



OFFICE OF THE UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

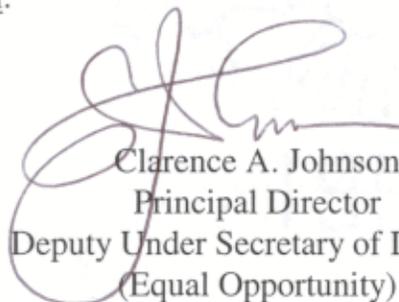
MAY 5 2004

PERSONNEL AND
READINESS

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY
(HUMAN RESOURCES)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(MILITARY PERSONNEL POLICY)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(EQUAL OPPORTUNITY)
DIRECTOR FOR MANPOWER AND PERSONNEL (J-1)
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DEFENSE FIELD ACTIVITIES
DIRECTOR, NATIONAL GUARD BUREAU-EQUAL
OPPORTUNITY
ASSISTANT COMMANDANT FOR CIVIL RIGHTS,
COAST GUARD

SUBJECT: Federally Employed Women (FEW) Military Service Awards

The 2004 FEW Military Service Awards will be presented during the Military Awards Banquet at the FEW 35th Annual National Training Program and Conference, July 21, 2004, in Nashville, Tennessee. The Military Services are invited to submit nominations directly to FEW with a copy to the Office of the Deputy Under Secretary of Defense (Equal Opportunity) as described in the attached call for nominations. Deadline for receipt of the nominations is June 11. Any questions may be referred to Ms. Charmane Collins, ODUSD(EO), at 703.695.2431, or by e-mail: charmane.collins@osd.mil.



Clarence A. Johnson
Principal Director
Deputy Under Secretary of Defense
(Equal Opportunity)

Attachment:
As stated



FEW

1666 K Street NW, Suite 440
Washington, DC 20006

*Working for
the advancement
of women
in government*

FEDERALLY
EMPLOYED
WOMEN

PHONE: 202-898-0994
FAX: 202-898-1535
EMAIL: few@few.org

Federally Employed Women (FEW) Military Meritorious Service Award

I. PURPOSE:

The purpose of the FEW's Military Meritorious Service Award is to recognize an outstanding military service member within the Armed Forces who has distinguished herself/himself with significant contributions to their service and our nation by one or more of the following:

- 1) Promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative employment, human relations and public service programs.
- 2) Creating jobs or training opportunities that support and contribute to the advancement of women in government service consistent with merit principles.
- 3) Assisting the workforce in overcoming discrimination and eliminating barriers that hinder equal opportunity.
- 4) Promoting programs and activities that advocate equal opportunity based on individual merit for all employees within the Federal workforce.
- 5) 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.
- 6) 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.
- 7) Displaying exceptional character that distinguishes the individual as an outstanding leader and role model.

SUBJECT: Federally Employed Women (FEW) Military Meritorious Service Award (cont'd)

**Award Categories
Federally Employment Women (FEW)
Military Meritorious Service Award**

Each Service is limited to one nomination from the Active and Reserve Components of the Army, Navy, Marine Corps, Air Force, and Coast Guard to include the Army National Guard and the Air National Guard. Nominations of military personnel (including personnel assigned to a Defense Agency, a Combatant Command, or a Defense Field Activity) must be forwarded through the Military Equal Opportunity office of the respective Military Service headquarters.

**Nomination Format
Federally Employment Women (FEW)
Military Meritorious Service Award**

The nomination submission must include the following:

- Name of the nominee
- Position Title
- Rank
- Military Service (Component) and Organization
- Mailing and E-mail Address
- Work Phone Number
- Name of Individual Submitting Nomination
- Position, Title and Rank or Grade
- Department or Agency
- Work Phone Number
- Work FAX Number
- Mail and E-mail Address

Submission Requirements:

- 1) All nominees must be in good standing.
- 2) Nominations must be submitted through appropriate command channels and endorsed by the organization's commanding officer or director. Nominations of military personnel (including personnel assigned to a Defense Agency, a Combatant Command, or a Defense Field Activity) must be forwarded through the Military Equal Opportunity office of the respective Military Service headquarters.
- 3) A narrative describing the nominee's accomplishments (single-spaced, not to exceed two pages).
- 4) A biography of the nominee, single-spaced, not to exceed one page.

SUBJECT: Federally Employed Women (FEW) Military Meritorious Service Award (cont'd)

- 5) A citation statement summarizing the nominee's accomplishments: single-spaced, not to exceed eighteen lines of narrative; Arial, 12-pitch font, with one inch left and right margins.
- 6) Glossy black and white 5 X 7 photograph of the service member in Class A uniform. Nominees must consent to publication of the photographs and authorize FEW and the U.S. Government to use the photos for publicity and promotion.

Time Period:

- 1) The time period for accomplishments covered by this award is October 2002 through May 2004. All packages must be received by the firm deadline, 11 Jun 2004.
- 2) If a nominee is selected for this award, FEW will pay for the banquet meal of the award recipient only. Each respective Service should be prepared to pay TDY (travel and per diem) costs associated with their award recipient's attendance at the Military Awards Banquet on Wednesday, July 21, 2004 at the Gaylord Opryland Resort and Convention Center in Nashville, Tennessee.
- 3) Submit complete packages by June 11, 2004 via one of the following:
 - a) Send via Fed-Ex to Ms. Iris Seals, FEW Awards Committee Chair, 7515 Back nine, San Antonio, TX 78244-2141 (Phone: 210-536-3249).
 - b) Send via fax to Iris Seals at (210) 536-5988
 - c) Send via Electronic mail to iris.seals@brooks.af.mil or to few@few.org.
 - d) Incomplete packages will not be considered.
- 4) Forward copies of the nominee's biography, award citation statement, and black and white 5 x 7 photo **ONLY** to the Office of the Deputy Under Secretary of Defense (Equal Opportunity), 4000 Defense Pentagon, Room 3A272 (Attention: Ms. Collins), Washington, DC 20301- 4000, or by electronic mail to Charmane.Collins@osd.mil by June 11, 2004.