office of Diversity Management and Equal Opportunity staff point of contact at e-mail address: Charmane.Collins@osd.mil. Nominations 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; one 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. Your nominees should be evaluated for receipt of this award using the award criteria listed below:

- a. Fostering an innovative and harmonic environment between the military and Asian Pacific American civilian community.
- b. Assisting the work force in overcoming discrimination and eliminating barriers that hinder equal opportunity for all Service members including women and minorities in the Armed Forces.
- c. Promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and public service programs within armed forces.
- d. Allowing military members to participate in program activities that will benefit their career development of in the Armed Forces.
- e. Creating job or training opportunities that will support and contribute to advancement of all Service members including women and minorities in the Armed Forces.
- f. Managing and promoting a diversified work force within the Military Services.
- g. Serving as a role model in the community and in the Armed Forces by reaching out to youth and continuing educational endeavors that sets an example for others to follow.
- h. Encouraging leaders to promote Diversity/Equal Opportunity program activities that advocate fair treatment for all members of the civilian and military population.