

**This Approval Must Be Signed by Approval Authority and
Sent Forward on Component Letterhead**

MEMORANDUM FOR ASSISTANT DIRECTOR, PERFORMANCE MANAGEMENT
AND AWARDS DIVISION, HUMAN RESOURCES
DIRECTORATE, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Approval of the 2023 Department of Defense Spirit of Hope Award

In accordance with Administrative Instruction 1005.14, "Department of Defense (DoD) Spirit of Hope (SOH) Award" and Director of Administration and Management guidance, I approve **[Dr./Mr./Ms. Full Name or Organization Title]** for the 2023 DoD SOH Award. **[Dr./Mr./Ms. Last Name or Organization Title]** epitomizes selfless service and dedication to our military, and has made significant contributions to the DoD. The following required information is provided in support of this approval:

- **Name:** *(required, individual's or organization's name as to appear on certificate)*
- **Office/Home Address:** *(required)*
- **Organization/Location:** *(required)*
- **Present Position:** *(if applicable)*
- **Employer During Period of Service:** *(if applicable)*
- **Summary of Contributions:** Attached at Tab A. *(required, not to exceed 2 double spaced pages)*
- **Supporting Documentation:** Attached at Tab B. *(optional)*
- **Proposed Citation:** Attached at Tab C. *(required, not to exceed 90 words)*
- **Contractual Relationship Validation Statement:** I validate that if this recipient has a contractual relationship with the Department of Defense, the contribution(s) being recognized is both clearly and substantially outside what is specified or implied within the terms of the contract establishing the relationship and is clearly in the public interest.
☐ **MARK TO VALIDATE** ☐ **MARK IF NOT APPLICABLE**
- **Foreign National Validation Statement:** I validate that if this recipient is a foreign national, both a statement of concurrence by the U.S. Chief of Mission and the U.S. Defense Attaché (if one is assigned to the country of the foreign national recipient) and a statement of concurrence from the Defense Intelligence Agency are attached to this approval authorization.
☐ **MARK TO VALIDATE** ☐ **MARK IF NOT APPLICABLE**
- **Action Officer for this Submission:** *(required)*

Approval Authority Signature
Title

Attachments:
As stated

Summary of Contributions

Department of Defense Spirit of Hope Award Approval of

Dr./Mr./Ms. Full Name

CONTENT ADDED DESCRIBING CONTRIBUTIONS

Proposed Citation

Department of Defense Spirit of Hope Award Approval of

Dr./Mr./Ms. Full Name

Mr. John Doe is recognized for notable service to members of the Armed Forces, their families, and Service veterans, from January 2023 to December 2023. (Items in blue will change based on the individual's name and award period.) *ADDITIONAL CONTENT ADDED DESCRIBING CONTRIBUTIONS (SEE SAMPLE WITHIN CALL FOR RECIPIENTS FOR EXAMPLE)*