



## **2021 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**

1. **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.
2. **Activity Period** – A minimum of one year is required for consideration.
3. **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.
4. **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.
5. **Impact of Activity** – Explain the results and impact of an individual or a team’s action - describe 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 email to [lulaceawards@lulac.org](mailto:lulaceawards@lulac.org), include “2021 Excellence in Service” in your subject line. The nominations must be received **no later than** Wednesday, May 5th, 2021.

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 (if applicable), 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 us via email at [lulaceawards@lulac.org](mailto:lulaceawards@lulac.org) or contact Ms. Sara E. Clemente, Director of Federal Affairs at [SClemente@lulac.org](mailto:SClemente@lulac.org).

## **Format**

Applications are to be submitted in standard portrait page in 12- point Times New Roman with standard 1” margins, and include the following information:

### 1. Nominee and Nominating Official’s Information:

#### 1.a. **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 cannot 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)
  
- Fax number

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

Photograph - Submit a chest-high portrait in color – JPG format at 300 dpi resolution. If a team, submit a group photograph waist-high in color to [lulaceawards@lulac.org](mailto:lulaceawards@lulac.org).

**1.b. Nominating Officer Information**

- Nominating Official's 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)
- Fax number

1. Description of Activity - *Should be a quarter of a page or less.*

2. Action Taken - *Should be a quarter of a page or less.*

3. 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 email by the first week of **June 2021**. *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 for award recipients (if applicable). All awardees must be present to receive their award and **must** attend the virtual rehearsal meeting.

We also recommend that awardees be registered and allowed to attend the LULAC Federal Training Institute SES and Leadership Development Training. The calendar will be provided as it becomes available.

### **Award Ceremony Date and Location**

The Excellence in Service-Public Service Award Ceremony will be held virtually during the 92nd LULAC National Convention and Exposition's Defenders of Freedom event. All nominating awardee components will receive additional information regarding ceremony logistics in a follow up email as the date approaches.

Nominating officers are invited 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.