

EXAMPLE OF A NOMINATION LETTER

1650
Ser XX/XXX
(Date)

From: Commanding Officer/Commander
To: Deputy Chief of Naval Operations (MPT&E)
Via: (1)
(2)

Subj: CALENDAR YEAR 20XX SPIRIT OF HOPE OR ZACHARY AND ELIZABETH FISHER DISTINGUISHED CIVILIAN HUMANITARIAN AWARD NOMINATION
ICO _____.

Ref: (a) DoDINST 1005.14
(b) SECNAVINST 5061.16
(c) NAVADMIN 324/20

Encl: (1) Summary Justification of Act or Service Rendered
(2) Biography
(3) Supporting Documentation

1. It is my pleasure to nominate _____ for the Calendar Year 20XX Spirit of Hope and/or Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award. Per references (a) through (c), enclosures (1) through (3) are submitted for consideration or with my strongest recommendation.

Additional information, required for nomination letter (can be a part of paragraph 1):

- a. Name of nominee.
- b. Nominee's Address.
- c. Nominee's Present Position and/or Status.
- d. Name/Address of Nominee's Employer during the period of service.
- e. Name/Address/Telephone Number of Point of Contact for Nominating Organization.

Other optional paragraph's for the nomination letter:

2. _____ has my strongest endorsement for this nomination. He/she truly exemplifies _____.

3. My point of contact for this award nomination is or any questions regarding this nomination can be addressed to _____.

Name
//s//

**EXAMPLE OF SUMMARY JUSTIFICATION OF
ACT/SERVICE(S) RENDERED LETTER**

CALENDAR YEAR 20XX SPIRIT OF HOPE OR ZACHARY AND ELIZABETH FISHER
DISTINGUISHED CIVILIAN HUMANITARIAN AWARD NOMINATION FOR
(RATE/NAME OR NAME OF ORGANIZATION OF NOMINEE)
SUMMARY JUSTIFICATION

EXAMPLES OF OPENING SUMMARY STATEMENTS:

Mr./Mrs./Servicemember/Organization _____ is a
committed _____. His/Her/The
organization's significant accomplishments or act (s) or service (s) include:

or

Mr./Mrs./Servicemember/Organization _____ is the ideal
candidate for the calendar year 20XX . . .He/She/The organization has demonstrated their
dedication or remarkable devotion to _____.

BODY OF SUMMARY STATEMENT:

The summary justification should be in bullet form, in at least 12 pitch font, of the act (s) or
service (s) rendered and how it significantly enhanced the quality of life of military members
or their families.

Enclosure (1)

EXAMPLE OF A BIOGRAPHY

**BIOGRAPHY FOR
NAME OF NOMINEE**

Servicemember (name/rank) _____, a native
of _____ enlisted in the Navy in _____ or was raised in
_____.

Or

Mr./Mrs. _____, Founder/Co-Founder started (name the event or organization),
in support of or as a result of a _____.

Or

Mr./Mrs. _____ established (name of event or organization), which
sent out more than _____ care packages to individually named deployed services, their
families, _____.

Or

The (name of organization) provides wounded and injured members of the United States
Armed forces the opportunity to participate in _____ and an opportunity to re-
establish their confidence by making available a wide range of programs and activities
_____.

Enclosure (2)