

Navy League's Annual Sea Service Awards

Nominations must be fully substantiated and reflect a careful and conscientious evaluation of the nominee. Explain substantive achievement in a way that can be easily understood and appreciated by the general public. Avoid generalities, acronyms, excessive use of superlatives and comments on marginal achievement. A proposed citation must be included. Nominations should be attached to a cover memo that includes:

1. Nominee's full name, rank/rate, and SSN.
2. Length of service.
3. Current duty station, home address, work and home phone numbers.
4. Point of contact name, address, (com.) phone number and e-mail address
5. Signature of Commanding Officer required.

The Awards Board will make its decision solely on the content of the nomination submitted. The submission of a quality package is of the utmost importance.

The nomination package consists of:

1. Cover Page
2. Achievements/Justification (no more than 2 pages)
3. Proposed Citation

AN ORIGINAL AND ONE COPY OF THE NOMINATION PACKAGE ARE REQUIRED FOR EACH NOMINEE.

COVER PAGE

Full name of nominee _____

Rank/Rate/SSN _____

Current Duty Station _____

Home Address _____

Length of Service _____

From: Commanding Officer _____

Mail To: Awards Board, Navy League of the United States (Attn: Louise Halse) Executive Services,
2300 Wilson Blvd. Arlington, VA 22201-3308

Subject: Name of Award _____

Point of contact _____

Name & Rank _____

Phone number (Commercial) _____

Fax number _____ email address _____

Commanding Officer's Signature _____

Comments

Endorsements may be included