

# Guidance For Distinguished Graduate Award Submissions

*Updated As of 02 January 2020*



The Distinguished Graduate Award (DGA) Committee is responsible for receiving, reviewing / editing and nominating qualified and deserving classmates to the United States Naval Academy Alumni Association (USNAAA) DGA Selection Committee. The Committee Chairman will serve one year in that position and then select his



replacement as the junior member of the Committee. The next senior member will then assume the duties as Committee Chairman for one year, etc.

Those wanting to nominate a member of the Class of 1973, should notify the Chairman, Class of 1973 DGA Committee, NLT 01 March of the nomination year of their intent to submit a nomination package with the name of the classmate being nominated and the responsible author of the package. The purpose of this notification is to eliminate duplicity in the event others are submitting the same classmate. Those nominating classmates for the DGA shall familiarize themselves with ALL requirements for selection in the USNAAA and Class of 1973 guidance referenced below prior to proposing a nominee.

The 1973 DGA Committee will advise the author of the proposed nomination that is accepted to proceed (or not) no later than 01 April of the nomination year.

All nomination packages for the Class of 1973 shall be submitted to the Chairman, Class of 1973 DGA Committee as a submission ready package NLT 01 August; complete, formatted and compliant with the following,

1. USNAAA Distinguished Graduate Award Nomination Packet Guidelines.  
These guidelines can be found at <https://www.usna.com/page.aspx?pid=247>
2. Class of 1973 Package Guidelines (*contained in this document*)

*USNAAA Guidance shall always take precedence in the event of conflict.*

If packages do not meet the aforementioned guidance, they will be returned to the author for compliance. The DGA Committee may do minor editing; however, any editing involving content shall be in collaboration with the author. All submissions

will be done via certified mail or hand delivered to the Naval Academy Alumni Association / Foundation.

Packages shall be submitted digitally in Microsoft Word to the Chairman, Class of 1973 DGA Committee NLT 01 August of the nomination year. The miscellaneous pages (11-13) may be submitted as .pdf or .jpg files but must contain the proper pages and footers required by governing documents. It will be the responsibility of the Class of 1973 DGA Committee to print and acquire all signatures (Committee Members and Class President) prior to submission to the USNAAA DGA Selection Committee.



## **Class of 1973 Package Guidelines**

**Each package shall consist of 14 total pages**  
*(13 Pages + Cover)*

**Cover Page (*Not Numbered*).** The President of the Class shall sign all Class of 1973 nomination packages.

The following pages shall be numbered in sequence 1 through 13 in accordance with the enclosed guidance.

**Page 1 (*Nomination Letter*).** This page should have a macro overview of the nominee. All nomination letters will be signed by all three (3) Class of 1973 DGA Committee members.

**Page 2 (*Executive Summary*).** This page will be submitted in the following (bullet) format.

### **USNA and Military Highlights, Awards and Medals**

- Highlight | Highlight | Highlight | Highlight
- Award or Medal | Award or Medal | Award or Medal

### **Government / Civilian / Business / Community Highlights, Awards, Certificates**

- Highlight | Highlight | Highlight | Highlight
- Award or Certificate | Award or Certificate | Award or Certificate

### **Summary of Support of / Service to USNA and Brigade of Midshipman**

- Support or Service | Support or Service | Support or Service

### **Summary of Support for the Alumni Association and / or Foundation (gifts of “time, talent, and / or treasure”)**

- Time or Talent or Treasure | Time or Talent or Treasure

### Other Notable Achievements

- Achievement | Achievement | Achievement

**Pages 3 - 5 (*Endorsements of Nominee*).** Within the 3-page limitation, packages shall have a minimum of two (2) endorsements. These endorsements shall be scanned and imported into the word document to facilitate pagination of the nomination package. Each endorsement shall contain a “Certified True Copy and the name of the preparer” in the lower left corner of the last page of the endorsement in size 9 font. The preparer of the package shall sign his name over the certified true copy statement. Preparers shall maintain the original endorsements until notified by the Chairman, Class of 1973 DGA Committee that they are no longer required.

**Pages 6 - 10 (*Narrative*).** The structure of the nomination package narrative is up to the preparer of the package within the guidance of the USNAAA Distinguished Graduate Award Nomination Packet Guidelines. The structure of the narrative should be done in such a way to best represent the nominee. The structure of the narrative should create a natural flow for the reader.

**Pages 11 – 13 (*Miscellaneous*).** The selection of this information is up to the preparer of the package within the guidance of the USNAAA Distinguished Graduate Award Nomination Packet Guidelines. Ensure all pages are numbered correctly / appropriately.

**Questions regarding the submission package should be made to the Class of 1973 DGA Committee Chairman.**

### Current DGA Committee Members

*(Dates Next To Members Indicates Their Termination Of Membership)*



Mike Kalas , Chairman (*December 2024*); [michael.kalas@gmail.com](mailto:michael.kalas@gmail.com)



Joe Stewart, Member (*December 2025*); [jdusn@comcast.net](mailto:jdusn@comcast.net)



Rob Bender, Member (*December 2026*); [rbender@travismanion.com](mailto:rbender@travismanion.com)