

Instructions for the STEM Education and Outreach Advocate of the Quarter Award Program

Description of the Award: The STEM Education and Outreach Advocate of the Quarter Award recognizes individuals or teams from both the DoD civilian and active duty military/Guard/Reserve that demonstrate exemplary support of STEM education and outreach across the Department. All Components (reference Enclosure 2) are eligible to compete for one DoD STEM Education and Outreach Advocate of the Quarter Award.

Periodicity: A formal call for nominations from the Office of the Assistant Secretary of Defense, Research and Engineering (OASD(R&E)) will be distributed annually during the fourth quarter to each of the Components. Selected nominations should be submitted by COB 1 November by each Component point of contact (POC). Notification of selection will be provided to the award recipients (DoD civilian and active duty military/Guard/Reserve) by the respective Component POCs by 1 December, 1 March, 1 June and 1 September.

Eligibility: Personnel of the DoD, both military members and civilian employees, in any rank or grade, are eligible to be nominated for the STEM Education and Outreach Advocate of the Quarter Award. Contractors and Intergovernmental Personnel Act assignees are not eligible to be nominated for this award.

Nomination and Selection Process: Once the formal call for nominations is released from the STEM Development Office, Component nominations may be submitted as individuals or teams of individuals. Using the criteria specified in these instructions as a guide, each Component will provide a prioritized list of candidates once a year which can be updated once per quarter. The nomination packages for these award recipients will be forwarded to the STEM Development Program Office for consideration. Selection for this award will be made by a panel consisting of the DoD STEM Board of Directors Working Group Chair (or a designee), at least two members from the DoD STEM Board of Directors Working Group and, as appropriate, special advisors representing other DoD agencies and other Federal agencies (e.g., Department of Education, National Science Foundation). Selections for the STEM Education and Outreach Advocate of the Quarter Award will be forwarded to the OASD(R&E) for approval.

Selection Criteria: Specific achievements to STEM education and outreach across the Department. Examples may include (but not be limited to):

- a. The number of students/teachers/parents/participants engaged by the nominee/team. Include the name(s) of any schools, local education activities, museums, etc. at which these STEM education and outreach programs were conducted.
- b. The value of the nominee's contributions. Examples may include (but not be limited to): Whether the STEM education and outreach program(s) offered an authentic learning experience in STEM (reference Enclosure 2).
- c. The outcomes of STEM education and outreach programs/activities (e.g., greater student interest in pursuing STEM fields, higher grades in mathematics or science, development/expansion of a new STEM program, increase in the number of participants, etc.), using specific examples and/or quantitative data, if available.
- d. The impact of collaboration and/or partnership with internal or external organizations by the nominee.

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Delivery of Award: The awardees will each receive a letter and certificate (one per individual or awardee/team member) commemorating his/her/their achievements. Additionally, ASD(R&E) will support arrangements for award presentation.

Format: A sample format for the nomination letter is provided below in Enclosure 1. Each nominee is required to have a nomination letter to provide reviewers with a consistent comparison.

Detailed Submission Instructions:

1. **Submission Process:** Nominations should be solicited by each Component internally within their organization through the STEM Coordination Office and submitted to the DoD STEM Development Program Office as a prioritized list.
2. **Nomination Package:** Nomination packages accompanying the prioritized list will be accepted using the individual recognition process instantiated by the Component annual awards. Packages also must include the sample nomination letter provided in Enclosure 1.
3. **Submission Deadline(s):** Selected nominations should be submitted to the STEM Development Program Office by COB 1 November by each Component POC. Services and the 4th Estate can provide additional nominations throughout the year, as appropriate, before or on the following dates 1 February, 1 May and 1 August. Please send all nomination packages to osd.pentagon.ousd-atl.mbx.stem@mail.mil with the subject line, “STEM Education and Outreach Advocate of the Quarter Award Nomination”.

**Instructions for the STEM Education and Outreach Advocate of the Quarter
Award Program
Enclosure 1**

SAMPLE NOMINATION LETTER

Date:

From: (Component Leadership (e.g., Director of a DOD Laboratory, Facility or Base, Service
Coordination Office))

To: (Component POC)

Subject: STEM EDUCATION AND OUTREACH ADVOCATE OF THE QUARTER

AWARD

(Dr./Mr./Ms./Mrs./Rank John/Jane Doe/Team) from
(Laboratory/Facility/Base/Office) is hereby nominated for the subject award.
(His/her/their) efforts with STEM education and outreach programs/activities are worthy
of this honor because of the impact made on the students, teachers, and parents
participating in these programs.

(Dr./Mr./Ms./Mrs./Rank John/Jane Doe/Team) has accomplished the following
support to STEM education and outreach programs/activities: (provide a narrative not to
exceed 2 pages in length (12 point, Times New Roman font) outlining the specific
achievements/outcomes and the value of the contributions of the nominee/team to
STEM education and outreach programs/activities, including the provision of
authentic learning experiences).

(Dr./Mr./Ms./Mrs./Rank John/Jane Doe/Team) is a highly-appreciated proponent
of STEM whose contributions have significantly enhanced STEM education and outreach
for the Department.

//signed//

Director, Laboratory/Facility/Base
Or Service Coordination Office

Instructions for the STEM Education and Outreach Advocate of the Quarter Award Program

Enclosure 2

Definitions

1. **Components:** Services include Army, Navy and Air Force. 4th Estate agencies include all 28 DoD agencies¹.
2. **Authentic Learning Experience:** Authentic learning experiences are those that are personally relevant from the learner's perspective within appropriate social contexts and are equated to real communities of practice, giving the students "real world" experiences.
3. **Outreach:** Efforts designed to promote and develop relationships².
4. **STEM Education:** Formal or informal, in-school or out-of-school, education that is primarily focused on physical and natural sciences, technology, engineering, social sciences, and mathematics³.

¹ <http://www.dau.mil/doddacm/Pages/agencies.aspx>

² "The Federal Science, Technology, Engineering, and Mathematics (STEM) Education Portfolio," A Report from the Federal Inventory of STEM Education Fast-Track Action Committee, Committee on STEM Education, National Science and Technology Council, December 2011

³ "Federal Science, Technology, Engineering, and Mathematics (STEM) Education 5-Year Strategic Plan," a Report from the Committee on STEM Education, National Science and Technology Council, May 2013