

2024 BLACKS IN GOVERNMENT MILITARY MERITORIOUS SERVICE AWARD INFORMATION

Memo to DoD Component Organizations

National Blacks In Government (BIG) is one of the Department of Defense's (DoD) diversity affinity groups and is accepting nominations for the National Blacks In Government Military Meritorious Service Award. The attached guide provides information on this award.

Purpose: The BIG Military Meritorious Service Award honors all **military service members** or Department of Defense (DoD) **civilian employees**, men and women, who have supported the DoD mission and overseas contingency operations or whose attributes best epitomized the qualities and core values of their respective Military Service and/or DoD Component.

Process: Military Service and/or DoD Component offices will forward their top three (3) nomination packages to National BIG electronically and in Word or PDF format on or before Friday, May 17, 2024. Awards received after this date will not be processed. Military Service and/or DoD components must set their own internal deadlines.

Date of Event: August 12-15, 2024

Location: Tampa Convention Center, Tampa, FL

Eligibility: Civilian Employees and Military Members

Performance Period: May 2023 - April 2024

Due Date: Friday, May 17, 2024

Award Presentation Date: Tuesday, August 13, 2024 (National President's Reception)

Event Participation: BIG National Training Institute (NTI) Award Ceremony and Military Veterans Emphasis Program

Updated Point of Contact: Dr. Lynwood Townsend, lynwood.townsend@bignet.org, office: (703) 614-3591 or cell: (301) 535-5591 and National Corresponding Secretary,

CorrespondingSecretary@bignet.org.

The **DoD Component/Agency's top three (3) nominations** should be submitted directly to the National Executive Vice President of Blacks In Government, Dr. Lynwood Townsend, at the email address: lynwood.townsend@bignet.org Dr. Lynwood Townsend, lynwood.townsend@bignet.org, and the National Corresponding Secretary, Mr. Anthony Lee, CorrespondingSecretary@bignet.org, on or before Friday, May 17, 2024.

BIG will make final selections based on nomination packages, and only **one person (winner)** per agency or service will be selected. Please feel free to contact the undersigned if you have any questions or need further clarification.

Respectfully,

Lynwood A. Townsend

Dr. Lynwood Townsend
National Executive Vice President
Blacks In Government, Inc.

AWARD NOMINATION GUIDE AND PROCEDURES

National Blacks In Government (BIG) Military Meritorious Service Award

National Blacks In Government (BIG) is one of the Department of Defense's (DoD) diversity affinity groups and is accepting nominations for the National Blacks In Government Military Meritorious Service Award. This guide provides information on this award.

Nominees will represent the Department of Defense; therefore, the agency must ensure there is nothing in their background that would discredit the Department.

General Information:

An award recipient's organization is responsible for certifying the nominations and funding any travel and per diem costs for the awards presentation.

The awards will be presented during BIG's 2024 National Training Institute (NTI), a 4-day premiere training event with individual sessions facilitated by subject matter experts and Senior Executive Service (SES) members. Many of the sessions qualify for continuing professional education (CPE) credits. Attendance by DoD personnel at any of these events that meet the definition of a conference must be approved in accordance with the conference approval procedures outlined in the Deputy Secretary of Defense Memorandum dated September 29, 2012, "Implementation of Conference Oversight Requirements and Delegation of Conference Approval Authority."

Specific Evaluation Criteria:

1. The nominees demonstrated support for the full integration and promotion of African Americans within the Armed Forces or Federal civilian workforce.
2. The nominees significantly increased the opportunity for participation of Historically Black Colleges and Universities (HBCUs) or Minority Institutions (MIs) in Federal programs. They 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 Officer Training Corps.

Note: Military or Civilian award nominations should be submitted directly to your DoD component for consideration. Your DoD component must submit their top three (3) nominees to BIG for the final selection of award recipients on or before Friday, May 17, 2024.

Awards will be presented on Tuesday, August 13, 2024, to one outstanding person Military or Civilian (selected winner) from the following Components if all prerequisites listed in this package are met: Active and Reserve Service Components, National Guard, Defense Agencies, DoD Field Activities, or Combatant Commands.

Standard Award Procedures:

1. Military Service and/or DoD Component organizations should forward the call for nominations and announce required internal suspense dates as appropriate.
2. Military Service and/or DoD Component organizations may select award nominations based upon set criteria and assemble award nomination package(s).
3. Packages **must** include **all** (6) items listed below.
 - a. Cover or transmittal memorandum.
 - b. Award Nomination Transmittal Form (contained in this guide on page 6)
 - c. A brief narrative describing the recommended award nominees' accomplishments warranting the recognition specific to the award not to exceed two pages.
 - d. An award citation highlighting the recommended award nominees' accomplishments, not to exceed 200 words.
 - e. A single-spaced biography of the nominee not to exceed one page.
 - f. A digital photograph of the award winner (.jpg format preferred) no larger than 5 x 7 in size. The minimum acceptable size is 4 x6.

Note: Please do not send scanned documents. All documents should be submitted in Adobe PDF or Microsoft Word Document, single-spaced, 12-pitch font, with 1-inch left and right margins.

4. If submission of the award nomination package to National BIG would result in the Military Service and/or DoD component disclosing to BIG any information maintained in a system of records covered by the Privacy Act, 5 U.S. C 552a, then the component concerned must determine that the disclosure is permissible under the relevant Systems of Record Notice **or** obtain consent from the nominee to disclose the information to BIG for the award nomination.
5. DoD Component Diversity Equity, Inclusion, and Accessibility (DEIA), Military Equal Opportunity, and Equal Employment Opportunity offices should ensure award nominations are complete and meet the stated criteria. Only complete packages should be forwarded.
6. Military Service and/or DoD Component offices will forward their top three (3) nomination packages to National BIG electronically and in Word or PDF format by the suspense date set of Friday, May 17, 2024. Military Service and/or DoD components must set their own internal deadlines.

General Evaluation Criteria for Award Nomination Packages:

- a. The nominee distinguished themselves by promoting civil/human rights, equal opportunity, human relations, and/or public service.
- b. The nominees displayed an exceptional character that distinguishes an individual as an outstanding leader, role model, or mentor by promoting the development or advancement of all Military Service and/or DoD personnel, including women and minorities.
- c. The nominees contributed to equal advancement opportunities based on merit and fitness for all Armed Forces members and civilians, including women and minorities.
- d. The nominees believed in and practiced the tenets of a democratic society, including the Declaration of Independence - the belief that all people are created equal and that freedom is a right that must always be protected.
- e. The nominees assisted in overcoming discrimination and eliminating barriers that hinder equal opportunity for all Armed Forces members and civilian employees, including women and minorities.
- f. The nominees supported the full integration and promotion of all DoD personnel, including minorities and women within the Armed Forces and civilian workforce.
- g. The nominees 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 nominees 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.

DIVERSITY/EQUAL EMPLOYMENT OPPORTUNITY OFFICE

Point of Contact (POCs)

The name, office, commercial phone number, and e-mail address of the point of contact (POCs) for MEO Outreach Awards (MEO, EEO, or Diversity office) are:

1. **ARMY (Diversity and Leadership):** Mr. James C. Mayfield II, 571-992-4395, james.c.mayfield12.civ@mail.mil; Mr. James J. Cox, james.j.cox2.civ@mail.mil, (301) 357-7456; Ms. Danielle J. Allen, danielle.j.allen6.civ@army.mil, (571) 389-4898,
2. **NAVY (Outreach and Engagement):** NAVY (Outreach and Engagement) Mrs. Wendy Boler, wendy.d.boler.civ@us.navy.mil (703) 604-6331; CTRCS Candace Esquivel, candace.l.esquivel.mil@us.navy.mil (703) 604-1023; and ALTN_USN_INCLUSION_AND_DIVERSITY@navy.mil .
3. **MARINE CORPS (EO and Diversity Management Office):** Mr. Marc Sheppard, (703) 784-9371, marc.sheppard@usmc.mil; and Ms. Alfrita M. Jones, alfrita.jones@usmc.mil; MCSCAWARDS@usmc.mil.
4. **AIR FORCE (Contractor, AFRP, AFPC/DP1SSP):** Dr. Carrie Baker, (240) 612-4908, carrie.baker.2@us.af.mil; Mrs. Andrea Gonzalez, (210) 565-2520, andrea.gonzalez.3.ctr@us.af.mil; Adrian J. Brown, adrian.brown.16.ctr@us.af.mil; 210-565-0272; and Katie L Franckowiak, 210-689-1845, katie.franckowiak.1@us.af.mil; Ms. Rebecca Prince, (210) 656-2520, Rebecca.Prince.4.ctr@us.af.mil; General mail: AFPC.DP1SSP.RecognitionProcess@us.af.mil
5. **NATIONAL GUARD BUREAU (National Guard Bureau Equity and Inclusion Office, Minority College Outreach and Engagement Programs Manager):** Ms. Jacqueline Ray-Morris, (703) 607-1710, jacqueline.ray-morris.civ@army.mil
6. **COAST GUARD (Partners in Education, Special Emphasis, & Awards Programs Civil Rights Directorate (CG-00H)):** Mr. Edward A. Stoker, (202) 372-4519, Edward.A.Stoker@uscg.mil; Mr. James Ellison, (202) 372-xxxx, James.M.Ellison@uscg.mil; CDR Andrew Grantham, (202) 372-xxxx, Andrew.M.Grantham@uscg.mil
7. **DEFENSE LOGISTICS AGENCY (DLA) (Special Emphasis Programs & Affirmative Employment Program Manager):** Mr. Eric Spanbauer, (703) 910-5013, Eric.Spanbauer@dla.mil; Ms. Judith Davis, (571) 767-3998, Judith.Davis@dla.mil
8. **DEFENSE INTELLIGENCE AGENCY (DIA):** Ms. Nicole Bryson 202-231-0335 and Ms. Jennifer Hawthorne, (202) 231-0483), Jennifer.Hawthorne@dodiis.mil; DIA Awards Team, ~DIAAwardsTeam@dodiis.mil

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9. **DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA):** Monique C. Mixon, (804) 609-4545, monique.c.mixon.civ@mail.mil; Mr. Koo Yoo, (Joint Award Program Manager), 804-734-0944, koo.h.yoo.civ@mail.mil; and Mr. George P Braxton II, george.p.braxton2.civ@mail.mil
10. **ARMY RESERVES:** Rafeal D. Boyd, (USAR EO Deputy), Phone: 910.570.8280, Mobile: 910-852-1910, Email: rafeal.d.boyd.civ@mail.mil
11. **DEFENSE THREAT REDUCTION AGENCY (DTRA):** Ms. Denise Lewis, denise.a.lewis12.civ@mail.mil, 571-616-6597; Mr. James Jones, james.a.jones125.civ@mail.mil, 505-853-0648; Cheryl B. Williams-Payton, cheryl.b.williams-payton.civ@mail.mil, 571-616-6422

If the POC has changed, please forward it to the appropriate responsible party and provide the updated information to BIG National Executive Vice President Dr. Lynwood Townsend at email lynwood.townsend@bignet.org and the National Corresponding Secretary, Mr. Anthony Lee, CorrespondingSecretary@bignet.org.

2024 AWARD NOMINATION TRANSMITTAL FORM

NAME OF THE AWARD:
I. NOMINEE'S INFORMATION
Name of the Nominee:
Position Title and Grade:
DoD Component/Department/Agency/Organization:
Mailing Address: (where to send award)
Work Phone Number:
Fax Number:
Email Address(es):(work and personal)
II. NOMINATING OFFICIAL'S INFORMATION
Name:
Position Title/Grade:
Department/Agency:
Mailing Address:
Work Phone Number:
Work Fax Number:
Email Address: