



## FEDERALLY EMPLOYED WOMEN MILITARY MERITORIOUS SERVICE AWARD

Purpose —The purpose of the FEW Military Meritorious Service Awards is to recognize outstanding military service members within the Armed Forces who have distinguished themselves with significant contributions to their service and our nation by one or more of the following:

1. Promoting a positive understanding of the armed forces among and between men and women, minority and non-minority members of the military and civilian population.
2. Fostering an innovative and constructive environment between the military and civilian community and men and women of all races and ethnic backgrounds that benefit employees and/or community residents.
3. Displaying exceptional character that distinguishes the individual as an outstanding leader and role model.
4. Supporting and working towards the advancement of women within the armed forces.

The Military Awards open season begins April 8, 2020 and closes May 7, 2020; all award packages ***must be submitted electronically, with documentation***, at <https://www.few.org/our-focus-2/military-women/> no later than May 7, 2020.

The awards will be presented during the 2020 Federally Employed Women's 51st National Training Program Awards Ceremony on Tuesday, July 21, 2020 at 7:00 p.m. at the Hyatt Regency, 9801 International Dr., Orlando, FL 32819.

### Nomination Format

1. The nomination submission must include:

#### Name of the Nominee

- Position Title
- Grade Level/Military Rank
- Department or Agency
- Mailing/E-Mail Address
- Work Phone Number

#### Name of Individual Submitting Nomination

- Position, Title, and Grade
- Department or Agency
- Mailing/E-Mail Address
- Work Phone Number
- Work Fax Number

## 2. Submission Requirements

Nominations must be submitted through appropriate command channels and endorsed by the organization's Commander or Director and must include the following:

- a. **Narrative** describing the nominee's accomplishments, single-spaced, not to exceed two pages. Accomplishments should consist of one or more of the following:
  - The nominee distinguished himself or herself by promoting the tenets of civil/human rights, equal opportunity, human relations, and/or public service.
  - The nominee contributed to the equal opportunity for selection, promotion or retention of women and minorities in senior grade level positions and under-represented occupations.
  - The nominee assisted in overcoming discrimination and eliminating barriers that hinder equal opportunity for all members of the Armed Forces and civilians including women and minorities in the Armed Forces.
  - The nominee 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.
- b. **Biography** of the nominee, single-spaced, not to exceed one page.
- c. **Citation** statement summarizing the nominee's accomplishments, single-spaced, not to exceed 18 lines of narrative; Arial, 12-point font, with 1 inch left and right margins.

## 3. Time-Period

- a. The time-period for accomplishments by this award is established by Federally Employed Women (FEW). All packages must be submitted electronically by May 7, 2020.
- b. If a nominee is selected for this award, the respective service **must** pay for the travel and per diem TDY costs associated with the awardee attending the Awards Ceremony.

All award packages **must be submitted electronically, with documentation**, at <https://www.few.org/our-focus-2/military-women/> no later than May 7, 2020. The Military Awards open season begins April 8, 2020 and closes May 7, 2020. Award packages submitted after May 7, 2020 **will not** be accepted.

Visit our website at [www.few.org](http://www.few.org) for nomination guidelines and for the nomination package format under Our Focus and select Military Women. For more information contact MSG Tracy Marshall at [military@few.org](mailto:military@few.org).



## FEDERALLY EMPLOYED WOMEN'S MILITARY MERITORIOUS SERVICE AWARD

### I. NOMINEE'S INFORMATION

Name of the Nominee:

Position Title:

Grade Level/Military Rank:

DoD Component/Department/Agency/Organization:

Work Address:

Work Email Address:

Work Phone Number:

### II. NOMINATING OFFICIAL'S INFORMATION

Name:

Position Title/Grade:

Department/Agency:

Work Mailing Address:

Work Phone Number:

Work Email Address:

Work Fax Number: