From: Submitting Command, (Unit)

To: Deputy Commandant for Programs and Resources

Via: (1) Chain of Command

(2) Commanding General, (first in chain of command)

Subj: NOMINATION OF (RANK, NAME EDIPI, MOS or GS SERIES, SERVICE COMPENENT) FOR THE CALENDAR YEAR 20XX MARINE CORPS FINANCIAL MANAGEMENT AWARDS PROGRAM (FINANCIAL MANAGEMENT AWARD TITLE)

Encl: (1) Summary of Performance

(2) Biography

(3) Summary of Action (for Financial Management Awards Dinner)

1. (SNM/SNO/Civilian) is nominated for the (award title) in recognition of (brief description of performance, contribution made to command, Marine Corps, etc.). Enclosures (1) through (3) are provided in support of this nomination.

2. The point of contact regarding this nomination is rank last name at (XXX) XXX-XXXX or via email at first.last@usmc.mil

I. M. MARINE

Summary of Performance

1. The Summary of Performance is critical to the consideration of the nominee's package and will support the nominee's qualification for the award.

2. The summary of performance should include justification for nomination (the particular act(s) for which a nominee has been nominated) and a summary of events that expands upon the justification and discusses the nominee’s performance during the award period in greater detail. Present an objective summary, giving specific examples of the performance and the manner in which it was accomplished, together with the results and the benefits derived.

3. The Summary of Performance will be submitted in narrative form using 10-12 pitch font Times New Roman.

4. It may be single or double-spaced but will not exceed one to two pages in length.

5. There will be no review of the nominee's record, so only information provided in the package will be available to the board.

Biography

Rank or Civilian Grade/Name:

MOS/GS Occupational Series:

DOR:

AFADBD:

DCTB:

Current Duty Station/Billet:

Previous Duty Assignments/Billets:

Deployments:

Civilian Education (school, location, dates attended, degree/major):

Military Education (dates attended, school/course titles, class standings, recognitions received):

Awards/Recognition (military/civilian/professional/community):

Community Involvement: if applicable

Summary of Action (for Financial Management Awards Dinner Program)

RANK FIRST NAME MIDDLE INITIAL LAST NAME

Recipient of the (FM Award Title)

1. The content of the Summary of Action should be consistent with that of typical award write up- opening sentence, statement of meritorious achievements, and commendatory remarks.

2. The Summary of Action will be submitted in narrative format, single spaced, natural capitalization, using Times New Roman, 10-12 point font style and size [approximately 1,250 characters (with spaces)].