

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

NOMINEE'S INFORMATION

NOMINEE'S RANK or GRADE, LAST, FIRST, MI

DUTY TITLE

NOMINEE PHONE (Comm)

NOMINEE'S EMAIL ADDRESS

SERVICE MEMBER'S CURRENT STATUS

VETERAN'S CONDITION OF DISCHARGE

☐ Active Duty ☐ Reservist ☐ National Guard

☐ Honorable confirmed (attached DD 214 without SSN)

FOR MILITARY: DoD COMPONENT

☐ Army ☐ Marines ☐ Navy ☐ Air Force ☐ Space Force ☐ Coast Guard ☐ Veteran

NOMINEE'S UNIT / DEPARTMENT / AGENCY / ENTITY EMPLOYED WITH:

TRIBAL AFFILIATION

NOMINATING OFFICIAL INFORMATION

IS THIS A SELF-NOMINATION?

IF NOT SELF-NOMINATION, THEN ENTER THE
LAST, FIRST, MI / RANK OR GRADE OF THE NOMINATING PERSON

☐ Yes ☐ No

IF SELF-NOMINATION, AFFIRM THAT YOU HAVE NO PAST OR PENDING DEROGATORY ACTION

☐ Affirm, I do not have any derogatory actions, past or pending

IF NOT A SELF-NOMINATION, THEN:

AFFIRM THAT TO YOUR BEST OF KNOWLEDGE THE NOMINEE DOES NOT HAVE ANY PAST OR PENDING DEROGATORY ACTIONS:

☐ Affirm, the nominee does not have any derogatory actions, past or pending

NOMINATION PERSON'S EMAIL ADDRESS

NOMINATION PERSON'S PHONE (Comm)

NOMINATING 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) ☐ DD 214 (retirees only)

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 a previous SAIGE MMS winner or a candidate's supervisor.

- **SELF-NOMINATION** Self-explanatory
- **IF SELF-NOMINATION, AFFIRM THAT YOU HAVE NO PAST OR PENDING DEROGATORY ACTION**
 - **Past or pending derogatory action refers to any official or documented negative information, investigation, or disciplinary measure that reflects poorly on a service member's conduct, judgment, or integrity. This can negatively impact promotions, security clearances, assignments, and retirement.**
- **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.