

Revised Nomination Criteria
Nominations for the 2011 LATINA Style Meritorious Service Award

1. The purpose of the LATINA Style 2011 Meritorious Service Award is to recognize military and DoD civilian personnel who through their service have enhanced the role of Latinas in their organization. The criteria for the award is as follows:
 - a. Active duty awardees:
 - embodying the qualities that are at the core of the Service's mission
 - well respected by their superiors and peers as leaders and upstanding service members
 - displaying exceptional character and treating the Hispanic community with dignity and pride
 - 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 treating the Hispanic community with dignity and pride
2. The Military Equal Opportunity and the Civilian Equal Employment Opportunity Offices of the Army, Navy, Marine Corps, Air Force, National Guard Bureau, Coast Guard, and Defense Agencies and DoD Field Activities [for Defense Agencies, DoD Field Activities or Combatant Commands see #3 below] are asked to screen component nomination packages, select the strongest packages based upon the above criteria, and send them forward. **Each component should pick one active duty military and one civilian nominee.** 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 Washington, DC during the Awards Luncheon.

Component MEO and EEO offices must provide guidance to their respective components with assigned suspense dates in advance of the DoD suspense date. Attached is a listing of the names, commercial phone numbers, and e-mail address of the military heads of Service MEO offices and EEO directors. Component MEO and EEO offices should send an electronic copy of the complete package to Ms. Loyola Rose Trujillo, Office of Diversity Management and Equal Opportunity, e-mail address, loyola.trujillo@osd.mil with a courtesy copy to freshhta.tabibi.ctr@osd.mil, **no later than August 08, 2011**. The winning Component package should include the following items:

- a. Cover or transmittal memorandum. This may be a scanned or pdf document.
- b. Award Nomination Transmittal Form (see copy of form with this memorandum).

- c. A single-spaced narrative describing the award winner's accomplishments that support the LATINA Style award criteria as a Microsoft Word document not to exceed two pages. Please do not send a scanned or pdf document.
- d. An award citation highlighting the award winner's accomplishments as a 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 document.
- e. A single-spaced biography of the award winner as a Microsoft Word document not to exceed one page. Please do not send a scanned or pdf document.
- f. A digital (.jpg format) head and shoulder color or black-and-white photograph of the award winner. Note: The photo must be in JPEG format.

3. For civilians employed by a Defense Agency, DoD Field Activity or Combatant Command known as the "Fourth Estate" for purposes of this document only, send nomination packages directly to Ms. Loyola Rose Trujillo, Office of Diversity Management and Equal Opportunity (ODMEO) at loyola.trujillo@osd.mil, with a courtesy copy to fresha.tabibi.ctr@osd.mil for screening and selection of a Defense Agency/ DoD Field Activity/Combatant Command winner.

Militarily Equal Opportunity and Civilian Equal Opportunity Points of Contact

The name, commercial phone number, and e-mail address of the *military* heads of Service MEO offices are:

ARMY: Lieutenant Colonel Terrance Sanders, (703) 696-5453, terrance.sanders@us.army.mil

NAVY: Commander Angela Katson, (703) 695-3936, angela.katson@navy.mil

MARINE CORPS: Ms. Alfrita Jones, (703) 784-9371, alfrita.jones@usmc.mil

AIR FORCE: Major Mathew Orłowski, (703) 571-3276, mathew.orłowski@pentagon.af.mil

NATIONAL GUARD BUREAU: Lieutenant Colonel Judith Mathewson,
(703) 607 0768, judith.mathewson@us.army.mil

COAST GUARD: Captain Paul Boinay, (202) 372-4502, paul.boinay@uscg.mil

The name, commercial phone number, and e-mail address of the *civilian* EEO Directors are:

ARMY: Ms. Angela Love, (703) 602-0055, angela.love@conus.army.mil

NAVY: Ms. Sonya Tucker-Long, (202) 685-6229, (202) 255-3604, sonya.tucker-long@navy.mil

MARINE CORPS: Mr. Leon G. Brayboy, (703) 432-9412, leon.brayboy@usmc.mil

AIR FORCE: Air Force Recognition Programs, Special Trophies and Awards,
(210) 565-2516, dpsidr.taskmgt@us.af.mil

NATIONAL GUARD BUREAU: Ms. Phyllis Brantley, (703) 607-0782,
phyllis.brantley@us.army.mil

COAST GUARD: Ms. Donna Walker-Ross, (202)475-5253,
donna.f.walker-ross@uscg.mil

**DEFENSE AGENCIES, DEFENSE FIELD ACTIVITIES OR COMBATANT
COMMANDS:** Loyola Rose Trujillo (703) 614-4413, loyola.trujillo@osd.mil

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Award Nomination Transmittal Form

Name of the Award: _____

I. NOMINEE'S INFORMATION

Name of the Nominee: _____

Position Title or Grade: _____

Department/Agency: _____

Mailing Address: _____

Work Phone Number: _____

Fax Number: _____

Email Address: _____

II. NOMINATING OFFICIAL'S INFORMATION

Name: _____

Position Title or Grade: _____

Department/Agency: _____

Mailing Address: _____

Work phone number: _____

Work Fax Number: _____

Email Address: _____

Additional information on the LATINA Style Symposium can be found at www.latinastyle.com