

# NAOC Award Program

## 1) PURPOSE:

- a) The purpose of this paper is to outline the NAOC Awards Program.
- b) The awards program is designed to recognize significant contributions made by individuals to advance the image and professionalism of the NAOC, the global munitions response industry and/or service to the community in support of the MMRP Industry.
- c) Up to two awards are anticipated – one for a government/ stakeholder representative, and one for a current or former NAOC member individual.
- d) Political appointees are not eligible for award.
- e) Members of the House of Representatives or Senate are eligible. Note the specific limitations identified in Section 6.

## 2) SCOPE

- a) This document describes the awards program administered by the NAOC on behalf of its membership.
- b) The individual awards will be selected and presented on an annual basis.

## 3) NOMINATION PROCESS:

- a) Nominations will be prepared in accordance with the criteria for the award as prescribed in the specific award details.
- b) Nominations for an award may be prepared and submitted by an employee of an active member firm.
- c) Nominations will be submitted to comply with the requirements of the award in accordance with the criteria specified.

## 4) SCHEDULE

- a) Awards will be presented annually; at a meeting/conference specified by the Board of Directors.
- b) Nominations will be accepted throughout the year; however, nominations for a given year will be closed 60 days prior to the announced award date.
- c) The NAOC will notify selected recipients no later than 28 days prior to the opening session of the meeting/conference at which the award will be presented.
- d) The award(s) will be presented by the President of the NAOC at the time and place specified by the Board of Directors during the conference (preferably during the general session or during an NAOC sponsored event).
- e) Nominations not selected for award will be retained for consideration for a period of two years (i.e., two additional award cycles) after which the nominations must be updated or discarded.

## 5) REVIEW OF NOMINATIONS

- a) The Chair of the Member Services Committee will convene a Selection Board comprised of one representative from each of the standing committees, and one member of the Board of Directors.

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- b) The Selection Board will review each nomination against the criteria specified for the award and select the individuals meeting the criteria for the award.
- c) The Chair of the Selection Board will document the selection process and forward the information to the Board of Directors for approval during a scheduled Board meeting.

### 6) AWARDS

- a) In general, the awards will consist of a plaque, medal, certificate, or other suitable item as prescribed by the individual award.
- b) For Government or stakeholders, an official letter of commendation signed by the President NAOC will be provided to the Commander or Supervisor of the awardee.
- c) For awards being given to a Government employee, the NAOC will ensure that the award does not violate the Ethical Code of Conduct for the employee.
- d) As of January 2012, a determination by outside counsel instructs that if the recipient is/are career civil service employees (including those nearing retirement) the value of the award should remain at \$200 or less. Recipients may also accept food and drinks offered at the award ceremony and bring family members. If NAOC is paying for travel costs for the recipient to attend the awards ceremony, that cost would factor into the \$200 threshold value. If the award value is over \$200, then the recipient must get a written determination first by the agency ethics official.
- e) Members of the House of Representatives or Senate, Members may accept a non-money award in recognition of public service, as well as food, refreshments and entertainment at the award ceremony, if the award is "bona fide." An award meets this criteria if:
  - i) It is made as part of an established program
  - ii) Awarded on a regular basis,
  - iii) Non-Members have received the award in the past,
  - iv) There are specific written criteria for the selection of awardees.
  - v) Travel costs to the awards ceremony may be accepted by House members, but not for Senators.

### 7) SUBMISSION INSTRUCTIONS:

- a) All nominations should be submitted on the award form posted on the NAOC website ([www.naoc.org](http://www.naoc.org)). The form can be downloaded and emailed to the Secretary or submitted directly from the website. The submittal should contain the following information:
  - 1. Title of the recommended award
  - 2. Date of submission
  - 3. Submitter's name, company and contact information
  - 4. Nominee's name, organization and contact information
  - 5. Narrative text describing nominee's contributions and achievements in the award basis areas.

Appendix A – Leadership Service Award

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## Appendix A

### Leadership Service Award

The Leadership Service Award recognizes the significant contributions made by an individual whether within NAOC or outside the organization to improve the NAOC and the global munitions response industry. The award is based on the individual's Leadership Professional accomplishments, and Community Service. The nominee will demonstrate high levels of achievement and accomplishment in each category. Up to two awards are anticipated – one for a government/ stakeholder representative, and one for an individual employed by a current or former NAOC member individual. Guidelines and example characteristics for each of the categories are shown below.

- Leadership:
  - Leadership and active involvement in NAOC or other professional, government, or charitable organizations.
  - At least five years involvement within the ordnance service areas<sup>1</sup>.
  - Excellence demonstrated by continual superior performance.
  - Recognition by an organization, team or other group for promoting leadership growth and development.
  - Notable contribution(s) as a leadership mentor.
  
- Professionalism:
  - Notable contribution in the ordnance service areas.
  - Nominee exhibits a professional image.
  - For nominees that are currently engaged in providing ordnance services, the NAOC member nominee's company must be in good standing with NAOC. Government/stakeholder nominees must be actively involved in the ordnance service areas, and preferably supported the NAOC as a presenter, facilitator, etc. in the past.
  - For nominees who are no longer involved in the ordnance service areas (e.g., retired), nominees must have demonstrated a significant positive impact on the range and munitions program. Appropriate consideration for NAOC member firm standing (e.g., current versus historical) will be made by the Board.
  - Serving on professional committees, panels, and/or boards as an officer or member.
  - Professional publications, conference presentations or panels.
  
- Community Service:
  - Notable contribution to community service.

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<sup>1</sup> Ordnance Service areas are taken to be the broad range of services in support of: Munitions Response, Range Sustainment, Demining, Battle Area Clearance, etc.