5400 (Br Adjt)

January 2020

Position *(e.g. Director Signals … do not use a Distr List: the file goes to the OA)*

Unit Address Line #1 *(e.g. Canadian Army Headquarters)*

Unit Address Line #2 *(e.g. 101 Colonel By Drive)*

Unit Address Line #3 *(e.g. Ottawa, Ontario, K1A 0K2)*

SUBALTERN OF THE YEAR 2020 NOMINIATION:  
A12 345 678 LIEUTENANT IAN BLOGGINS (00341 – SIGS)

1. Introductory paragraph to broadly highlight the nominee, key accomplishments, and reasons why the officer is a fitting recipient for the award.
2. Para two, and its sub-paras below, are used to substantiate your message with relevant points,   
   key examples, and findings. Each sub-para must provide a tangible example (reinforced with attachments such as LoA, etc. if available) to validate any claims or assertions. Be descriptive, precise, and succinct. Ensure that examples illustrate the level of achievement and / or benefit wrought. For context, the award is being scrutinized against four (4) factors … leadership, teamwork, impact, and potential for advancement, all of which are detailed in the parent instruction:
3. Example one substantiated;
4. Example two substantiated;
5. Example three substantiated; and
6. Example four substantiated.
7. The final para accomplishes three (3) objectives. First, it summarizes your key findings, reinstates your para one statement, and links all paragraphs together. Second, it will contain *the example citation (limited to 150 words or less) that will be used in the certificate*. The example citation shall be *italicized*. Lastly, the paragraph shall contain the drafter’s contact information so the selection council is able to contact him / her should they have any matters to discuss.
8. **Omit this para after reading as it provides formatting guidance only**. There are five (5) or six (6) clear spaces between the concluding paragraph and the signature block. The signature block should never be placed upon a page in isolation. Recall that the submission letter is restricted to a maximum of two (2) pages in length.
9. **Omit this para after reading as it provides formatting guidance only**. Enclosures are referenced materials that are attached to the letter for review. All annexes and appendices must accompany the letter and will have header / footer information formatted as follows:
10. Annex Header: Annex A  
     5400 (Br Adjt)  
     1 January 2020
11. Annex Footer: A-1/2
12. Appendix Header Appendix 1  
     Annex A  
     5400 (Br Adjt)  
     1 January 2020
13. Appendix Footer A1-1/5

*(5 or 6 clear spaces between last line and signature block)*

*Sign or E-Signature, scan and save document as .pdf*

B.A. Christie

Major

Branch Adjutant

Annexes

Annex A Document 1

Annex B Document 2

Annex C Document 3

Enclosure: 1 *(pluralize ‘enclosures’ if adding more than one attachment; delete outright if nothing accompanies this letter)*