

**OPEN**

**STARFLEET MARINE  
CORPS**



**WRITING  
NOMINATIONS  
FOR THE  
SFMC**

**Revision 1306**

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**OPEN**



Writing Award Nominations for the SFMC  
(or anyone else, for that matter)  
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The secret to making certain that those deserving of recognition actually receive it is the proper writing of award nominations. No matter the award or the means you are using to call attention to a need for an award, the purpose of the nomination is many-layered.

1. You must convey the significant information identifying the nominee. In our organization, both the FLEET and Corps, this means:
  - a) the nominee's full name as it is shown in the STARFLEET Database
  - b) the nominee's SCC numberYou would be amazed how often the SCC number isn't included in less formal nominations. It can not be stressed highly enough that no one in STARFLEET or the Corps is adept enough at mind reading to use it to divine details you forgot to include.
2. You must fully identify yourself, i.e.:
  - a) your full name as shown in the STARFLEET Database
  - b) your SCC number
3. You must clearly identify the award you are requesting for the nominee.
4. You must clearly and completely describe what the nominee did deserving of the requested award. Be as specific as possible. "Joe is a great guy who helps little old ladies across the street" won't get very far. Joe would be better served if you wrote, "Joe spent the afternoons of 8 consecutive weekends at busy pedestrian intersections, assisting the aged and heavily burdened across the streets as their need arose."
5. You must tell us where this action took place, again being specific.
6. You must tell us when this action took place, remembering to include not just dates, but times as well.
7. You must tell us who was benefited by the action, again being specific to class/type of person but not, necessarily, names.
8. You must tell us if there were any particular techniques that were developed by the participants to better allow the action to be taken.
9. Finally, and this is as important as anything else in the nomination, you must show us how the details you have provided are applied to the requirements of the specific award showing that the action actually meets the award criteria.

While nothing will ever guarantee that a nominee will receive the accolade you are requesting, following these few instructions will significantly increase your chances of success.