



2020 Excellence in Service

Uniformed Services Public Service Award

Presented by the
Federal Training Institute
League of United Latin American Citizens

The League of United Latin American Citizens (LULAC) since its inception has valued extraordinary voluntary activities contributing to the wellbeing of our country's citizenries by the uniformed services and civilians of DOD, NOAA and HHS who support those in uniform. In recognition of individual and team contributions to our fellow citizens, The League of United Latin American Citizens request nominations for its Uniformed Services Public Service Awards in accordance with the following criteria.

Award Application

Purpose

To recognize excellence in public service in the advancement of education, economic, health and diversity accomplishments, particularly within underrepresented populations of the Nation. Award will be provided to recognize these achievements to members in the uniformed services and civilians of the ***United States Army, United States Marines, United States Navy, United States Air Force, United States National Guard, United States Coast Guard, the Public Health Service and National Oceanic and Atmospheric Commissioned Corps***. This criterion also includes **Active, Reserve Guard and Civilians** in support of the uniformed services.

Award Criteria

Eligibility – **Uniformed Services** (individual and/or team) and **Civilians**(individual and/or team) in support of the Uniformed Services. We suggest that all DoD components submit award nominations for both Civilian and Uniformed Services.

Activity Period – A minimum of one year is required for consideration.

Description of the Activity – Briefly describe the situation or context of a project, program or challenge that was addressed and any relevant stakeholders. Focus on community activities and/or work that affects the *advancement of education, economic, health and diversity accomplishments*, in the community. Use specific examples and do not be vague. Indicate the date started and if completed, the end date.

Action Taken – Describe the exact actions taken as an individual or by a team that made a significant contribution within the Purpose of the Award. Refrain from vague or ambiguous statements.

Impact of Activity – Explain the results and impact of an individual or by a team’s action in describing why what they did mattered, how it made a difference and/or whom it affected. Think about how the work performed is part of a bigger picture and if and how it impacted a community.

Submission Requirements

Nominations must be sent via E-mail to lulaceawards@lulac.org, include “2020 Excellence in Service” in your subject line. The nominations must be received no later than April 30, 2020.

Nomination packages are to be submitted by forwarding endorsements certifying the nomination(s) and acknowledging that the submitting agency will fund the awardee/s travel, training and per diem for the Federal Training Institute and the award presentation for the individual or team.

If you require additional information on the aforementioned, please contact Ms. Sara E. Clemente, Director of Federal Affairs via by calling 202 734-7200 or via E-mail at sclemente@lulac.org.

Format

Submissions must conform to the following format:

- 1 Applications are to be completed as a Word Document in standard portrait page in 12-point type Times Roman or Times New Roman with standard 1" margins.
- 2 Nominee and Nominating Official's Information:

Nominee Information

- Nominee Name

The name of the nominee should read, as it should show on the award. Please make sure the information is accurate, as we will use the information to inscribe the name on the award if selected. Please note that changes can't and will not be made on awards once you supply the information

- Position Rank/Title/Grade
- Organizational Component/Agency-Command/Organization
- Mailing Address

We ask that you supply a complete USPS delivery address

- E-mail address(s)
- Work phone number

We ask that you supply direct phone numbers for the nominee to avoid confusion and added effort when trying to reach the nominee if needed.

- Fax number
- Biography

Please submit a biography of no more than half a page. If a team submission provide a summary description of their collective talents, range of service

- Photograph

Submit a chest high portrait in color – JPG format at 300 dpi resolution. If a team, submission a group photograph waist high in color.

Nominating Officer Information

- Nominating Officials' Name
- Position Rank/Title/Grade
- Organizational Component/Agency-Command/Organization
- Mailing Address

We ask that you supply a complete USPS delivery address

- E-mail address(s)
- Work phone number

We ask that you supply direct phone numbers for the nominating officer and/or the designated officer to avoid confusion and added effort when trying to reach the officer if needed.

- Fax number

- 3 Description of Activity
Should be a quarter of a page or less.
- 4 Action Taken
Should be a quarter of a page or less
- 5 Impact of Activity
Should be a quarter of a page or less

Award Notification and Attendance Requirements

Both the **nominating officers** and the **award recipients** will be notified via E-mail and/or via telephone by the end May 2020. **Nominating officers** will be informed before the selected nominee/awardee. The reason for contacting the nominating officer before the awardee is to provide him/her with the opportunity to advise/congratulate the awardee before being contacted by the LULAC representative. **Awardees** will be contacted immediately after the nominating officer has congratulated/shared the information with the awardee.

Once the nominating officer and/or organization representative have been informed they should secure the necessary funding and travel arrangements for award recipients. All awardees must be present to receive their award and **must** arrive by noon the day before the ceremony and attend the rehearsal meeting. The Nominating officers or representatives are also welcome to attend and participate in the ceremony.

We also recommend that awardees be registered and allowed to attend the LULAC Federal Training Institute SES and Leadership Development Training and other convention activities. The 2020 LULAC activities will take place on Monday, June 29 through July 3, 2020.

Award Ceremony Date and Location

The Excellence in Service-Public Service Award Ceremony will take place during the League of United Latin American Citizens' 91th National Convention during the week of June 29 to July 3, 2020 in Washington, DC. Additional/detailed information (date and location) will be shared as soon as it becomes available.

Nominating officers are invited/asked (but not required) to attend and participate in the ceremony. Award recipients may invite guests to the Ceremony. Additional information on the aforementioned will be provided once the awardees are selected and notified.

Federal Training Institute (FTI) Registration and Travel

FTI Registration Fee: \$600.00

FTI registration package includes tickets to most convention events and is the best value for Federal employees. The FTI package includes registration, seminars, meals, and events June 29 through July 3, 2020. FTI participants must purchase the full package. Payment can be made by cash, check or major credit card. A \$25 Early Bird Discount is offered to individuals purchasing full registrations by June 19, 2020. For more information on the FTI registration visit www.lulac.org

FY 2020 Per Diem Rates for Washington, DC

Per Diem Rates

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=DC&fiscal_year=2020&zip=&city Per Diem

Hotel Rates: June: \$256 July: \$169

M&IE: \$76.00

M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First and Last Day of Travel
\$76	\$18	\$19	\$34	\$5	\$57

The lodging per-diem rate for Washington, DC is intended to cover the costs of one night's lodging at a hotel in Washington, DC. The meals & incidentals rate (M&IE rate) is \$76.00

Washington, DC Airports

There are three major airports in the Washington, DC region: **Ronald Reagan Washington National Airport** (airport code: **DCA**), **Washington Dulles International Airport** (airport code: **IAD**) and **Baltimore/Washington International Thurgood Marshall Airport** (airport code: **BWI**). Both American Airlines and United Airlines service all three airports.

Attendees should fly into **Ronald Reagan Washington National Airport**. Ronald Reagan Washington National Airport (DCA) is located just across the Potomac River in Virginia and is the closest airport to DC.

Washington Dulles International Airport is located 26 miles from DC in suburban Virginia. Dulles Airport is also the primary international airport for the DC region, with almost 140 nonstop domestic and international destinations on nearly 40 airlines.

Baltimore/Washington International Thurgood Marshall Airport (referred to as BWI Airport) is a bit further from DC near Baltimore, Md., but oftentimes that means you can find even better flight deals.

Transportation from Airports to Washington, DC

Most airports are accessible via ride-hailing company (UBER, LYFT), taxi, metro or airport shuttle.

Host Hotel

Marriot Marquis

901 Massachusetts Ave NW, Washington, DC 20001

Phone: (202) 824-9200