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| Subject: HQDA EXORD 058-12 ISO HQDA DIVERSITY OUTREACH AWARDS SELECTION AND NOMINATION PROCESS | HQDA Diversity Outreach Awards (Attachment).doc |
| Originator: OPS AND CONTINGENCY PLANS G3 DAMO ODO(MC) | |
| DTG: 092142Z Jan 12 | Precedence: PRIORITY |
| To: OIX-HQDA(MC) | DAC: General |

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----- Original Message -----

To: /C=US/O=U.S. GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=CONUS/OU=FORSCOM/OU=HQ FORSCOM/OU=FORSCOM COMMAND GROUP/OU=FORSCOM CG(MC)
/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=EUROPE/OU=USAREUR 7A/OU=USAREUR CG(MC)
/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=PACIFIC/L=HAWAII/OU=USARPAC/OU=USARPAC CG(MC)
/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AFRICOM/OU=ORGANIZATIONS/L=EUROPE/OU=UNITED STATES ARMY AFRICA(MC)
/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=CONUS/L=FORT BELVOIR VA/OU=USAINSCOM/OU=CDRINSCOM(MC)
/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=CONUS/L=ARLINGTON VA/OU=ARNG/OU=NGB ARNGOPS(UC)
/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=KOREA/OU=EIGHTH ARMY CMD GP(MC)
cc: /C=US/O=U.S. GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=CONUS/L=WASHINGTON DC/OU=ARMY OPERATIONS CENTER/OU=DIR OPS READINESS AND MOB G3 DAMO OD(MC)
/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=CONUS/L=WASHINGTON DC/OU=ARMY OPERATIONS CENTER/OU=OPS AND CONTINGENCY PLANS G3 DAMO ODO(MC)
/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=CONUS/L=WASHINGTON DC/OU=DA ARMY STAFF(UC)
/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=CONUS/L=WASHINGTON DC/OU=DA HQDA SECRETARIAT(UC)
Originator: /C=US/O=U.S. GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=CONUS/L=WASHINGTON DC/OU=ARMY OPERATIONS CENTER/OU=OPS AND CONTINGENCY PLANS G3 DAMO ODO(MC)
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MSGID/ORDER/ARMY EXORD//
REF/A/MSGID: DOC/DEPARTMENT OF DEFENSE OUTREACH AWARDS NOMINATION GUIDE AND PROCEDURES//
REF/B/MSGID: DOC/ASA M&RA DIVERSITY AND LEADERSHIP OUTREACH STRATEGIC PLAN//
REF/C/ARMY DIVERSITY ROAD MAP//

1. (U/FOUO) SITUATION. IN AN EFFORT TO SUPPORT THE DOD OUTREACH AWARDS PROGRAM, HEADQUARTERS, DEPARTMENT OF THE ARMY AND ALL SUBORDINATE COMMANDS WILL NOMINATE OUTSTANDING SOLDIERS (ALL RANKS) AND CIVILIANS (ALL GRADES) THAT EXEMPLIFY THE TRUE MEANING OF DIVERSITY AND EQUALITY.
2. (U/FOUO) MISSION. COMMANDERS FROM ARMY COMMANDS (ACOM'S), ARMY SERVICE COMPONENT COMMANDS (ASCC'S), AND DIRECT REPORTING UNITS (DRU'S) WILL SOLICIT NOMINATIONS FOR AND CONDUCT SELECTION BOARDS TO IDENTIFY QUALIFIED PERSONNEL TO REPRESENT THEIR COMMANDS FOR EACH OF THE AWARDS SPELLED OUT IN THE ATTACHED ANNEXES (ONE NOMINATION PER COMMAND, EXCEPT WHERE INDICATED) TO THE HQDA EO OFFICE BY THE DATES LISTED IN ANNEX A.
3. (U/FOUO) EXECUTION.
 - 3.A. INTENT: THE HQDA EQUAL OPPORTUNITY OFFICE WILL COLLECT NOMINATION PACKETS FROM ACOM'S, ASCC'S AND DRU'S AND COORDINATE A HQDA BOARD TO SELECT THE ARMY'S AWARD RECIPIENTS FOR ALL ATTACHED AWARDS. IN ORDER TO ENSURE ALL DOCUMENTS ARE PROPERLY FORMATED AND ATTACHED, COMMANDS WILL UTILIZE THEIR

COMMAND EEO AND EO OFFICES AS THEIR POC FOR HQDA DIVERSITY OUTREACH AWARDS. COMMANDERS WILL BECOME FAMILIAR WITH ALL AWARDS LOCATED IN ANNEX B TO ANNEX H AND MAKE EVERY EFFORT TO RECOGNIZE DESERVING PERSONNEL. THESE AWARDS ARE NOT DESIGNED TO ONLY RECOGNIZE INDIVIDUALS OF A PARTICULAR RACE, ETHNICITY OR GENDER. INSTEAD, THE BEST QUALIFIED INDIVIDUAL SHOULD BE RECOMMENDED. COMMANDERS SHOULD REFER DIRECTLY TO THE CRITERIA LISTED FOR EACH AWARD. IF A COMMANDER DETERMINES THAT THERE IS NO ONE TO REPRESENT HIS OR HER COMMAND FOR AN AWARD, A NEGATIVE RESPONSE MUST BE SENT TO THE HQDA EO OFFICE POINT OF CONTACT THROUGH THE RESPECTIVE EEO/EO OFFICE PRIOR TO THE SUBMISSION DATE.

3.B. CONCEPT OF THE OPERATION: THESE ARE ANNUAL AWARDS TO BE SOLICITED AND SELECTED IAW THE NOMINATION PACKET SUBMISSION TIMELINES (ANNEX A). COMMANDERS (ACOM'S, ASCC'S, DRU'S) WILL SUBMIT THEIR NOMINATION PACKETS TO HQDA EO OFFICE WHO WILL IN TURN CONDUCT A SELECTION BOARD. AWARD RECIPIENTS WHO ARE SELECTED FROM THE BOARD AT HQDA WILL BE RECOGNIZED AT AN AWARDS CEREMONY. REPRESENTATIVES FROM THEIR RESPECTIVE SUBORDINATE COMMAND WILL ATTEND THE AWARD CEREMONY. FUNDING WILL BE PROVIDED BY THE AWARDEE'S COMMAND.

3.C. COORDINATING INSTRUCTIONS:

3.C(1) COMMANDERS WILL CREATE MEASURES TO IDENTIFY, REVIEW AND SELECT THE BEST QUALIFIED CANDIDATE FOR EACH AWARD AND ENSURE EACH NOMINEE'S PERFORMANCE IS IN KEEPING WITH THE HIGHEST TRADITIONS OF THE ARMY. INDIVIDUAL AWARDS CRITERIA IS PROVIDED IN ANNEX B THROUGH ANNEX H.

3.C(2) SUSPENSE DATES FOR ALL PACKET SUBMISSIONS ARE LISTED IN ANNEX A.

3.C(3) COMMANDERS (ACOM'S, ASCC'S, DRU'S) WILL SELECT NOMINEES IAW WITH NOMINATION ALLOCATIONS IN ANNEX A TO REPRESENT THEIR COMMANDS. IF A COMMAND CHOOSES NOT TO PROVIDE A NOMINEE, THE COMMAND WILL UTILIZE THEIR COMMAND EEO AND EO OFFICES TO PROVIDE A NEGATIVE RESPONSE TO THE HQDA EO OFFICE BY THE SUSPENSE DATE. A NOMINATION PACKET OR NEGATIVE RESPONSE IS REQUIRED FROM ALL COMMANDS (ACOM'S, ASCC'S, DRU'S).

3.C(4) SUBMIT A NOMINATION PACKET IN ACCORDANCE WITH THE REQUIREMENTS IN ANNEXES B THROUGH H AND REVIEW THE NOMINATION TEMPLATES IN ANNEX I. PACKETS MUST INCLUDE:

3.C(4)(A) ENDORSEMENT BY BRIGADE COMMANDER OR FIRST O6 (OR CIVILIAN EQUIVALENT SUPERVISOR) IN THE CHAIN OF COMMAND.

3.C(4)(B) ENDORSEMENT BY COMMANDER (ACOM'S, ASCC'S, DRU'S).

3.C(4)(C) NONADVERSE STATEMENT SIGNED BY COMMANDER/G-1 (MILITARY ONLY) AND DA FORM 1256 (CIVILIANS ONLY).

3.C(4)(D) AWARD NOMINATION TRANSMITTAL FORM (ANNEX I).

3.C(4)(E) AWARD INFORMATION FORM (DOD DISABILITY AWARD ONLY) (ANNEX I).

3.C(4)(F) A SINGLE-SPACED NARRATIVE DESCRIBING THE NOMINEE'S ACCOMPLISHMENTS WARRANTING THIS RECOGNITION. COMMANDS WILL PROVIDE THIS INFORMATION VIA MICROSOFT WORD DOCUMENT THAT DOES NOT EXCEED ONE PAGE.

3.C(4)(G) A CITATION HIGHLIGHTING THE NOMINEE'S ACCOMPLISHMENTS (MICROSOFT WORD DOCUMENT THAT IS SINGLE-SPACED AND DOES NOT EXCEED 20 LINES OF TEXT, 12-PITCH FONT, WITH 1-INCH LEFT AND RIGHT MARGINS). (ANNEX I)

3.C(4)(H) A SINGLE-SPACED BIOGRAPHY OF THE NOMINEE (MICROSOFT WORD DOCUMENT NOT TO EXCEED ONE PAGE).

3.C(4)(I) A CURRENT DIGITAL (600 DPI JPG FORMAT) HEAD AND SHOULDER, COLOR PHOTOGRAPH OF THE NOMINEE IN ARMY SERVICE UNIFORM (MILITARY) OR BUSINESS ATTIRE (CIVILIAN).

3.C(4)(J) ONE HIGH-RESOLUTION DIGITAL PHOTO (AT LEAST 1 MB) OF THE NOMINEE AT WORK OR IN THE WORKPLACE (DOD DISABILITY AWARD ONLY).

3.C(5) LEADERSHIP/REPRESENTATIVES ARE EXPECTED TO ATTEND THE AWARD CEREMONY WITH THE AWARD RECIPIENT TO ESCORT AND PROVIDE NECESSARY SUPPORT TO THE AWARD RECIPIENT. THE AWARDEE'S ORGANIZATION IS RESPONSIBLE FOR FUNDING ALL RELATED

PER DIEM AND TRAVEL COSTS. ATTIRE FOR AWARD CEREMONY IS ARMY SERVICE UNIFORM (MILITARY) AND BUSINESS ATTIRE (CIVILIANS).

3.C(6) THE EXACT DATE, TIME, AND LOCATION AND OTHER ARRANGEMENTS WILL BE PROVIDED TO THE AWARD RECIPIENT, HIS OR HER CHAIN OF COMMAND, AND EO/EEO PERSONNEL AT A LATER DATE.

4. (U/FOUO) SUSTAINMENT. N/A.

5. (U/FOUO) COMMAND AND SIGNAL.

5.A. HQDA EO POC IS MS. MELISSA K. HARRIS AT 703-604-0623, EMAIL: MELISSA.K.HARRIS10.CIV@MAIL.MIL.

C.P. HQDA EO POC IS MICHAEL J. FEDIACZKO AT 703-604-6832, EMAIL: MICHAEL.J.FEDIACZKO@CONUS.ARMY.MIL.

Classified by: FOUO

Reason:

Declassify On: