

**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	
FOR MILITARY: DoD COMPONENT			
<input type="checkbox"/> Army <input type="checkbox"/> Marines <input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> Space Force <input type="checkbox"/> Coast Guard <input type="checkbox"/> Veteran			
FOR VETERANS: UNIT / DEPARTMENT / AGENCY / ENTITY EMPLOYED WITH:			
SERVICE MEMBER'S CURRENT STATUS		VETERAN'S CONDITION OF DISCHARGE	
<input type="checkbox"/> Active Duty <input type="checkbox"/> Reservist <input type="checkbox"/> National Guard		<input type="checkbox"/> Honorable confirmed (attached DD 214 without SSN)	
NOMINEE DUTY PHONE (DSN/Comm)		HOME EMAIL ADDRESS (for Warrior Society news and updates)	

ANY ADDITIONAL INFORMATION

NOMINATING OFFICIAL INFORMATION

LAST, FIRST, MI / RANK or GRADE / DUTY TITLE	
UNIT / DEPARTMENT / AGENCY / ENTITY	
EMAIL ADDRESS	DUTY PHONE (DSN/Comm)
MAILING ADDRESS	

NOMINATING OFFICIAL PACKAGE REVIEW

PACKAGE REQUIREMENTS & RECORDS REVIEW	
<input type="checkbox"/> Transmittal Form <input type="checkbox"/> Award narrative (two pages max) <input type="checkbox"/> Biography (one page) <input type="checkbox"/> Citation (12 lines max)	
<input type="checkbox"/> Digital official photo (head & shoulders) <input type="checkbox"/> Adverse screening memorandum (signed by nominating official)	

NOMINEE'S COMMANDER/DIRECTOR INFORMATION

LAST, FIRST, MI / RANK or GRADE / DUTY TITLE	
UNIT / DEPARTMENT / AGENCY / ENTITY	
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

- **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 government agencies or entity.)
- **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
- **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, governmental agency or entity.
- **Government service definition:**
 - Current active, reservists, or guardsmen.
 - Veterans must be employed within Federal, State, Local, or governmental agency or entity. This includes such positions as Civil Air Patrol, JR and ROTC programs, Public School Teacher, Council Member, Program Managers, Doctor, Jurist, Veterans Director, or Color/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. 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 or higher, 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