

Nominations for the National Organization for Mexican American Rights (NOMAR) Meritorious Service Award

1. The 2010 NOMAR Meritorious Service Award honors military members and Department of Defense (DoD) civilian employees, men and women, who supported the DoD mission, oversea contingency operations, and demonstrated role model qualities and the core values of their respective Military Service or Agency. The period of performance for this award is from August 2008 through July 2010. Nominees are expected to attend recognition events in September 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 location and date of the award presentation will be announced at a later time.

2. The Military Equal Opportunity, Diversity and the 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 Service nomination packages and select the winner based on the criteria. The winning package should be sent electronically (in Microsoft Word format) to Colonel Kevin Driscoll, Office of Diversity Management and Equal Opportunity, Kevin.Driscoll@osd.mil **no later than July 15, 2010**. The 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 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. There may be a total of seven military awards presented; one each to a Service member from the Army, Navy, Marine Corps, Air Force, Army Guard, Air Guard, and Coast Guard. There may be a total of eight civilian awards presented; one each to a

civilian employee from the Army, Navy, Marine Corps, Air Force, Army Guard, Air Guard, Coast Guard, and the 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. Nominees should be evaluated on the following criteria:
- a. Promoting the tenets of civil/human rights, diversity, equal opportunity, affirmative employment, human relations and public service programs.
 - b. Fostering support and understanding of DoD in the local community.
 - c. Creating opportunities that support and contribute to the mentorship, development, advancement or retention of DoD personnel including women and minorities in government service consistent with merit principles.
 - d. Distinguishing himself or herself as a leader and mentor of youth, especially promoting their participation in science, technology, engineering, and mathematical educational programs and technical career fields.
 - e. Eliminating barriers that hinder equal opportunity or promoting programs and activities that advocate equal opportunity for all DoD personnel including women and minorities.
 - f. Creating opportunities that contribute to the fair selection, promotion and retention of all personnel including women and minorities for consideration in senior grade level positions and critically staffed and operational occupations.
 - g. Displaying exceptional character that distinguishes an individual as an outstanding leader, role model or mentor by promoting the development or advancement of DoD civilian personnel and military members including women and minorities.

- h. Increasing the participation of Hispanic Serving Institutions (HSIs) in Federal programs and enhancing the capacity building and infrastructure development of these institutions.
- i. Increasing the opportunities for HSIs to participate in and benefit from DoD programs involving contracts and grants, student and faculty employment, Research and Development, and the Reserve Officer Training Corps.
- j. Making personal sacrifices by his or her actions that resulted in significant contributions toward the development or advancement of DoD personnel including women and minorities.