

# Distinguished Graduate Award Nomination Format

## **SECTION 1: Cover Letter**

- Provide a cover letter that formally identifies the individual as a nominee for the Distinguished Graduate Award.
  - Briefly explain why you feel the individual is deserving of the award.
  - The cover letter should be limited to one page.

## **SECTION 2: Administrative Information**

### **Nominee Information:**

Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Job Title: \_\_\_\_\_

Note: If retired, include occupation and title at retirement.

Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Work/Home/Cell and Preferred Phone: \_\_\_\_\_

Work/Personal and Preferred E-Mail: \_\_\_\_\_

### **Nominated By:**

Name: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Job Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Work/Home/Cell and Preferred Phone: \_\_\_\_\_

Work/Personal and Preferred E-Mail: \_\_\_\_\_

Relationship to Nominee: \_\_\_\_\_

### **Nominee's Military Awards and Decorations:**

### **Nominee's Civilian Awards:**

## **SECTION 3: Nomination Narrative**

- Provide a 2-page, typed narrative describing the nominee's achievements.
- The narrative must address the following questions:
  1. Please describe the outstanding performance by the nominee who has demonstrated a lifetime of service to the nation. This should include (but is not limited to) information across the individual's career to include: cadet information, military service, civilian work, professional accomplishments, awards, distinctions, etc.
  2. What has the individual nominee done to favorably promote the Air Force Academy and its graduates? What has this individual done to promote the Air Force Academy to the Air Force, local community, and nation as a whole?
  3. What has the nominee done to promote and increase awareness of graduate heritage among alumni and cadets? Explain how the person has supported or has remained engaged in the activities of USAFA since his/her graduation. This section should include items such as AOG membership, service in/on USAFA committees, mentorship of students/permanent party, financial support to USAFA, etc.
  4. Include any additional information that is pertinent about this nominee.