

NATIONAL LATINA *Symposium*

Nominations for the 2017 LATINA Style Distinguished Military Service Award



1. The purpose of the LATINA Style 2017 Distinguished Military Service Award is to recognize women in the military and the Department of Defense (DoD) civilian workforce who through their service have enhanced the role of Latinas in their organization and the DoD. The criteria for the award is as follows:
 - a. Active Duty or Full Time Reserve nominee:
 - distinguished themselves as leaders, mentors, advocates of diversity and the full integration of Latina women in the Armed Forces
 - embodying the qualities that are at the core of the Service's mission
 - well respected by superiors and peers as military and community leaders
 - b. Civilian awardees:
 - embodying the qualities that are at the core of the Component's mission
 - aiding in creating opportunities and careers that support and contribute to the advancement of Hispanic Americans toward senior level positions
 - displaying exceptional character and representing the Hispanic community with dignity and pride
2. The Military Equal Opportunity (MEO) and the Civilian Equal Employment Opportunity (EEO) Offices of the Army, Marine Corps, Navy, Air Force, National Guard Bureau, Coast Guard, Defense Agencies and DoD Field Activities are asked to screen component nomination packages, select the strongest packages based upon the above criteria and forward them. **Each component should pick one military and one civilian nominee.**
3. The recipient's unit is responsible for paying related per diem and travel costs for the awards presentation and the awards will be presented in Arlington, during the Distinguished Military Service Award Luncheon. The 14th Annual National LATINA *Symposium* will be held on Friday, September 15, 2017 in Arlington, Virginia.
4. Component MEO and EEO offices must provide guidance to their respective components with internal suspense dates as appropriate. Component MEO and EEO offices should select nomination based on set criteria and forward an electronic copy of the assemble award nomination to Johnny Quezada (LCDR, USN, LDO, RET), at johnny.d@latinastyle.com or call (214) 357-2186 ext 222 with a courtesy copy to nls@latinastyle.com, **no later than Friday, 14 July 2017,**

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The winning Component package should include the following items:

- a. Cover or transmittal memorandum. This may be a scanned or pdf format.
- b. Award Nomination Transmittal Form (see attach form)
- c. A single-spaced narrative describing the nominee's accomplishments in the past twelve months that best reflect and represent the recognition of the *LATINA Style* Distinguished Military Service Award. The narrative will be submitted in Microsoft Word format and should not exceed two pages using 12-pitch font, with 1-inch left and right margins. **Please do not send a scanned or pdf format.**
- d. An award citation highlighting the nominee's accomplishments in the past twelve months in Microsoft Word document (single-spaced, not to exceed 18 lines of narrative, 12-pitch font, with 1-inch left and right margins). **Please do not send a scanned or pdf format.**
- e. A single-spaced biography of the nominee not to exceed one page in Microsoft Word document. **Please do not send a scanned or pdf format.**
- f. A digital head and shoulder photograph in color or black-and-white. The photo must be in JPEG format and high resolution.
- g. The eligibility period for the 2017 *LATINA Style* Distinguished Military Service Award is from August 2016 to July 2017.

Note: Military and Civilian award nomination should be submitted directly to Latina Style for consideration. There will be a total of 12 awards presented; one Active Duty or Full Time Reserve and one DoD civilian women from each of the following Components: Army or Army Reserve; Marine Corps or Marine Corps Reserve, Navy or Navy Reserve, Air Force or Air Force Reserve; National Guard Bureau (Guard or Air Guard); Coast Guard or Coast Guard Reserve. Further details may be found at <http://nls.latinastyle.com/about-national-latina-symposium/>. **Each component should pick one military and one civilian nominee.**

For civilians employed by a Defense Agency, DoD Field Activity or Combatant Command known as the "Fourth Estate" for the purpose of this document only, send nomination packages directly to Johnny Quezada, johnny.d@latinastyle.com or call (214) 357-2186 ext 222 with a courtesy copy to nls@latinastyle.com, **no later than Friday, July 14, 2017.**

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Award Nomination Transmittal Form

Name of the Award: **National LATINA Symposium Distinguished Military Service Award**

I. NOMINEE'S INFORMATION

Name of the Nominee: _____

Position Title or Grade: _____

DoD Component/Organization: _____

Mailing Address: _____

Work Phone Number: _____

Fax Number: _____

Email Address: _____

II. NOMINATING OFFICIAL'S INFORMATION

Name: _____

Position Title or Grade: _____

DoD Component/Organization: _____

Mailing Address: _____

Work Phone Number: _____

Fax Number: _____

Email Address: _____

Additional information on the National LATINA *Symposium* can be found at www.nls.latinastyle.com or by contacting Johnny Quezada at johnny.d@latinastyle.com