



SOCIETY OF AMERICAN INDIAN GOVERNMENT EMPLOYEES (SAIGE) 2025 MILITARY/VETERANS MERITORIOUS SERVICE AWARD

Open to all Active Duty, Reservists, Guardsmen and Veterans in Government Service

1. Purpose: The Society of American Indian Government Employees (SAIGE) Military/Veterans Meritorious Service Award honors military members and veteran civilian employees in government service. This award recognizes the exceptional service and achievements of Active Duty, National Guard, Reserve service members, and military veterans in government service during the specified award period.

2. Award Details:

Eligibility:

- a. **Current military members** (Active Duty, Reserve, or National Guard).
- b. **Veterans** employed within government (Federal, State, Local, any governmental agency or entity).

Note: This award is one-time only. Previous recipients are ineligible unless they have transitioned from military service to a veteran status and are currently employed by a government entity.

Period of Performance: January 1, 2024 - December 31, 2024

Submission Due Date: April 14, 2025

Announcement Date: May 2, 2025

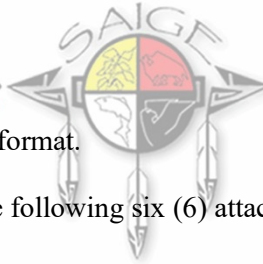
Presentation Date and Location: TBD

Each DoD Component/Agency may submit their nomination packages directly to Ms. Nieva Brock, SAIGE Warrior Society Director, at nieva.brock@saige.org and edward.blauvelt@saige.org.

3. Scoring: The Warrior Society will evaluate all submissions and make final selections. The Warrior Society Award Committee may select up to 10 winners from the nominations submitted. The previous year's winners and SAIGE Warrior Society Vice Director(s) will score the nomination packages. The SAIGE Warrior Society Director will only cast a tie-breaking vote if necessary. Award recipients will have their award mailed to them.

4. Nomination Criteria: Nominations must highlight the nominee's contributions to their respective service branch, governmental agency or entity. Specifically, nominees must demonstrate significant contributions in these areas to their service branch or agency's mission that reflects a level of performance above the expected standard for their position.

5. Nomination Package Requirements: Nomination packages must be submitted electronically through each service branch or agency staffing channels (at least one command level higher than the nominee's level, or through their respective Commander, Director, Chair, Leader, Council Member, Program Manager, Veterans Director).



- a. Submissions should be in Adobe PDF format.
- b. Nomination packages must include the following six (6) attachments:

Tab 1 - Award Nomination Transmittal Form: This form can be used for staffing to help eliminate extra paperwork. File name: Rank_Name_Transmittal.pdf Note: Veterans must have a supervisor verify their Honorable discharge status and include a copy of the nominee's DD 214 (please mask Social Security Numbers).

Tab 2 - Award Narrative: No more two pages, using 10 or 12-point Times New Roman font with 1-inch margins.

- a. First paragraph: Describe the nominee's current duties and responsibilities epitomizing the best qualities and core values of their respective service branch or governmental agency.
- b. Following paragraphs: Provide specific examples and impacts of the nominee's actions regarding:
 - i. How the nominee promoted a positive image.
 - ii. How the nominee the nominee led, contributed to, or participated in any specific activities.

Save the narrative file name format: Rank_Name_Narrative.pdf

Tab 3 - Nominee's Biography: A single-spaced biography not to exceed one page. Save the narrative file name: Rank_Name_Biography.pdf

Tab 4 - Award Citation: A citation highlighting the nominee's accomplishments, not to exceed twelve lines, in landscape format. Save the narrative file name: Rank_Name_Citation.pdf

Tab 5 - Adverse Screening Memorandum: Signed by a nominating official or commander. Save the narrative file name: Rank_Name_Adverse_Review_Memo.pdf

Tab 6 - Photograph: A digital head and shoulders photograph of the nominee (jpg format, 2MB max). Save the narrative as file name: Rank_Name_Picture.jpg

- c. Send all documents and photographs to nieva.brock@saige.org and edward.blauvelt@saige.org.

Please ensure all nomination packages adhere to the outlined requirements and submission guidelines above.

A handwritten signature in blue ink, appearing to read 'Edward J. Blauvelt', is centered on the page.

Edward J. Blauvelt
Chair, Society of American Indian Government Employees