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Annex A (Nomination Packet Submission Timeline) to Diversity Outreach Awards EXORD

Annex	Outreach Award	Nomination Allocations	Nomination Packet Due To HQDA	Month of Award Ceremony
B	Federal Asian Pacific American Council (FAPAC) Military Meritorious Service Award	(1) Military	1 MAR 12	APR 12
C	Women of Color (WOC) STEM Awards	Numerous Civilian and Military	1 MAR 12	NOV 12
B	Federally Employed Women (FEW) Military Recognition Award	(1) Military	1 APR 12	JUL 12
B	National IMAGE Meritorious Service Award	(1) Civilian (1) Military	1 APR 12	SEP 12
B	Society of American Indian Government Employees (SAIGE) Meritorious Service Award	(1) Civilian (1) Military	1 APR 12	JUN 12
B	Blacks in Government (BIG) Meritorious Service Award	(1) Civilian (1) Military	1 APR 12	AUG 12
B	National Association for the Advancement of Colored People (NAACP) Roy Wilkins Renown Service Award	(1) Civilian (1) Military	1 APR 12	JUL 12
B	National Organization for Mexican American Rights (NOMAR) Meritorious Service Award	(1) Civilian (1) Military	1 APR 12	SEP 12
B	League of United Latin American Citizens (LULAC) Award	(1) Civilian (1) Military	1 APR 12	JUN 12
D	Great Minds in STEM (GMIS) Awards	Numerous Civilian and Military	1 MAY 12	OCT 12
B	Outstanding Department of Defense Employees or Service Members with a Disability Award	(1) Civilians (1) Military	1 JUL 12	DEC 12
B	Hispanic Engineer National Achievement Award Corporation (HENAAC) Cadet Role Model Awards	(1) Academy Cadet (1) ROTC Cadet	1JUL 12	OCT 12
E	National LATINA Style Distinguished Service Award	(1) Civilians (1) Military	1 JUL 12	SEP 12

F	Black Engineer of the Year (BEYA) Awards	Numerous Civilian and Military	1 AUG 12	FEB 13
G	National Society of Black Engineers (NSBE) Awards	Numerous Civilian and Military	1 SEP 12	MAR 13
H	Joint Women's Leadership Symposium (JWLS)	(1) Civilians (1) Military	1 OCT 12	MAR 13
I	Templates			

Annex B (FAPAC, SAIGE, LULAC, NAACP, FEW, BIG, NOMAR, IMAGE, HENAAC, DOD Disability) Awards to Diversity Outreach Awards EXORD

These organizations honors military and civilian members who supported the DoD mission or oversea contingency operations, or whose attributes best epitomized the qualities and core values of their respective military service or agency.

The period of performance for these awards:

FAPAC (Military) from February 2011 through January 2012

SAIGE (Civilian and Military) from March 2011 through February 2012

LULAC (Civilian and Military) from March 2011 through February 2012

NAACP (Civilian and Military) from March 2011 through February 2012

FEW (Military) from March 2011 through February 2012

BIG (Civilian and Military) from March 2011 through February 2012

NOMAR (Civilian and Military) from March 2011 through February 2012

IMAGE (Civilian and Military) from March 2011 through February 2012

HENAAC (Academy/ROTC Cadets) from April 2011 through May 2012

DOD Disability (Civilian and Military) from April 2011 through May 2012

1. General Evaluation Criteria for all awards:

- a. The nominee distinguished himself or herself by promoting the tenets of civil/human rights, equal opportunity, human relations, and/or public service.
- b. The nominee displayed exceptional character that distinguishes himself or herself as an outstanding leader, role model or mentor by promoting the development or advancement of all DoD personnel including women and minorities.
- c. 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.
- d. The nominee believed in and practiced the tenets of a democratic society, including the U.S. Constitution – the belief that all people are created equal and that freedom is a right that must be protected at all times.
- e. 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.
- f. The nominee supported the full integration and promotion of all DoD personnel, to include minorities and women within the Army Forces and civilian workforce.
- g. The nominee created opportunities that support and contribute to the mentorship, development, advancement or retention of all personnel, including women and minorities in government service consistent with merit principles.
- h. The nominee created job or training opportunities that will support and contribute to the advancement of all Service members, including women and minorities in the Armed Forces or civilian workforce.

2. **Specific Evaluation Criteria for FAPAC:** The nominee fostered an innovative and harmonic environment between the military and Asian Pacific American civilian community.

3. **Specific Evaluation Criteria for SAIGE:**

a. The nominee demonstrated support for inclusion and promotion of DoD personnel to include American Indians and Alaska Natives within the Armed Forces or Federal civilian workforce.

b. The nominee significantly increased the opportunity for participation of Tribal Colleges and Universities (TCUs) in Federal programs and enhanced the capacity to build and develop infrastructure to increase participation in DoD programs involving contracts and grants, student and faculty employment, Research and Development, and the Reserve Officer Training Corps.

4. **Specific Evaluation Criteria for NAACP:** The nominee enthusiastically supported the civil rights movement in Armed Forces or the Federal civilian workforce.

5. **Specific Evaluation Criteria for FEW:**

a. The nominee created jobs or training opportunities that support and contribute to the advancement of women in DoD.

b. The nominee participated in military or civilian events or programs that advocate diversity, equal opportunity and the advancement of women.

6. **Specific Evaluation Criteria for BIG:**

a. The nominee demonstrated support for the full integration and promotion of African Americans within the Armed Forces or Federal civilian workforce.

b. The nominee significantly increased the opportunity for participation of Historically Black Colleges and Universities (HBCUs) in Federal programs and enhanced the capacity to build and develop infrastructure to increase participation in DoD programs involving contracts and grants, student and faculty employment Research and Development, and the Reserve Officer Training Corps.

7. **Specific Evaluation Criteria for NOMAR:**

a. The nominee significantly increased the opportunity for participation of Hispanic Serving Institutions (HSIs) in Federal programs and enhanced the capacity to build and develop infrastructure to increase participation in DoD programs involving contracts and grants, student and faculty employment Research and Development, and the Reserve Officer Training Corps.

b. The nominee distinguished themselves as a leader and mentor for youth, especially promoting their participation in science, technology, engineering, and mathematical educational programs and technical career fields.

8. **Specific Evaluation Criteria for HENAAC:**

- a. The nominee themselves by maintaining good academic standing while pursuing a degree in an engineering, science, or technical course of study.
- b. The nominee demonstrated qualities that represent his or her academy or the ROTC with dignity and pride.
- c. The nominee displayed leadership potential and the ability to inspire future/prospective military cadets.

Annex C (WOC) Awards to Diversity Outreach Awards EXORD

The National Women of Color (WOC) Service Awards recognizes outstanding women in Science, Technology, Engineering, and Math (STEM) fields.

Criteria and a complete description of the award categories and nomination package requirements can be found on the Women of Color STEM website:

www.womenofcolor.net

Nomination packages must be forwarded to HQDA EO Office through (ACOM's/ASCC's/DRU's) command EO/EEO Offices. Please do not forward nominations directly to Women of Color STEM via their website. For this award commands may submit more than one nomination packet for consideration.

Annex D (GMIS) Awards to Diversity Outreach Awards EXORD

The Great Minds in STEM (GMIS) Service Awards recognizes outstanding Hispanics in Science, Technology, Engineering, and Math (STEM) fields.

Criteria and a complete description of the award categories and nomination package requirements can be found on the Great Minds in STEM website:

www.greatmindsinstem.org

Nomination packages must be forwarded to HQDA EO Office through (ACOM's/ASCC's/DRU's) command EO/EEO offices. Please do not forward nominations directly to Great Minds in STEM via their website.

For this award commands may submit more than one nomination packet for consideration.

Annex E (LATINA Style) Award to Diversity Outreach Awards EXORD

The Latina Style Distinguished Service Award, honors military and civilian members who supported the DoD mission, oversea contingency operations, and demonstrated role model qualities and the core values of their respective military service and agency. The period of performance for this award is from April 2010 through April 2012.

1. Nominee criteria (Evaluated based on meeting one or more criteria):

a. Military nominations:

- (1) Embodies the qualities that are at the core of the Service's mission.
- (2) Well expected by their superiors and peers as leaders and upstanding service members.
- (3) Displays exceptional character and Support in promoting the representation of Hispanic women in the military.

b. Civilian Nominations:

- (1) Embodies the qualities that are at the core of the Service's mission.
- (2) Aids in creating opportunities and careers that support and contribute to the advancement of Hispanic Americans toward senior grade level positions.
- (3) Displays exceptional character and support in promoting the representation of Hispanic women in the Army.

Annex F (BEYA) Awards to Diversity Outreach Awards EXORD

The Black Engineer of the Year (BEYA) Service Awards recognizes outstanding individuals in Science, Technology, Engineering, and Math (STEM) fields.

Criteria and a complete description of the award categories and nomination package requirements can be found on the Black Engineer of the Year STEM website: www.beya.org

Nomination packages must be forwarded to HQDA EO Office through (ACOM's/ASCC's/DRU's) command EO/EEO offices. Please do not forward nominations directly to Black Engineer of the Year STEM via their website.

For this award commands may submit more than one nomination packet for consideration.

Annex G (NSBE) Awards to Diversity Outreach Awards EXORD

The National Society of Black Engineer (NSBE) Golden Torch Awards recognizes outstanding individuals in the Engineering field.

Criteria and a complete description of the award categories and nomination package requirements can be found on the National Society of Black Engineer website:
www.nsbe.org

Nomination packages must be forwarded to HQDA EO Office through (ACOM's/ASCC's/DRU's) command EO/EEO offices. Please do not forward nominations directly to National Society of Black Engineer via their website.

For this award commands may submit more than one nomination packet for consideration.

Annex H (JWLS) Awards to Diversity Outreach Awards EXORD

The Joint Women's Leadership Symposium (JWLS) Awards recognizes outstanding military and civilian members who have exhibited exceptional leadership.

Name of Award: Advancing the role of Women in the Army: Leadership through Excellence

1. Nominee criteria (Evaluated based on meeting one or more criteria): This Meritorious Service award is presented to one military and one civilian leader who have made a positive impact through their involvement, leadership role and for his or her outstanding contribution in affecting policy and promoting the diversity in the Army. The award honors the visionary leadership of our people whose ideals and dedication help to foster a positive work environment for reinforcing and furthering the integration of women in the Army. The criteria include inspirational, innovative, and imaginative leadership demonstrated by example both on and off duty. This leader consistently promotes the success of Soldiers and Civilians, exhibits outstanding character attributes, and serves as an exceptional mentor, role model and steadfast commitment to the Army. These individuals meet the following criteria:

- a. Contributed to the overall excellence/effectiveness of his or her organization through positive and inspirational leadership.
- b. Must not have received this award in the past.
- c. Demonstrated leadership, innovation, creativity and accountability in executing his or her responsibilities.
- d. Exhibited knowledge of current issues, policies, programs, rules affecting women in the Army.
- e. Nominees should be mature leaders who have shown exceptional leadership and commitment over time.
- f. Character: Integrity and adherence to Army Values.
- g. Command Climate/Equal Opportunity: Fosters a command and workplace environment conducive to the growth and development of personnel. Contribution to personnel advancement, increased educational opportunities, overall career development.
- h. Leadership: Organizes, motivates and develops others to accomplish goals with inspirational, innovative, and imaginative leadership.
- i. Community Involvement: Role model and ambassador outside the command.
- j. Performs in a superior manner. Continually looks for innovative ways to improve operations and produce outstanding results.
- k. Has promoted a positive understanding of the Armed Forces among and between women and all other members of the military and civilian population.
- l. Diversity: Recognizes, understands, and appreciates that employees from different cultures and experiences view problems and opportunities differently.

Annex I (Templates) to Diversity Outreach Awards EXORD

1. Nomination Transmittal Form Template:

NAME OF THE AWARD:
I. NOMINEE'S INFORMATION:
Name of the Nominee:
Position Title and Grade:
DoD Component/Department/Agency/Organization:
Mailing Address:
Work Phone Number:
Fax Number:
Email Address:
II. NOMINATING OFFICIAL'S INFORMATION
Name:
Position Title/Grade:
Department/Agency:
Mailing Address:
Work Phone Number:
Work Fax Number:
Email Address:

Annex I (Templates) to Diversity Outreach Awards EXORD

2. Information Form (DoD Disability Award Only) Template:

I. IDENTIFICATION INFORMATION
Name of the Nominee (as it should appear on award and program brochure):
II. EMPLOYMENT
Classification of current position (job series, title, and grade or rank, etc.):
Individual 's organizational title (if any):
Employer (organizational unit, division or section, employing activity, department or agency):
Work Address (Street, City, State, Zip or Postal Code, Country, etc.):
Work Phone Number / Email Address:
Total years of Federal Service:
Length of service with current employing organization and or present position:
Work experience other than Federal military or civilian Federal employment:
III. EDUCATIONAL BACKGROUND (schools attended, fields of study, dates of graduation, degrees awarded, honors):
IV. AGENCY RECOGNITIONS (awards not covered in narrative):
V. COMMUNITY SERVICE (not covered in the narrative):
VI. COMMUNITY RECOGNITIONS (professional associations and community organizations not covered in narrative):
VII. MILITARY SERVICE (branch, length of service, rank, decorations):

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3. Citation Template:

(Nominees Name) has distinguished himself/herself by continually making significant contributions to American in the areas of equal opportunity and public service both within the civilian community and the United States Army.

List 3 – 5 Accomplishment from nominee’s narrative.

The distinctive accomplishments of (Nominees Names) reflect great credit upon him/her, the United States Army, and make him most deserving of the (Title of Award).