

 <b>policy statement</b> ELECTRIC BOAT MANAGEMENT ASSOCIATION	APPROVED	NUMBER PS-6
	DATE Nov 19, 2003	ISSUE 2
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SUBJECT <p style="text-align: center;">OUTSTANDING SERVICE AWARD</p>		

PURPOSE:

To establish a policy which will provide direction for eligibility and the criteria for receiving the annual Electric Boat Management Association (EBMA) Outstanding Service Award.

DEFINITION:

Eligible Member: Any member who has made a significant contribution of time and talent to the EBMA over the last seven (7) years will receive this award on a one time basis only.

GENERAL:

- a.) A committee shall be appointed by the president to determine the recipient of the Outstanding Service Award.
- b.) A person may be nominated by another member or may submit his/her own name for consideration.
- c.) An announcement shall be published on the web and an email sent to solicit eligible candidates for the award, in March of each year.
- d.) An Input Form will be forwarded to each candidate identifying: the office/position held; hours served per month discharging the obligations of the position; the number of months spent performing the function and an indication of the appropriate year (see sample attached), along with a cover letter explaining how to fill out the form, to be returned to the committee by April 1.
- e.) In the event there are no qualified candidates with seven (7) or more years of service, the committee may consider candidates with at least five (5) years of service. In the event a qualified candidate is not nominated, the award is not given.
- f.) The award will be presented at the normal monthly meeting held in May to the qualified candidate.

