



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF ARMY NURSE CORPS
2250 STANLEY ROAD
FORT SAM HOUSTON, TX 78234-6100

MCCS-CN

30 September 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Instructions for submitting nominations for the Army Nurse Corps Award of Excellence

1. Purpose. To provide guidance for the submission of packets for the FY 2005 Chief, Army Nurse Corps Award of Excellence.

2. General.

Nominations must be:

a. Submitted by **31 October 2004** to Chief, Army Nurse Corps, AMEDD C&S, ATTN: MCCS-CN, Room 275, 2250 Stanley Road, Fort Sam Houston, TX 78234-6100. You can also fax your nominations to 210-221-8360 attn: MAJ Eric Lewis.

b. Submitted in memorandum format and should not exceed **two double spaced typed pages**.

c. Include a statement that the nominee is in compliance with Army Regulation 600-8-2 Suspension of Favorable Personnel Actions (Flags) and AR 600-9, The Army Weight Control Program.

d. Include a memorandum endorsement (concur/non-concur) by the nominee's Chief Nurse.

3. Specific.

Individuals nominated:

a. May be any junior AN officer (2LT, ILT, or CPT) from any component - Active, USAR, or ARNG.

b. Must not have been considered for promotion to MAJ or previously a recipient of the award. An Active Army officer must have at least one year of active duty service remaining after receipt of the award.

c. Must **NOT** have attended the CJ Reddy Conference previously.

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Nominating individual:

- a. May be in the nominee's supervisory chain.
 - b. Must include - his/her signature block.
4. The Office of the Chief, Army Nurse Corps, will fund the active component award winner to attend the COL Charles J. Reddy Leader Development Program in Washington D.C., 30 January – 2 February 2005, where the award will be presented.
5. POC for this memorandum is MAJ Lewis at DSN 471-6221, Comm 210-221-6221.

ERIC J. LEWIS
MAJ, AN
ANC Fellow

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