

**ORDER OF DAEDALIANS' BRIGADIER GENERAL CARL I.
HUTTON MEMORIAL AWARD**

UNIT DESIGNATION

UNIT DESIGNATION
(Task Force HOPE)

UNIT LOCATION (CITY, STATE)

Nomination Packet Guidelines and Format

1. Detailed Nomination Narrative
2. Command Endorsements (*O6 Commander or equivalent*)
3. Point of Contact Information
4. Additional Supporting Information

NARRATIVE

ORDER OF THE DAEDALIANS' BG CARL I. HUTTON MEMORIAL AWARD

UNIT NAME

**NOT TO EXCEED THREE (3) PAGES
DOUBLE-SPACED, TIMES NEW ROMAN
FONT, TWELVE (12) PITCH**

COMMAND LETTERHEAD

ATZQ-PE

6 January 2016

MEMORANDUM FOR Order of Daedalians' Brigadier General (BG) Carl I. Hutton Memorial Award Selection Committee

SUBJECT: Order of Daedalians' BG Carl I. Hutton Memorial Award Nomination-Unit Information

1. I highly recommend and endorse the nomination of UNIT NAME for the 2015 Order of Daedalians Brigadier General (BG) Carl I Hutton Memorial Award...
2. Brief summary of unit achievements...
3. Point of Contact is the undersigned at (333) 333-3333 or email jamesdoe@email.mil.

Encls

JAMES R. DOE
COL, AV
Commanding

**EXAMPLE OF COMMAND ENDORSEMENT
(O6 Commander or equivalent)**

POINT OF CONTACT INFORMATION

UNIT NAME

(Lists your unit's appropriate points of contact)

COMMANDER:

NAME

COL, AV

(000) 000-0000

name@email.mil

EXECUTIVE OFFICER:

NAME

MAJ, AV

(000) 000-0000

name@email.mil

ADJUTANT:

NAME

MAJ, AG

(000) 000-0000

name@email.mil

ADDITIONAL INFORMATION

(i.e. photos, articles, CBT imperatives, etc.)
(All nominations packets must be unclassified)