

Distinguished Graduate Award Nomination Packet Guidelines

If this is a new nomination or the Alumnus you are nominating was not nominated in the previous year, follow the guidance provided in this packet.

If this is a re-nomination, the Class or Chapter President is required to provide a new nomination letter expressing the desire to re-nominate the alumnus. A nomination packet will not automatically be included for selection; a letter of intent must be sent. You may use page 2 of this document for this letter of intent. If the desire is to update the nomination package, please use the guidelines noted in this packet.

Please note all page limitations. The formatting guidelines are at the end of this document.

Deadline: The deadline for all new or updated nomination packages is 1 November 2017.

Packet to include the following:

Cover Sheet – **MUST use page 2** of this document as the cover sheet

Page 1 – *Nomination Letter* - This does not have to be from the Class/Chapter President of the person being nominated. The letter does need to be processed through the Class or Chapter President and is limited to one page. However, a class or chapter president must endorse the nomination.

Page 2 – *Executive Summary* – **use page 3** of this document as a guideline for the executive summary. This is limited to one page.

Pages 3-5 – *Endorsements of Nomination* – these three pages are for use from anyone wishing to endorse the nomination via a letter. This is limited to three pages. This can be one 3 page letter or three 1 page letters. It is recommended to have at least two letters.

Pages 6-10 – *Narrative* – these five pages may be used to justify the nominations. Please **use page 4** of this document for guidance on this portion of the nomination package.

Pages 11-13 – *Miscellaneous* – these final 3 pages may include items such as a formal biography and newspaper/magazine articles. This section is limited to 3 pages. Please note that rather than providing certificates of achievement etc., those can be listed in the Executive Summary portion of the package.

* All packages should be 13 pages plus the cover sheet

2018 Distinguished Graduate Award Nomination
Cover Sheet
(Must complete and include this form in its entirety)

Date: _____

Nominator: _____ Name & Class

_____ Relationship to Nominee

_____ Phone number & Email

Class or Chapter President Endorsing Nomination: _____

To: Chairman, Distinguished Graduate Award Selection Panel
United States Naval Academy Alumni Association
247 King George Street
Annapolis, MD 21402-5068
Attention: DGA Nominations

or email: DGA@USNA.com

The following nomination is hereby submitted for the 2018 Distinguished Graduate Award:

Name: _____ Class Year: _____

Phone Number: _____ Email: _____

This is a new nomination This is a resubmission

Nominee agrees to be nominated and will make every effort to attend the ceremony if chosen

Nominee understands that their package will be vetted to take into consideration all publicly available information.

2018 Distinguished Graduate Award Nomination
Executive Summary
(limited to one page)

In a bulleted list:

Use the following categories to create a list for the Executive Summary. This is limited to one page.

Categories (Complete all that are applicable):

1. USNA and Military career highlights
2. Military awards and medals
3. Government/Civilian/Business/Community career highlights and awards/certificates
4. Summary of support of/service to USNA and Brigade of Midshipmen
5. Summary of support for the Alumni Association and/or Foundation (gifts of “time, talent, and/or treasure”)
6. Other notable achievements

2018 Distinguished Graduate Award Nomination
Narrative
(limited to five pages)

The narrative statement of justification should be no longer than five typed pages. The comments should support the nomination to conform to published guidelines and selection criteria and must include the following, which expands on the points listed in the Executive Summary.

Formatting Guidelines

Margins: 1 inch minimum left margin and ½ inch minimum right margin

Font Size: minimum font size is 11

Spacing: can be single spaced or double spaced

Identification: nominees name to be on each page of the package in the footer

** No staples, no binders/report covers*
