



2015

**LEAGUE OF UNITED LATIN AMERICAN CITIZENS (LULAC)
EXCELLENCE IN SERVICE AWARD**

- I. **Purpose:** The LULAC Excellence in Service Award honors military members and Department of Defense (DoD) civilian employees, men and women, who have supported the DoD mission, overseas contingency operations, or whose attributes best epitomized the qualities and core values of their respective Military Service or other DoD Component.
- II. **Timeline & Location:**
Date of Event: 7-11 July 2015
Location: Salt Lake City, Utah
Eligibility: Civilian Employees and Military Members
Performance Period: May 2014- May 2015
Due Date: 15 May 2015
LULAC Point of Contact information: Ms. Sara Clemente, sclemente@lulac.org and/or Myrna Rivera, mmrivera@lulac.org or by calling 202 833 6130 Ext 116 or 124 respectively.
- III. **Award Nominations and Submission**
- a) All Military and Civilian award nominations should be submitted directly to LULAC for consideration to Sara Clemente via E-mail sclemente@lulac.org or mmrivera@lulac.org. The packages may also be mailed to Sara E. Clemente, LULAC Director of Federal Affairs, 1133 19th St. Suite 1000, Washington, DC 20036 for receipt on or before COB May 15, 2015.
 - b) There may be 14 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 and two total from a Defense Agency, a DoD Field Activity, or a Combatant Command.
 - c) All packages should also include a biography, official photo, public release statement and a write up narrative.

IV. General Evaluation Criteria for all Award Nomination Packages

- a. The nominee distinguished themselves by promoting the tenets of civil/human rights, equal opportunity, human relations, and/or public service.
- b. The nominees displayed exceptional character that distinguishes an individual as an outstanding leader, role model or mentor by promoting the development or advancement of all DoD personnel including women and minorities.
- c. The nominees contributed to equal opportunity for advancement based on merit and fitness for all members of the Armed Forces and civilians, including women and minorities.
- d. The nominees believed in and practiced the tenets of a democratic society, including the Declaration of Independence - the belief that all people are created equal, and that freedom is a right that must be protected at all times.
- e. The nominees assisted in overcoming discrimination and eliminating barriers that hinder equal opportunity for all members of the Armed Forces and civilian employees including women and minorities.
- f. The nominees supported the full integration and promotion of all DoD personnel to include minorities and women within the Armed Forces and civilian workforce.
- g. The nominees created opportunities that support and contribute to the mentorship, development, advancement or retention of all personnel including women and minorities in government service consistent with merit principles.
- h. The nominees created job or training opportunities that will support and contribute to advancement of all Service members including women and minorities in the Armed Forces or civilian workforce.
- i. Any other specific organization criteria as identified by the non-DoD organization or affinity group.

V. General Evaluation Criteria for all Award Nomination Packages

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- j. Any other specific organization criteria as identified by the non-DoD organization or affinity group.

VI. Requirements and Delegation of Conference Approval Authority

- a. An award recipient's organization is responsible for certifying the nominations and funding any travel and per diem costs for the awards presentation.
- b. Attendance by DoD personnel at any of these events that meet the definition of a conference must be approved in accordance with the conference approval procedures set forth in Deputy Secretary of Defense Memorandum dated September 29, 2012, "Implementation of Conference Oversight Requirements and Delegation of Conference Approval Authority."
- c. Each nomination package must contain a nomination form completely filled out.

- d. Include an award citation highlighting the recommended award nominees' accomplishments as a Microsoft Word document (single-spaced, not to exceed twelve lines of narrative, 12-pitch font, with 1 inch left and right margins).
- e. Contact your respective Service point of contact for additional details on the format and content of your nomination submission. If you are a member of a Defense Agency, contact the Director of your Equal Employment Opportunity office. Service points of contact are on page 3 of this document.

VII.

2015 AWARD NOMINATION TRANSMITTAL FORM

NAME OF THE AWARD:
I. NOMINEE'S INFORMATION
Name of the Nominee:
Position Title and Grade:
DoD Component/Department/Agency/Organization:
Mailing Address:
Work Phone Number:
Fax Number:
Email Address:
II. NOMINATING OFFICIAL'S INFORMATION
Name:
Position Title/Grade:
Department/Agency:
Mailing Address:
Work Phone Number:
Work Fax Number:
Email Address:

