\* Award nomination can be done in the respective service’s template (i.e. USCG Memorandum, etc) but must retain all listed categories as depicted in the template.

DD MMM YY

From:  Enter COMMAND name here

To:    Sea Service Leadership Association

Via:   Awards Coordinator

Subj:  2020 SEA SERVICE LEADERSHIP ASSOCIATION (SSLA) RISING STAR AWARD ICO MIDN 1/C TAYLOR D. OFFICER, USN/USCG/USMC

Encl:  (1) Candidate Biography

       (2) Official Military photograph (color, electronic)

       (3) Command Endorsement Letter

1.  Enter Name here is nominated as the 2020 SSLA Rising star award. The Rising Star Award recognizes Midshipmen who have demonstrated exceptional leadership and embody the mission and vision of the SSLA.

2.  Complete contact information of member nominated:

    a.  Name:  Last, First, MI.

    b.  Designator/Rank:  6303/O-1

    c.  Submitting Command POC:  Enter POC Name, Contact info here

d.  Address: List Future Command address

    e.  Telephone: (Work) Enter number to include the area code

                    (Cell) Enter number to include the area code

    f.  E-mail Address: (Work) (xxx)

                        (Personal) (xxx)

3.  List any formalized recognition received: Special performance and/or academic awards, special qualifications, etc.  Must be 01 Jun 19-01 Jun 2020

(Title of award) YYMMDD – YYMMDD)

Name of Award         191001 – 191231

4.  Reporting Commanding Officer/Department Head’s justification of nomination:

a.    ROTC Leadership roles and responsibilities:  List personnel led and the impact.  List roles such as Company commander, completion of Jump School, Midshipman of the month, DEPT Head, Collateral Chair positions, and the impact you made on fellow service members in that role.

b. Community leadership:  Why is this member an important member of the military community and external to the service?  List community volunteer positions, unit community project led etc.

c. Classroom/Athletic leadership: List positions led such as Student body president, sports positions, debate teams etc.  List number of personnel led under their leadership. What sets them apart from their peers.

d. Vital Info: List Name of College, Major, Grade point average, and positions held within the ROTC program.

Enter BIO Here

 ENCL (1)

Enter Electronic Color Military Headshot

 ENCL (2)

Command Endorsement: Must be on Command Letterhead and signed by the OIC.   Summarize why this person should be selected. No more than two pages long.

 ENCL (3)