SGAUS Award Nomination Form

FORM INSTRUCTIONS ARE LISTED ON SUBSEQUENT PAGE

COMPLETE and EMAIL (only) to:
Awards@sgaus.org

The following named member of SGAUS is recommended for:

SELECT AWARD HERE

Select proposed award from the above drop-down list

Nominee ________________________________ Unit/SDF__________________________

Street Address/PO Box ____

City/State/ZIP ____

Citation (must state specifically in no more than five lines what was done and how the act supported the SGAUS Mission):

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Prior SGAUS Awards Received by the Nominee (indicate the type and number of awards using the drop-down lists):

0	Distinguished Service	0	Medal of Merit	0	Civilian Exceptional Service
0	Meritorious Service	0	Commendation	0	Achievement
0	Faithful Service	0	Recruiting Achievement	0	Longevity
0	Professional Development	0	Superior Unit Citation	0	Meritorious Unit Citation

Recommended by (Rank and Name) ____________________________ Date Submitted ___________

Contact Phone ______________________ Contact Email ______________________________

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Commanding General's Recommendation: ☐ Approve ☐ Disapprove

Name ____________________________________ Date _________________________

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Awards Committee Action: ☐ Approve ☐ Disapprove

Awards Committee Chair ______________________________ Date _____________________

SGAUS AWARD NOMINATION FORM INSTRUCTIONS:

1. **Only typed, complete nominations free from error and saved in PDF format will be accepted. All other deviations from this form, including (but not limited to) scanned or handwritten submissions, will be denied.**

2. **To complete this form, begin by selecting the proposed award from the initial drop-down list.**

3. **Enter the nominee's rank and name in the "Nominee" field. If the nomination is for a unit award, enter the unit name in the "Nominee" field.**

4. **Enter the nominee's unit and SDF in the "Unit/SDF" field (if applicable). If the nomination is for a unit award, enter the SDF in the "Unit/SDF" field.**

5. **Enter the nominee's address in the "Street Address/PO Box" and "City/State/ZIP" fields.**

6. **Enter the nominee's proposed citation into the "Citation" text box. Citations must be kept to five (5) lines or less. What you type for the citation will be exactly what is entered on the certificate. This includes any errors or typos you enter. For proper citation format, review the SGAUS Award Guidebook available on the sgaus.org website.**

7. **Enter the nominee's full SGAUS awards history in the "Prior SGAUS Awards Received by Nominee" section using the drop-down listings to denote the existence and number of prior SGAUS awards received. This is only to denote prior SGAUS awards received by the nominee. Do not include the nominee's prior federal or state guard awards in this listing.**

8. **Enter the nominator's rank and name in the "Recommended by" field. Individuals are permitted to nominate themselves for the following four (4) SGAUS awards so long as their submissions include the attachments indicated: (1) Recruiting Achievement (list names of those recruited to SGAUS), (2) Longevity (include proof of membership tenure), (3) Military Justice (attach copy of completed Judge Advocate Qualification Program certificate), and (4) Professional Development (attach copy of completed SGAUS PME course certificates). For all other SGAUS awards, individuals are NOT permitted to nominate themselves.**

9. **Enter the full date of the submission using DD MMM YYYY format in the "Date Submitted" field.**

10. **Enter the nominator's phone number in the "Contact Phone" field.**

11. **Enter the nominator's email in the "Contact Email" field.**

12. **Forms must be approved by the SDF Commanding General (state CG). The nominator will be deemed to have satisfied this requirement by taking one of the three following actions:**

    (1) Upon submission via email to SGAUS, the nomination form possesses the state CG's signature with the requisite "approve" checkbox designated, OR

    (2) The nomination form is submitted via email to SGAUS directly by the state CG, OR

    (3) The nomination form is submitted via email to SGAUS by the nominator with the state CG copied on the submission email as a CC recipient. The state CG is not required to reply as SGAUS will deem the absence of state CG response an endorsement of the nomination. The state CG may disapprove any nomination submitted in this manner by responding to the copied email and indicating their recommendation to SGAUS prior to the final decision of the Awards Committee.

13. **Once the form is complete, save in PDF format and email the final submission to: awards@sgaus.org**

14. **Modifications to this nomination form, including scanned and/or handwritten submissions, will not be accepted. Forms which are incomplete, incorrect, or submitted past award deadlines will not be accepted and will be returned without action. NO EXCEPTIONS WILL BE GRANTED.**