

# NICK HOGE AWARD NOMINATION CHECKLIST

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All nomination packets must be prepared and submitted electronically utilizing MS Word format, typed in 12 pitch and with Arial font.

Nomination packets are reviewed/vetted by HQDA and will not be processed if they are incomplete.

Each nomination packet must contain all of following and be submitted in the following order (this Check List *must* be on top):

1. \_\_\_\_\_ **Cover Sheet** (must include all items- a. through i.)
  - a. Professional Paper Title:
  - b. Author's Full Name and Title: (e.g., Mr., Ms., Dr., or rank)
  - c. Author's Current Position Title and Grade:
  - d. Years of Federal Service:
  - e. Author's Employing Organization:
  - f. Organization address and location: (include office symbol)
  - g. Author's Work telephone numbers: (include Commercial and DSN)
  - h. Author's Education Level: (highest level attained, e.g., HS/BA/MS/etc.)
  - i. Author's Digital Picture: (JPEG 8x11 Copied into a separate one page Word document)
2. \_\_\_\_\_ **Professional paper** (double spaced in MS Word, size 12 font, 20 numbered pages max-exclusive of title, summary and reference pages)
3. \_\_\_\_\_ **Summary of professional paper contents**
4. \_\_\_\_\_ **Completed [DA Form 1256](#), Incentive Award Nomination and Approval**
5. \_\_\_\_\_ **Signed Command endorsement memorandum (by ACOM, ASCC, DRU or the OAASA)**
6. \_\_\_\_\_ **Proposed award citation**

All award nomination packets must be submitted through Command channels.

Command POCs will submit completed packets to AG1-CP, CP10 Proponency Office in electronic format and in the correct order to:

[usarmy.belvoir.ag1cp.mbx.cp-10proponency-office@mail.mil](mailto:usarmy.belvoir.ag1cp.mbx.cp-10proponency-office@mail.mil)