

# **SAMPLE NOMINATION LETTER**

## **SAINT JOAN D'ARC MEDAL**

MEMORANDUM FOR Executive Director, US Army Armor Association

SUBJECT: Nomination for Award of the Order of Saint Joan D'Arc Medallion to  
Captain Lois J. Lane

Captain Lois J. Lane is nominated for the award of the Order of Saint Joan D'Arc Medallion. She is nominated for having significantly contributed to the health, welfare, and morale for armor or cavalry soldiers and their families in the 3d Battalion 32d Armor.

Lois has served voluntarily as the First Lady of the 3-32d Armor "Scorpions" for the last two years. During this time she has been a key driving force in the successful implementation and execution of a viable family support network in the 3d Battalion 32d Armor. In 1990, the battalion deployed to Southwest Asia in support of Operation Desert Shield and Storm. The battalion had recently returned from the National Training Center and thus families were looking forward to some quality family time. The mission to deploy changed that. Lois quickly realized that the battalion would have many unique requirements on the part of the families when the men deployed to the deserts of Saudi Arabia. She ensured that a workable chain of concern was in place to take care of the need of the soldiers' families. There were illnesses, children that needed to be taken to the hospital. One soldier's son had leukemia and had to undergo a difficult time with chemotherapy. Time and time again she was there to talk and help with the needs of the families. This was especially difficult for her because she was pregnant at the time and had many of her own needs. In addition, her full time job as a Captain in the Army as a leader in the division rear detachment kept her busy helping all soldiers' families in the division. During this time she was truly a great gift to the soldiers of the battalion because they knew that their families were being looked after. In the year since the return from Southwest Asia there have been other special needs. The battalion has been through two tank gunneries and the rollover to M1A1 Heavy Common Tanks. Lois continued to ensure that all soldiers' needs were met. Her support made the Children's Christmas party as well as an Easter Egg hunt for Easter a huge success. Throughout she has been a force that has gotten volunteer efforts to make the unit's family support better without forcing people to do things. Her charisma and ability to work with people has been a great benefit to the soldiers and family of the 3d Battalion, 32d Armor.

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Captain Lane truly exemplifies the true spirit of the Saint Joan D'Arc and in each and every thing she has done for the Battalion has asked for nothing in return. She gives freely of her time and effort and is truly deserving of the award of the Order of Saint Joan D'Arc Medallion.

Signed  
SILVER O. LEAF  
LTC, AR  
Commanding

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Commander, 1st Brigade, 1st Cavalry Division, Fort Hood, TX 76545

FOR National Executive Director, US Armor Association, P.O. Box 607, Fort Knox, KY  
40121-0494.

I recommend approval of this nomination for award of the Order of Saint Joan D'Arc  
Medallion to Captain Lois J. Lane.

Signed  
T. BIG KAHUNA  
COL, AR  
Commanding