



CHEYENNE CHAMBER OF COMMERCE NOMINATION PROCEDURES  
FOR THE ANNUAL MILITARY AFFAIRS COMMITTEE CHEYENNE TROPHY

- 1. PURPOSE.** To announce the annual award nomination procedures and deadlines for the awarding of the Military Affairs Committee Cheyenne Trophy to the outstanding Air Force, Air National Guard and Army National Guard unit of the year.
- 2. BACKGROUND.** The Military Affairs Committee Cheyenne Trophy is presented annually to men and women of the United States Armed Forces whose mission accomplishment, patriotism, off-duty volunteerism and community involvement have made a significant contribution resulting in a positive impact to the city of Cheyenne and its residents.
- 3. NOMINATION PROCEDURES AND CRITERIA.** Nominations for the Military Affairs Committee Cheyenne Trophy should be sent via command channels to the Greater Cheyenne Chamber of Commerce office no later than **Friday, March 31st**. All nominations must include: name, address, and telephone number of the nominating organization; name, address and present position and/or status of the nominating official. A summary of the act of service rendered that addresses how it met the award criteria of A. through C. below; supporting documentation (optional); and a proposed award citation not to exceed 90 words.

  - A. Unit epitomizes the values of duty, honor, courage, loyalty, commitment, integrity, and selfless dedication to mission accomplishment.
  - B. Significantly enhances the quality of life of service members, their families, and the greater Cheyenne community.
  - C. Selflessly contributes an extraordinary amount of time, talent, or resources to benefit residents of the city of Cheyenne, state of Wyoming and the United States of America.

**4. AWARD PRESENTATION.** The Military Affairs Committee Cheyenne Trophy will be presented at a joint award ceremony during the Greater Cheyenne Chamber of Commerce May Luncheon on Friday, May 5, 2023. Nominating commands will be responsible for selecting representatives to receive the award on behalf of each selected unit. Sponsoring commands will be notified by the Greater Cheyenne Chamber of Commerce Military Affairs Committee.

**5. ACTION.** Submit nominations to:  
Military Affairs Committee  
c/o The Greater Cheyenne Chamber of Commerce  
121 W 15th street suite 204  
Cheyenne, WY 82001

Or by email to Daniel Bown Jones, [danielb@cheyennechamber.org](mailto:danielb@cheyennechamber.org)

***Submissions should be submitted prior to Friday, March 31st, 2023.*** Once the award selections have been made, the award recipients will be announced in coordination with each service public affairs office.