

**SOCIETY OF AMERICAN INDIAN GOVERNMENT EMPLOYEES (SAIGE)  
MILITARY-VETERANS 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**

NOMINEE'S RANK or GRADE, LAST, FIRST, MI	NOMINEE'S WORK EMAIL ADDRESS
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**FOR MILITARY: DoD COMPONENT**  
 Army    Marines    Navy    Air Force    Space Force    Coast Guard    Veteran

**FOR VETERANS: UNIT / DEPARTMENT / AGENCY / ENTITY / NATION or TRIBE EMPLOYED WITH**

<b>SERVICE MEMBER'S CURRENT STATUS</b> <input type="checkbox"/> Active Duty <input type="checkbox"/> Reservist <input type="checkbox"/> National Guard	<b>VETERAN'S CONDITION OF DISCHARGE</b> <input type="checkbox"/> Honorable confirmed (attached DD 214 without SSN)
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<b>NOMINEE DUTY PHONE (DSN/Comm)</b>	<b>HOME EMAIL ADDRESS (for Warrior Society news and updates)</b>
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**NOMINEE'S TRIBAL MEMBERSHIP OR ANCESTRY AFFILIATION – If non-AN/AI enter NONE**

**NOMINATING OFFICIAL INFORMATION**

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

**UNIT / DEPARTMENT / AGENCY / ENTITY / NATION or TRIBE**

<b>EMAIL ADDRESS</b>	<b>DUTY PHONE (DSN/Comm)</b>
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**MAILING ADDRESS**

**NOMINATING OFFICIAL PACKAGE 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 / NATION or TRIBE**

<b>EMAIL ADDRESS</b>	<b>DUTY PHONE (DSN/Comm)</b>
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**MAILING ADDRESS**

## TRANSMITTAL FORM DIRECTIONS

### ***UNIT/DIRECTORATE STAFFING***

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

### ***NOMINEE'S INFORMATION***

- **RANK or GRADE, LAST, FIRST MI** – Self-explanatory
- **WORK EMAIL ADDRESS** – Self-explanatory
  
- **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.
- **DUTY PHONE (DSN/Comm)** – Self-explanatory
- **HOME EMAIL ADDRESS** – Self-explanatory – For Warrior Society news and updates
- **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.
- **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.
  
- **Government service definition:**
  - Current active, reservists, or guardsmen.
  - 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.)

### ***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