

**SOCIETY OF AMERICAN INDIAN GOVERNMENT EMPLOYEES (SAIGE) MILITARY
MERITORIOUS SERVICE AWARD TRANSMITTAL AND COORDINATION FORM**

LOCAL STAFFING

	TO	ACTION	SIGNATURE (SURNAME, GRADE, DATE)		TO	ACTION	SIGNATURE (SURNAME, GRADE, DATE)
1				6			
2				7			
3				8			
4				9			
5				10			

NOMINEE'S INFORMATION

LAST, FIRST, MI / RANK or GRADE

TRIBAL MEMBERSHIP OR ANCESTRY AFFILIATION – IF non-AN/AI enter NONE

DoD COMPONENT

Army Marines Navy Air Force Space Force Coast Guard Veteran

UNIT / DEPARTMENT / AGENCY / ENTITY / TRIBE

MEMBER'S SERVICE

Active duty Reservist National Guard

VETERAN CONDITION OF DISCHARGE

Honorable confirmed (attached DD 214 without SSN)

EMAIL ADDRESS

DUTY PHONE (DSN/Comm)

PREVIOUS AWARD RECIPIENT?

Yes No

YEAR AWARDED

SERVICE BRANCH

NOMINATING OFFICIAL INFORMATION

LAST, FIRST, MI / RANK or GRADE / DUTY TITLE

UNIT / DEPARTMENT / AGENCY / ENTITY / TRIBE

EMAIL ADDRESS

DUTY PHONE (DSN/Comm)

MAILING ADDRESS

NOMINATING OFFICIAL REVIEW

PACKAGE REQUIREMENTS & RECORDS REVIEW

Transmittal Form Award narrative (two pages max) Biography (one page) Citation (12 lines max)

Digital official photo (head & shoulders) Adverse screening memorandum (signed by nominating official)

NOMINEE'S COMMANDER/DIRECTOR INFORMATION

LAST, FIRST, MI / RANK or GRADE / DUTY TITLE

UNIT / DEPARTMENT / AGENCY / ENTITY / TRIBE

EMAIL ADDRESS

DUTY PHONE (DSN/Comm)

MAILING ADDRESS

TRANSMITTAL FORM DIRECTIONS

UNIT/DIRECTORATE STAFFING

- Allows each unit to staff the nomination package in-unit without additional paperwork.

NOMINEE'S INFORMATION

- **LAST, FIRST MI / RANK / GRADE** – Self-explanatory
- **TRIBAL MEMBERSHIP OR ANCESTRY AFFILIATION** – Enter the tribe(s) the member is enrolled (no numbers) in or has ancestry with by birth or adoption or None if non-AI/AN.
- **DoD COMPONENT** – Self-explanatory - *Spell out, no acronyms.*
- **UNIT / DEPARTMENT / AGENCY** – Self-explanatory - *Spell out, no acronyms.*
- **MEMBER SERVICE STATEMENT** – Is the member is active duty, reservist, or guard member or a veteran (veterans must be employed within Federal, State, Local, or Tribal government or programs.)
- **VETERAN CONDITION OF DISCHARGE** – If Veteran, the discharge must be Honorable. Veterans must be employed within Federal, State, Local, Tribal, or governmental agency or entity. This includes such positions as Civil Air Patrol, JR and ROTC programs, Public School Teacher, and All Tribal Leadership positions (i.e., Tribal Chair, Council Member, Program Managers, Doctor, Jurist, Veterans Director, or Honor Guard member, etc.)
- **EMAIL ADDRESS** – Self-explanatory
- **DUTY PHONE (DSN/Comm)** – Self-explanatory
- **PREVIOUS AWARD RECIPIENT?** – All previous award winners are ineligible for nomination *unless* the nominee has left military service and is now a veteran employed by a federal, state, local, or tribal government, tribal services, or governmental agency or entity.

NOMINATING OFFICIAL INFORMATION – Can be first line supervisor, Commander, Director, Principal

- **LAST, FIRST, MI / RANK or GRADE / DUTY TITLE** – Self-explanatory
- **UNIT / DEPARTMENT / AGENCY** – Self-explanatory - *Spell out, no acronyms.*
- **EMAIL ADDRESS** – Self-explanatory
- **DUTY PHONE (DSN/Comm)** – Self-explanatory
- **UNIT MAILING ADDRESS** – Self-explanatory

NOMINATING OFFICIAL REVIEW

- **PACKAGE REQUIREMENTS AND RECORDS REVIEW** – Ensure all required documents are accounted for. MEO/EO/Commander/Director/Supervisor verifying that the nominee has no adverse information or actions within their personnel file or has a pending action.

NOMINEE'S COMMANDER/DIRECTOR INFORMATION

- **LAST, FIRST, MI / RANK or GRADE / DUTY TITLE**– Must be a Director (GS-14), or Wing/Brigade Commander (Colonel) or equivalent, Principal or Superintendent or Senior level supervisor.
- **UNIT / DEPARTMENT / AGENCY** – Self-explanatory - *Spell out, no acronyms.*
- **EMAIL ADDRESS** – Self-explanatory
- **DUTY PHONE (DSN/Comm)** – Self-explanatory
- **UNIT MAILING ADDRESS** – Self-explanatory