

## Nominations for the Society of American Indian Government Employees (SAIGE) Meritorious Service Award

1. The 2010 SAIGE 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. The period of performance for this award is from June 2008 through May 2010. Nominees are expected to attend recognition events in June 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, 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, at [Kevin.Driscoll@osd.mil](mailto:Kevin.Driscoll@osd.mil) **no later than May 1, 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. The SAIGE Meritorious Service Award should be presented to military members and DoD civilian employees who have significantly contributed to oversea contingency operations through outstanding support to the mission of their respective organization. Additionally, nominees should be evaluated based on meeting one or more of the following criteria:

- a. Demonstrating support for inclusion and promotion of DoD personnel to include women and minorities within the Armed Forces or federal civilian work force.
- b. Promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations and public service programs.
- c. Creating opportunities that support and contribute to the mentorship or development, and advancement or retention of all DoD personnel including women and minorities in government service consistent with merit principles.
- d. Eliminating barriers that hinder equal opportunity or promoting programs and activities that advocate equal opportunity for all DoD personnel including women and minorities.
- e. 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.
- f. Displaying exceptional character that distinguishes the individual as an outstanding leader, role model, or mentor in promoting the development or advancement of all DoD personnel including women and minorities in the military or Federal civilian workforce.

- g. Increasing the participation of Tribal Colleges and Universities (TCUs) in federal programs and enhancing the capacity building and infrastructure development of these institutions.
- h. Increasing the opportunities for TCUs 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.
- i. Making personal sacrifices by their actions, resulting in significant contributions toward the development or advancement of all DoD personnel including women and minorities.
- j. Distinguishing himself or herself as a leader and mentor for youth including female and minority youth, especially promoting their participation in science, technology, engineering and mathematical educational programs and technical career fields.