

MILITARY HEALTH SYSTEM
MILITARY NURSING LEADERSHIP EXCELLENCE AWARD
(Attachment 1 of 2)

Purpose: To acknowledge and honor military Registered Nurses who have demonstrated exemplary leadership skills and exceptional compassion and commitment to patients, colleagues, and the profession of nursing, resulting in noteworthy clinical or administrative accomplishments and contributing to the improved image and practice of nursing within the Military Health System (MHS).

- **Award Information**

- **IMPORTANT NOTE:** Please read and follow the instructions provided within this document. The prescribed format must be adhered to so that all nominees are able to be scored consistently. *Nomination received in incorrect format will be returned for modification. Final nominations in the correct format must be received no later than 13 Aug 2021 to be considered. There will be no exceptions*
- Nominee status: Active Duty, Reserves, or National Guard; Army, Navy, Air Force, or United States Public Health Service (USPHS). Only USPHS officers who have previously worked, or are currently working, in an MHS facility within the Department of Defense are eligible.
- Categories:
 - **Junior Leadership** Category (01-04)
 - **Senior Leadership** Category (05-06)
- One Junior winner and one Senior winner will be selected from each Service
- Actively involved in any nursing specialty
- Award covers a *lifetime of achievement and is not limited to any one calendar year*
- May not have previously won either the Junior or Senior award
- Nomination will address the following criteria:
 - Major achievements in the nominee's primary nursing specialty (Maximum of **six** bullets)
 - Contributions to the enhancement of the nursing profession and the MHS through support of the warfighter, innovation, facilitation of change, or the use of research/evidence-based practice (Maximum of **three** bullets)
 - Leadership abilities, including recognition as an exceptional leader, teacher, clinician, advocate, or mentor (Maximum of **three** bullets)
 - Community service and/or involvement in professional associations (Maximum of **three** bullets)
- **NOTE: All nominations will be submitted in BULLET format. Each bullet is limited to two lines (not sentences). Any nomination received in incorrect format will be returned for correction.**
- Nomination packages will include:
 - Command endorsement cover letter from the activity Director/Commanding Officer/Commander, etc.
 - Curriculum Vitae (CV) – *limit to 3 pages or less*
 - Nomination Form (following format in attached Nomination Form – failure to format correctly will result in request for resubmission)
- Nomination packages must be submitted to the appropriate point of contact (POC). Each POC will coordinate a selection process resulting in electronic submission of packages for consideration by the Joint selection panel as follows:
 - Top **FIVE** Junior Leadership nomination packages
 - Top **TWO** Senior Leadership nomination packages
- A Joint selection panel comprised of senior members will review and score each of the nomination packages and determine winners

- Notification of selects and non-selects, and announcements of winners, will go back to the POCs
- Guidelines:
 - Acronyms and job positions must be clearly explained so members of a Joint selection panel understand scope and responsibilities. Avoid service specific acronyms.
 - Include measurable contributions and impact statements rather than generic phrases such as “spent countless hours” or “brilliant leader.”
 - Community service should be activities outside the official job. For example, being sent by the military to perform a relief mission does not represent community service. Running a road race, even if supporting a cause such as breast cancer, does not constitute community service.
 - Do not include copies of award citations.
 - Do not include a photo of the nominee.
 - Leadership bullets should capture scope of positions held, e.g., number supervised, level of leadership, acts demonstrating leadership traits.
 - **Do not cut and paste bullets from evaluations**; these usually do not tell the whole story about a nominee and the contributions s/he has made to the MHS.
 - Nomination **must** be in bullet format limited to two lines per bullet. Failure follow this format will result in the package being returned to originator for correction. If the corrections cannot be made by the submission deadline, the nomination may be disqualified.

Any questions, please email:
 CAPT Julie Darling, NC, USN
 Assistant Director for Career Plans
julie.a.darling.mil@mail.mil

For correspondence related to this award, i the subject line of the email, please annotate:
MHS Military Nursing Leadership Excellence Award

Nominations are due to your Service POC listed below by **13 AUG 2021**.
 Scan all forms into **ONE** consolidated PDF and submit as **ONE PACKAGE**.

Service	POC	Email
Army	LTC Valerie Stacy	Valerie.stacy.mil@mail.mil
Navy	CAPT Julie Darling	julie.a.darling.mil@mail.mil
Air Force	Lt Col Michele Suggs	michele.s.suggs.mil@mail.mil
USPHS	CAPT Jennifer Vedder	jennifer.a.vedder.mil@mail.mil

MHS Military Leader Nursing Leadership Nomination Form

Full Name of Nominee:	
Rank of Nominee:	

Service:	
Command Address:	
Phone:	
E-Mail:	
Nursing Specialty:	
Service Status (Select One):	Active Duty Reserve National Guard
Nominated for (Select One):	Junior Leadership Category (O1-O4) Senior Leadership Category (O5-O6)
Name of Nominator:	
Nominator Phone:	
Nominator E-Mail:	

Major achievements in the nominee's primary clinical or administrative nursing specialty (maximum of 6 bullets – 2 lines per bullet):

- Bullet 1
- Bullet 2
- Bullet 3
- Bullet 4
- Bullet 5
- Bullet 6

Contributions to the enhancement of the profession of nursing and the MHS through support of the warfighter, innovation, facilitation of change, or the use of research/evidence-based practice (maximum of 3 bullets – 2 lines per bullet):

- Bullet 1
- Bullet 2
- Bullet 3

Leadership abilities, including recognition as an exceptional leader, teacher, clinician, advocate, or mentor (maximum of 3 bullets – 2 lines per bullet):

- Bullet 1
- Bullet 2
- Bullet 3

Community Service and/or involvement in professional associations (maximum of 3 bullets – 2 lines per bullet):

- Bullet 1
- Bullet 2
- Bullet 3

[COMMAND LETTERHEAD]

MEMORANDUM FOR MILITARY HEALTH SYSTEM MILITARY NURSING
LEADERSHIP EXCELLENCE AWARD BOARD

SUBJECT: Nomination of (NAME) for the MHS Military Nursing Leadership Excellence
Award

1. I am pleased to nominate (NAME) for this prestigious award. (S)he has a distinguished career as (POSITION). INCLUDE 2-5 LINES (MAX) SUMMARIZING THE NOMINEE'S KEY QUALIFICATIONS
2. (NAME) is fully compliant with all requirements of the (NAME OF SERVICE) fitness and appearance programs. There are no adverse actions pending against this officer.
3. If (NAME) is selected for this award, this command will support and fund his/her travel to attend the award presentation ceremony during the 2019 AMSUS Annual Meeting, scheduled for 10 December 2020, National Harbor, Maryland.
4. Please feel free to contact me for further information or questions at (XXX) XXX-XXXX or email at XXXXX.

Commander's signature