

OUTSTANDING SERVICE MEMBERS AND CIVILIANS WITH DISABILITIES AWARD NOMINATION

Privacy Act Statement

Authority: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 29 C.F.R. § 1614.102, Agency program; DoD Directive (DoDD) 5100.87, Department of Defense Human Resources Activity (DoDHRA); DoDD 1440.1, The DoD Civilian Equal Employment Opportunity (EEO) Program.

Purpose: To process Annual Secretary of Defense Disability Awards nominations.

Routine Use(s): Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. Additional routine uses listed in the applicable system of records notice, DHRA 24, Defense Human Resource Activity Awards System, pending publication.

Disclosure: Voluntary; however, failure to provide the requested information may prevent processing of nomination.

I. IDENTIFICATION INFORMATION

A. NAME OF THE NOMINEE (*Last, First, Middle Initial*)

B. TITLE OF THE NOMINEE

II. MILITARY SERVICE/EMPLOYMENT

A. CLASSIFICATION OF CURRENT POSITION (*Job Series, Title, and Grade or Rank, etc.*):

B. INDIVIDUAL'S ORGANIZATIONAL TITLE (IF ANY):

C. ORGANIZATIONAL UNIT, DIVISION OR SECTION, EMPLOYING ACTIVITY, DEPARTMENT OR AGENCY:

D. WORK ADDRESS (STREET, CITY, STATE, ZIP OR POSTAL CODE, COUNTRY, ETC.):

E. WORK PHONE NUMBER

F. WORK EMAIL ADDRESS

G. TOTAL YEARS OF FEDERAL (MILITARY OR CIVILIAN) SERVICE:

H. LENGTH OF SERVICE WITH COMPONENT ORGANIZATION:

I. WORK EXPERIENCE OTHER THAN FEDERAL MILITARY OR CIVILIAN FEDERAL EMPLOYMENT:

III. EDUCATIONAL BACKGROUND

SCHOOL ATTENDED	FIELD OF STUDY	DATE OF GRADUATION	DEGREES AWARDED	HONORS

IV. AGENCY RECOGNITIONS

A. OTHER AWARDS NOT COVERED IN NARRATIVE

V. MILITARY SERVICE DETAILS

BRANCH	LENGTH OF SERVICE	RANK	DECORATIONS

VI. NARRATIVE JUSTIFICATION FOR THE AWARD

A. Please submit a single-spaced document not to exceed twenty lines of text in length that covers job performance and cites examples of excellence and initiative. Please refrain from the use of language that refers to disability as an obstacle or impediment. See the following pages containing sample narrative justifications for Service member and civilian nominees from previous years.