

SAMPLE NOMINATION LETTER

ASOE-XC (ASOE-XC-SM/25 Oct 97) 1st End Col [name]/fwf/[name]

SUBJECT: Nomination for [name of award]

Commander, 2d Signal Brigade, ATTN: ASOE-XC, Unit 29919, APO AE 09086

FOR President, Signal Corps Regimental Association, P.O. Box 7740, Fort Gordon, Georgia 30905-5000

1. I (choose appropriate verb) approve/nominate [name] for [award]. [name] is a member of the Signal Corps Regimental Association, and enthusiastically supports the organization.

2. [name] is a dynamic soldier who has made significant contributions to the Signal Corps. The 52d Signal Battalion's outstanding support of Headquarters, European Command (EUCOM) is directly attributable to [name] technical expertise. As operations and training noncommissioned officer for the 52d Signal Battalion, [name] drew upon the many exciting challenges he has faced throughout his career in the Signal Corps. [name] has contributed to the [chapter name] activities in his/her service as a board member for 2 years.

3. Online payment has been made for the award at signalcorps.org, [or a check is enclosed]. I wish to present [name] with his [award name] on [date]. Request you forward his award package to this headquarters NLT [date].

4. 2d Signal Brigade point of contact is [name, COM phone number, e-mail].

5. Please mail this award package to [address].

/S/

COL, SC

Commanding

JUSTIFICATION

[name] distinguished himself by exceptionally, meritorious service to his country and the United States Army while serving as a Signal Corps officer for more than 27 years. [name]'s career included successful commands at the company and battalion levels, as well as numerous and varied staff assignments at all echelons. [name]'s career culminated in two headquarters-level staff assignments at the United States Army Signal Center and Fort Gordon (USASC&FG), Fort Gordon, Georgia.

Among numerous responsibilities while serving as the Training and Doctrine Command's system manager for multi-service communications systems, [name] was responsible for total systems management and integration of the AN/TTC-39D automatic central office communications switch, the communications system control element, and the digital group multiplexer systems. He was the driving force behind the planning and successful fielding of this equipment. [name] was also responsible for initiating a system for direct communications between the Signal Center and Signal participants in Saudi Arabia during Desert Storm. This allowed the passage of real-time information for immediate problem solving.

As the director of training and doctrine, [name] ensured doctrine was written to support air-land battle doctrine for all echelons, and planned and directed the development of worldwide resident and nonresident training products and strategies for the Signal Corps. He also managed a directorate staff of 200 personnel and a budget in excess of four million dollars in support of five training departments, training an annual student input of approximately 22,000 soldiers attending 168 courses ranging in complexity from advanced individual training to the Signal officer advanced course.

[name] served as the Membership Chairperson for the SCRA Fort Gordon Chapter for two years directly resulting in an increase in the number of both officer and enlisted members.

[name]'s skill and keen awareness as a manager, coupled with his success-oriented devotion to duty, has been in keeping with the highest traditions of the Signal Corps and the United States Army.