

Federally Employed Women's Military Recognition Award Nomination Guidelines

WHO: FEW's Military Recognition Award recognizes an outstanding service member of any of the Armed Forces and the National Guard. The nominee can be of any rank, male or female.

Federally Employed Women (FEW) is a private, non-profit organization founded in 1968 after the issuance of Executive Order 11375 that added "sex" to the prohibited discriminations within the federal government. FEW works to end sex discrimination and towards the advancement of women in federal service by:

- Encouraging diversity and equity in the workplace
- Enhancing career opportunities
- Establishing and maintaining relationships with organizations to advocate the fair application of laws, policies, procedures and practices
- Improving the quality of life for women by influencing legislative actions
- Committing to maintain a unified and diverse membership
- Providing opportunities for professional growth

For additional information, visit www.few.org

WHAT: This award is a personally engraved statuette which recognizes service members who have distinguished themselves with significant contributions to diversity, equality and the advancement of women in the work place **during the time period 1 Jan 2010 - 1 Jan 2011** by one or more of:

- Displaying exceptional character that distinguishes the individual as an outstanding leader and role model
- Mentoring or coaching, either formally or informally
- Supporting and working towards the advancement of women within the armed forces
- Participating in military or civilian events that promote a positive understanding of diversity and equality
- Personally fostering an innovative and constructive environment of diversity and equality within their military unit
- Continuing their own professional development

WHERE: Presented at the FEW National Training Program (NTP), in Philadelphia, PA, 18 – 22 July 2011. **PLEASE NOTE:** The award recipient’s pay, travel and per diem must be funded by their respective organizations.

WHEN: Submissions must be scanned and emailed to the address below to arrive no later than 29 April 2011. The nominee will be notified of selection or of non-selection NLT 18 May 2011.

WHY: To recognize outstanding service members that support and promote the advancement of women in their respective service.

HOW: The nomination must be submitted through at least an O5 or O6 level Commander to:

Federally Employed Women (FEW)
Special Assistant for Military Women
Attn: Lt Col (Ret) Jean Specht
Military@few.org

NOMINATION PACKAGE FORMAT GUIDELINES

- Cover memorandum/letter signed by an O5 or O6-level Commander
- Enclosure 1: A letter on organizational letterhead containing:
 - a) A narrative describing the nominee’s accomplishments not to exceed two pages singled spaced; proposed citation summarizing the accomplishments not to exceed 18 lines of narrative single spaced (Arial, 12 pitch, 1 inch margins)
 - b) Both the nominee’s and person submitting the nomination contact information: Name, military rank or title, e-mail address, and work telephone number
- Enclosure 2: Biography of the nominee not to exceed one page, single spaced