From: [CO/OIC/SES, Command Name]

To: President, Sea Service Leadership Association

Via: Awards Coordinator, Sea Service Leadership Association

Subj: [INSERT YEAR] SEA SERVICE LEADERSHIP ASSOCIATION [INSERT AWARD NAME IE COMPASS AWARD, NORTH STAR AWARD, EMERGING LEADER AWARD, RISING STAR AWARD] ICO [INSERT NAME OF NOMINEE]

Encl: (1) CO/SES/OIC Endorsement

(2) Official award nomination package

(3) Biography of nominee

(4) High resolution official Military or Government civilian headshot (should be provided digitally)

1. [Insert nominee’s name] is nominated for the [insert year] Sea Service Leadership Association [Insert award name].

2. Contact information of nominee:

a. Name:

b. Service/Rank/Paygrade:

c. Present Duty Station:

d. Address:

e. Telephone:

f. E-mail Address:

3. Describe current position held by nominee.

a. Primary responsibilities:

(1)



b. Job performance:

c. Leadership and Mentorship Accomplishments:

d. Peer group and off-duty community involvement and/or volunteer activities:

4. Military and/or civilian decorations and awards (not unit awards). List in chronological order:

(Decoration/Award) (Command/Organization) (YYMMDD – YYMMDD)

5. List educational and/or athletic accomplishments (if applicable).

6. CO/OIC/SES remarks:

Please use this space to write a brief description of why this nominee is deserving of the award he/she is being nominated for.

J. D. DOE

[INSERT TITLE HERE]