Excellence in Service

Uniformed Services Public Service Award

Presented by the
Federal Training Institute
League of United Latin American Citizens

The League of United Latin American Citizens (LULAC) since its inception has valued extraordinary voluntary activities contributing to the wellbeing of our country’s citizenries by the uniformed services and civilians of DoD, NOAA and HHS who support those in uniform. In recognition of individual and team contributions to our fellow citizens, The League of United Latin American Citizens request nominations for its Uniformed Services Public Service Awards in accordance with the following criteria.

**Award Application**

**Purpose**
To recognize excellence in public service in the advancement of education, economic, health and diversity accomplishments, particularly within underrepresented populations of the Nation. Award will be provided to recognize these achievements to members in the uniformed services and civilians of the United States Army, United States Marines Corps, United States Navy, United States Air Force, United States National Guard, United States Coast Guard, the Public Health Service and National Oceanic and Atmospheric Commissioned Corps. This criterion also includes Active, Reserve Guard and Civilians in support of the uniformed services.
Award Criteria

Eligibility – Uniformed Services (individual and/or team) and Civilians in volunteer support of the community they serve.

Activity Period – A minimum of one year is required for consideration.

Description of the Activity – The focus of the accomplishments must be on activities beyond a nominee’s job obligations. It should be on activities that involve community and/or work that affects the advancement of education, economic empowerment, health and diversity accomplishments, in the community. Briefly describe the situation or context of a project, program or challenge that was addressed and any relevant stakeholders. It should be on activities that involve community and/or work that affects the advancement of education, economic empowerment, health and diversity accomplishments, in the community. Use specific examples and not generalities. Indicate the date started and if completed, the end date.

Action Taken – Describe the specific actions performed by the nominee or team that made a significant contribution within the purpose of the award. Refrain from generalities, vague or ambiguous statements in the description of the actions taken.

Impact of Activity – Describe the results and impact of an individual or by a team’s action in their efforts (beyond the nominee’s job obligations), why what they did mattered, how it made a difference and/or whom it affected. Think about how the work performed is part of a bigger picture, if, and how it impacted a community.

Submission Requirements.

Applications are to be submitted by forwarding endorsements certifying the nomination(s) and acknowledging that the submitting agency will fund the awardee/s travel and per diem for the award presentation for the individual or team. Applications must be sent via E-mail to lulaceawards@lulac.org, include 2019 Excellence in Service in your subject line, and received no later than April 15, 2019. If you require additional information on the aforementioned, please contact Ms. Sara E. Clemente, Director of Federal Affairs via by calling 202 734-7200 or via E-mail at sclemente@lulac.org

Submissions must conform to the following format:

1 Applications are to be completed as a Word Document in standard portrait page in 12-point type Times Roman or Times New Roman with standard 1” margins. All pages should be numbered.

2 Applications must be sent via E-mail to lulaceawards@lulac.org
   The subject line of the message should read as 2019 Excellence in Service Award nomination of (insert name of nominee).
Each Package needs a Cover Page (see attached sample on page 6)

- The cover page needs to show the name and branch of the nominee and/or team members.
  
  *The name of the nominee should read, as it should appear on the award. Please note that changes cannot be made on awards from what is provided once they have been engraved.*

Nominee and Nominating Official’s Information:

**Nominee Information**
- Nominee Name
  
  *The name of the nominee should read, as it should show on the award. Please make sure the information is accurate, as we will use the information to inscribe the name on the award if selected. Please note that changes can and will not be made on awards once you supply the information.*
- Position Rank/Title/Grade
- Organizational Component/Agency-Command/Organization
- Mailing Address
  
  *We ask that you supply a complete USPS delivery address*
- E-mail address(s)
- Work phone number
  
  *We ask that you supply direct phone numbers for the nominee to avoid confusion and added effort when trying to reach the nominee if needed.*
- Fax number
- Biography
  
  *Please submit a biography of no more than half a page. If a team submission provide a summary description of their collective talents, range of service*
- Photograph
  
  *Submit a chest high portrait in color – JPG format at 300 dpi resolution. If a team, submission a group photograph waist high in color.*

**Nominating Officer Information**
- Nominating Officials’ Name
- Position Rank/Title/Grade
- Organizational Component/Agency-Command/Organization
- Mailing Address
  
  *We ask that you supply a complete USPS delivery address*
- E-mail address(s)
- Work phone number
  
  *We ask that you supply direct phone numbers for the nominating officer and/or the designated officer to avoid confusion and added effort when trying to reach the officer if needed.*
- Fax number

Description of Activity

*Should be no more than half a page.*
6 Action Taken

Should be a quarter of a page or less

7 Impact of Activity

Should be a quarter of a page or less

Award Notification and Attendance Requirements

Both the nominating officers and the award recipients will be notified via E-mail and/or via telephone by the end May 2019. Nominating officers will be informed before the selected nominee/awardee. The reason for contacting the nominating officer before the awardee is to provide him/her with the opportunity to advise/congratulate the awardee before being contacted by the LULAC representative. Awardees will be contacted immediately after the nominating officer has congratulated/shared the information with the awardee.

Once the nominating officer and/or organization representative have been informed they should make the necessary funding and travel arrangements for award recipients to arrive by noon Wednesday, July 10, 2019, as awardees will be required to attend the rehearsal meeting at 1:00 PM. All awardees must attend the rehearsal meeting and the award ceremony. Nominating officers are also welcome (but not required) to attend and participate in the ceremony.

Award Ceremony Date and Location

The Excellence in Service-Public Service Award Ceremony will take place at the Defenders of Freedom breakfast at the League of United Latin American Citizens’ 90th National Convention. The event will take place at the Wisconsin Center in Milwaukee, WI on Thursday, July 11, 2019 at 7:30 a.m.

Nominating officers are invited (but not required) to attend and participate in the ceremony. Award recipients may invite two guests to the Ceremony. Additional information on the aforementioned will be provided once the awardees are selected and notified.

Travel

The submitting agency will be responsible for the funding of travel and per diem to attend the award presentation for the awardee and/or team.

Per Diem

Milwaukee has a fixed per-diem rate set by the General Services Administration (GSA).

The lodging per-diem rate for Milwaukee is $120.00 and is intended to cover the costs of one night’s lodging at a hotel in Milwaukee. The meals & incidentals rate (M&IE rate) is $66.00 LULAC has secured the per-diem rate for all LULAC League of United Latin American Citizens’ 90th National Convention attendees. Please make sure you identify yourself as an LULAC convention attendee when making reservations.
The hotels listed below are in the immediate area of the Wisconsin Center and offer the per-diem rate:

**Hilton Milwaukee** (Host Hotel)
509 West Wisconsin Avenue, Milwaukee, WI 53203
Rate $119

**Hyatt Regency Milwaukee**
333 W Kilbourn Ave, Milwaukee, WI 53203
Rate $119

**Milwaukee Flights**
   Attendees should fly into the General Mitchell International Airport (MKE). The following airlines fly to and from MKE: Air Canada, Alaska, American Airlines, Allegiant, Delta, Frontier, Southwest and United.

**Transportation** from MKE to Hotels and/or Convention Site
   For information on ground transportation from MKE to Hotels and Convention site, visit [https://www.mitchellairport.com/parking-transportation/ground-transportation](https://www.mitchellairport.com/parking-transportation/ground-transportation)
The United States (insert Force/branch) is proud to submit the attached package recommending the following nominee/s for the LULAC 2019 Excellence in Service Uniformed Services Public Service Award.

1. Nominee Name (Font 16)
   *The name of the nominee should read, as it will read on the award. We ask that the information is accurate. Please note that no changes can be on the awards once they are inscribed with the information provided*

2. Identify Nominee as Civilian or Military

3. DoD Forces/Branch:
   *Please select one and include on the cover page.*
   - United States Army
   - United States Marine Corps
   - United States Navy
   - United States Air Force
   - United States National Guard
   - United States Coast Guard
   - United States Public Health Service
   - United States National Oceanic and Atmospheric Commissioned Corps

4. Nominee E-mail address(s)

5. Nominee Phone number