



DEPARTMENT OF THE _____
Joint Chief of Staff _____
1000 PENTAGON DRIVE
WASHINGTON, DC 20350-1000

15 Jul 2017

From: Commanding Officer, _____ (Unit)
To: Latina Style Inc., Attn.: Johnny Quezada, 2102 Empire Central, Dallas, TX 75235

Subj: 2017 LATINA STYLES DISTINGUISHED MILITARY SERVICE AWARD
NOMINATION ICO _____

Ref: (a) Latina Style request nominations for the 2017 Distinguished Military
Service Award dtd 2 Mar 17

Encl: (1) Award Nomination Transmittal Form
(2) Nomination Letter (no more than 2 pages)
(3) Citation (18-22 lines)
(4) Biography
(5) Photo (3x5 high res)

1. Per reference (a), enclosure (1) through (5) are submitted with my absolute highest recommendation for selection as the 2017 LATINA Style Distinguished Military Service Award in the case of _____ (Name).

2. _____ (nominee) has brought great credit upon herself and the Department of Defense through her strong advocacy for the Latino Community. Her willingness to provide mentorship, encouragement and support to families in the community has had a lasting effect in the community. _____ (nominee) represents some the best qualities of our (Soldier, Airman, Sailors, Marines, Coast Guard) through her actions and character. I could not endorse a better candidate than _____.

3. Points of contact for this nomination is _____, Action Officer, (xxx) xxx-xxxx, or at latina.style@gov.mil.

LATINA STYLE
LCDR USN

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

NOMINATION NARRATIVE (SAMPLE)

1. Petty Officer Claudia Quezada is a role model for other young Latin American men and women, personifying selfless service to the nation. She was raised in an underprivileged suburb of El Paso, TX with limited opportunities to excel. Wanting more for her life, she saw the potential for greater achievement by serving her country in the military and now shares that same life lesson with her shipmates. She is the finest example of our founding principles, that anything can be achieved through hard work, dedication, motivation, and determination. She lives the Unit core values of honor, courage, and commitment and by virtue of her service shows other young Latin Americans the professional heights that can be achieved. As a minority working in a Science, Technology, Engineering and Mathematics (STEM) field, she epitomizes success. She breaks down barriers!

2. Brief synopsis of significant professional achievements justifying his selection:

a. A communications leader. Sargeant Quezada led five watch team in maintaining the Command and Control Office Information Exchange (C2OIX) system, ensuring 100% operational readiness and support to 3,000 commands worldwide. She was responsible for the daily management, operation, and maintenance of 19 servers which guaranteed the successful delivery of 10,000 messages daily. Additionally, she managed a team of 10 personnel while maintaining 100 servers, and ensured delivery of 50,000 messages to naval forces. She provided quality service desk support to more than 1500 customers by updating and resolving 250 trouble tickets, providing 100% accountability. She trained four Sailors on the management of trouble tickets which enhanced watch team knowledge and flexibility.

b. SFC Quezada served as a Drill Sergeant for Bravo Company, 35th Engineer Battalion, in Fort Leonard Wood, MO. She was responsible for training over 2,700 One Station Unit Training (OSUT) Soldiers. She was directly responsible for the daily development and training of Soldiers to become qualified in values-based Combat Engineer and Brigade Crewmembers. She led, trained, and mentored all Soldiers on Basic Rifle Marksmanship, Drill and Ceremony, and Physical Fitness. She effectively cross-trained 21Bs and 21Cs to become explosive demolition certified. She led and mentored Soldiers to receive the Commanding General's Award, the Association of the United States Army Award, and the highest Basic Rifle Marksmanship Award for Cycle 09-14. She was selected as the Drill Sergeant of the Cycle (DSOC) for OSUT Cycle 08-19. Her OSUT Cycles surpassed the Battalion hand grenade qualification standards earning streamers for three consecutive cycles.

c. Shortly after her return from SOS, Captain Quezada signed up with the Hispanic Heritage Community (HHC) of Dyess. The committee dedicates itself to working with the local Abilene community and the base to promote cultural awareness, diversity, education, and morale for all Dyess Airmen, families, and the local community. Most recently, Captain Quezada, serving as the sole female officer on the committee, helped to organize and execute Dyess' first Diversity Day. With help from airmen across the base and the local community, the event was a huge success! The HHC showcased the talents of El Mariachi Loco, the accomplishments of notable Latin men and women in the United States Air Force, and provided traditional Hispanic dishes and treats for the event. Captain Quezada is now helping to finalize plans for another major event, Fiesta in the Park, which will serve both Abilene and the base.

d. Command Involved. As a Sexual Assault Prevention and Response Advocate, she provided counseling for 157 tenant commands, building on existing momentum in the Department of Defense's fight against sexual assault. As the Morale, Welfare, and Receptions treasurer, she managed a budget of \$22,000 with zero discrepancies. She coordinated and led 96 fundraisers and assisted with two events that increased morale and camaraderie throughout the command.

e. CAPT Quezada is the sole Dentist onboard CG BASE Elizabeth, responsible for providing clinical support to 1,272 Active Duty and Reserve personnel from seven different commands onboard CG BASE Elizabeth City, and she provides dental oversight for 19 Independent Health Services Technician (HS) located at seven units throughout North Carolina. She accomplishes all this with a staff of one Dental Hygienist, two Technicians and one HS trained as a Dental Tech. In 2014, CAPT Quezada and her staff treated 2,693 patients and processed 111 referrals for specialty care. As well, in preparation for the Accreditation Association for Ambulatory Health Care (AAAHC) survey conducted in September 2014 her staff developed a "Dental Home" patient survey which yielded a patient satisfaction range of 4.76 – 4.88 and an average patient satisfaction score per survey of 4.80. These scores were well above industry standards, clearly demonstrating the devotion to duty she and her staff have towards their patients in delivering superior care.

f. MSgt Quezada's military and professional education includes the NCO Leadership Course, Sergeant's Course, SNCO Course, SNCO Advance Course, U. S. Army Equal Opportunity Representative Course, Marine Corps Equal Opportunity Representative Course, U. S. Army Uniformed Victim Advocate Course, Marine Corps Uniformed Victim Advocate Course, E-8 Seminar, and Equal Opportunity Advisor Course, Disability Program for Managers Course, Leadership Team Awareness Course, Equal Employment Opportunity Counselor's Course, Equal Employment Opportunity Specialist Course. She is currently attending full time at National University maintaining an x.x GPA in pursuit of her Masters in Organizational Behavior.

g. Ms. Quesada is an outstanding leader and is recognized as such by her peers, both within her work centers and worldwide in the command. Identified as a leader and an example by her peers, she often fields phone calls from colleagues from as far-away as Germany, Qatar and Hawaii. In this capacity, Ms. Quesada has been selected for several unique leadership positions, providing financial oversight and fiscal guidance to field units.

These selfless acts and sacrifices are what make SSG Quezada and who she is. These are just small highlights of the past year. Her presence and professionalism are great inspirations to all that have met her. Her exemplary contributions in terms of her dedication to family and country are the reason that I am pleased to nominate SSG Quezada for the 2017 LATINA Style Meritorious Service Award.

CITATION

From the United States _____ (Military)

Captain _____

Captain _____ distinguished herself through exemplary service as an Instructor for the Quartermaster Basic Officer Leader Course, Army Logistics University, Bravo Company, 71st Transportation Battalion, Fort Lee, Virginia, from August 2015 to July 2016. CAPT _____ was an inspiration to countless multilingual students past and present who have successfully completed the Basic Officers Leaders Course. She graduated upwards of 150 students in three challenging Quarter Master Basic Officer Leadership Course classes while ensuring her students understood the importance of competence and expertise in logistics with general warrior tasks as the pinnacle to what every logistics officer should strive towards. CAPT _____ had a positive impact on countless others through participation in community support events such as the Hopewell City Block Party, the National Night Out, and participation in a community service project with Habitat for Humanity. CAPT _____ efforts personify her absolute dedication to duty, commitment to excellence, and genuine care for Soldiers' welfare. The distinctive accomplishments of Captain _____ reflect great credit upon herself and the United States _____, and make her most deserving of the National LATINA Style Distinguished Military Service Award.

BIOGRAPHY

PHOTO OF NOMINEE

(High Resolution)

(3 X 5)

No PDF