

USSVI NATIONAL AWARDS MANUAL



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INTRODUCTION TO THE USSVI NATIONAL AWARDS AND RECOGNITION PROGRAM

The USSVI National Awards and Recognition Program recognizes members or bases whose contributions to the organization or their local community stand out. Any USSVI member in good standing may nominate any other member in good standing (or entity such as a Base, where appropriate and stated in the Award description) for any of the awards.

A LITTLE HISTORY OF THE PROGRAM

The history of the USSVI National Awards and Recognition Program is a relatively short one.

From the founding of USSVI in 1964 until an awards committee was formed in 1994, no National-level awards were presented. The first awards committee was comprised of National Officers, who presented the "Sailor of the Year Award" to Jack Ensminger. Today, that award is known as the Joe Negri Award (The National Submarine Veteran of the Year).

The National Awards Committee was established in 2001; the Chair is an appointment by the voting members of the Board of Directors. Past Chairmen Bill Britt and Art Randall created the National Award titles, recognition scope, design of Awardee recipient materials, and even their source of supply.

In 2008, Chair John Stanford, created the Awards Manual. It provided detailed award descriptions, nomination criteria, submission timelines, and identification of Award selection committee chairs.

The Awards Manual is maintained by the USSVI National Awards Chair, and approved by the USSVI Board of Directors.

USSVI NATIONAL AWARDS CHAIR

The USSVI National Awards Chair is appointed by the USSVI Board of Directors. The USSVI National Awards Chair is responsible for ensuring the National Awards process will be executed in accordance with the process laid out in the National Awards Manual; and the nomination and selection of Award recipients is fair and unbiased.

Following the award process, guidelines and timelines, the National Awards Chair submits the selected award candidates' names and specific awards to the plaques vendor to be sent to the Convention chair for presentation at the USSVI National Convention.

THE USSVI NATIONAL AWARDS

The following are the USSVI National Awards considered for nominations each year.

- Joe Negri Award (Submarine Veteran of the Year) **
- Robert Link National Commander Commendation Award
- District Commander of the Year Award **
- Meritorious Award
- Golden Anchor Award
- Silver Anchor Award
- Ben Bastura Historical Achievement Award
- Newsletter of the Year Award

** These are Lifetime Awards and will be presented only one time per Shipmate.

All award winners receive a plaque and patch in recognition of their accomplishments.

Award Winners will be reported in the next edition of the *American Submariner Magazine* and a National Bulletin following the Convention. All Award winners will be recorded on the Roll of Winners on the organization's website.

AWARD NOMINATION PROCESS

Any USSVI Member in good standing may nominate any other Member or Associate Member in good standing, or Base where appropriate, and as stated in the Award description.

Eligibility for all awards requires current membership in United States Submarine Veterans, Inc. with the exception of the Ben Bastura Historical Achievement Award.

Nominations for Robert Link, Meritorious, Golden Anchor and Silver Anchor and Newsletter of the Year awards should primarily consider activity for the period of May 1st of the prior year to April 30th of the current year.

Nominations for all Awards shall be submitted to the National Awards Chair, who will review each nomination and forward them to the appropriate Selection Committee Chair. If the National Awards Chair finds any issue that could affect the processing of a nomination, the Chair may contact the initiator to address the issue in a timely and appropriate manner not to exceed the nomination submission deadline.

Refer to the Award Nomination Submission Template at the back of the manual and follow it explicitly, otherwise the submitted nomination will be rejected.

Eternal Patrol: If a nomination is submitted for a member during the nomination period and is considered as worthy of recognition for the award, and that nominated person goes on Eternal Patrol during the evaluation period, the award may be awarded to the surviving spouse or family member to recognize that member's contribution to USSVI.

The Base Population Class sizes are based upon the Base Primary and Associate Members of record, in good standing, as on file at the USSVI National Office, at the close of the first quarter of the Award Year.

Class I - Large Bases: > 83 Members

Class II - Intermediate Bases: 58 - 82 Members

Class III - Medium Bases: 32 - 57 Members

Class IV - Small Bases: 8 - 31 Members

Note: See the Award Nomination Submission Template at the back of the manual for submitting all award nominations.

AWARD PROCESS TIMELINES

The periods set aside for nominations and selection will be strictly enforced.

FEBRUARY 1: Award Nomination period opens and all USSVI Members in good standing submit Award nominations to the National Awards Chair.

APRIL 30: All Award nominations must be received by the National Awards Chair at the close of business on this date.

MAY 5: The National Awards Chair submits nominations to the respective Award Selection Committee Chair for evaluation, voting and selection of recipients.

JUNE 15: All Award Selection Committee Chairs submit their **CONFIDENTIAL** selections only to the National Awards Chair.

JUNE 30: The National Awards Chair submits the awards selections to the Vendor for preparation of the award proofs, and upon approval by the Awards Chair, production of appropriate plaques for presentation to recipients at the Convention.

AWARD PRESENTATIONS

Presentation of the District Commander of the Year awards shall be at the Annual Business meeting and all other Awards shall be at the USSVI National Convention Awards Banquet in accordance with the Plan of the Week/Day.

SELECTION COMMITTEES

Selection Committees are responsible to the USSVI National Awards Chair to review the award nominations for the award category and Base Population Class Size, and rank them from best deserving / meeting the intent of the award criteria to least deserving.

Each award Selection Committee Chair will be determined by the USSVI National Awards Chair and will be identified by separate communication. Specific voting instructions will be communicated by the Award Selection Committee Chair.

The members of the Award Selection Committee shall communicate their nomination rankings/vote(s) to the Award Selection Committee Chair, not the USSVI National Awards Chair. If a selection committee member cannot fulfill their duties, they must contact the Selection Committee Chair and the National Awards Chair immediately.

The Selection Committee Chair will report the nomination ranking to the USSVI National Award Chair via email marked [CONFIDENTIAL] no later than the June 15TH of the Award cycle year.

Award Selection Committees consist of the following members:

- Joe Negri Shipmate of the Year Award consist of the five prior award winners.
- The Robert Link National Commander Commendation Award selection is the exclusive selection by the National Commander.
- The District Commander of the Year Award is selected by a committee selected and chaired by the National Commander.
- The Meritorious Individual Award, Meritorious Base Award, Golden Anchor Award, and Silver Anchor Award consist of the currently serving District Commanders
- Ben Bastura Historical award committee and Chair is determined by the USSVI National Awards Chair.

SPECIAL RECOGNITION AWARDS

There are unique circumstances when an individual, unit, or entity demonstrates sustained superior service in the performance of their duties in either a significant singular event, or over a long period of time, but does not meet the intent or scope of formal USSVI National Awards program by a selection committee, but equally deserves recognition and attention. This recognition is not meant to take away or reduce award processes internal to each Base and could be in the form of a certificate-

THE USSVI NATIONAL AWARD SELECTION COMMITTEE MEMBERS THANK YOU FOR YOUR INTEREST, PARTICIPATION AND CONTINUING SUPPORT FOR THE USSVI NATIONAL AWARDS AND RECOGNITION PROGRAM.

Please submit questions to the National Awards Chair, Jeffrey R Walsh at ussvi_nerd1@yahoo.com or by phone at (860) 449-2103.



THE INDIVIDUAL AND BASE AWARDS

JOE NEGRI AWARD - UNITED STATES SUBMARINE VETERAN OF THE YEAR



Joe Negri is considered the Primary Founder of USSVI.

The Joe Negri Award is the highest and most prestigious Award that can be presented to a member and reflects his/her personal individual efforts and participation during the preceding years on a USSVI National level, and who has contributed the most to the advancement and embodiment of the USSVI Creed.

By his/her dedicated service and support to our USSVI organization and fellow Submarine Veteran Brothers, it exemplifies the true meaning and spirit of the word, "Shipmate."

The Member's service at a USSVI National level should be an important consideration in the nomination for this Award.

The Joe Negri Award is categorized as a Lifetime Achievement Award, presented only once to the selected Shipmate.

ROBERT LINK NATIONAL COMMANDER COMMENDATION AWARD



This is the USSVI's "Navy Commendation Medal" from the National Commander and was previously known as the Robert Link National Commander's Award, "USSVI's Letter of Commendation."

On May 24, 1964 during the incorporation of USSVI, Robert Link, former United States Submarine Veterans of World War II National Commander was the first National Commander of USSVI. In May 1966, Bob turned the gavel over to Joe Negri, TMC(SS) to guide the progress of the Submariners for the next two years. Robert was a founding member, and

three-time Past National President of Submarine Veterans of World War II and remained active, especially with the Delaware Valley Chapter. He believed in the USSVI and supported its growth and development.

A nomination may be made for a Member (Regular or Associate), or a Base. The nomination should demonstrate:

- The Nominee's significant and dedicated stewardship or leadership roles towards the smooth operation of a USSVI Base, District, or Regional area of responsibilities.
- The Nominee's responsiveness and engagement when the Base issues a call to action for Base, District, Regional, and National events.

Since we're all volunteers, simply 'doing our job' should be the expectation, not the exception for noteworthy recognition.

DISTRICT COMMANDER OF THE YEAR AWARD



Awarded to the District Commander that exemplifies and demonstrates an outstanding example to his/her peers, and through his efforts and performance of duties in service to the Base Commanders, provides guidance, organization and assistance within the District and establishes new Bases as needed to serve the needs of the membership.

One District Commander nomination will be submitted by each Regional Director. When making the nomination, it is expected that the Regional Director will ascertain that the nominee will expect to remain in this position as a District Commander of the Year until the following year's convention.

The District Commander of the Year (DCOY) is categorized as a Lifetime Achievement Award, presented only once to the selected Shipmate.

MERITORIOUS AWARD



This Award is presented to the Member or Base in each class that exemplifies the Motto, "Pride Runs Deep", who, by the efforts and involvement of an individual Base Member; or if a Base Award, by a group of Members within the Base, promote a positive image of the United States Navy Submarine Force and/or the United States Submarine Veterans through participation in local veteran affairs, parades, school activities, and presentations to civic, legislative, veterans, patriotic, and other local area organizations.

Some examples may be Community, State, or National Library displays, and items that appear in print and/or electronic media, Press Releases, Public/Community Service Announcements, etc., which promote the concept of Honor, Duty, Pride, and the history and lore of the United States Navy Submarine Force to the public and community at large.

This Award may be presented to a Base, or an individual, in each class as defined in the Base Class Definition in the Awards Nomination Process section of this manual.

GOLDEN ANCHOR AWARD



The Golden Anchor Award will be presented to the Base in each class which best demonstrates a leadership role in developing and-promoting membership recruiting and retention methods and tools.

Factors to be considered for this Award will include Base development, recruitment of new members, and retention of current Members. This Award is intended to recognize recent accomplishments by the Base. See the Class Definition in the Awards Nomination Process section of this manual

SILVER ANCHOR AWARD



The Silver Anchor Award is presented to a Regular or Associate Member in recognition of his/her efforts to support one of the primary objectives of our Creed...to provide a way for all submariners to gather for their mutual benefit and enjoyment.

This Award recognizes the Shipmate's volunteer support for meetings, projects, and events, including work to recruit new Members and to retain the current membership of the Base, and is intended to recognize recent accomplishments.

This Award will be presented to individual Members only. Nominations may be made by any Regular or Associate Member in Good Standing.

BEN BASTURA HISTORICAL ACHIEVEMENT AWARD



The Ben Bastura Historical Achievement Award is presented to the person who:

- Demonstrated their understanding and commitment to our Creed in perpetuating the memory of submariners and submarines by gathering, creating, or in other ways preserving a broad and encompassing discipline of gathering a significant volume of submarine history.
- Demonstrated that they are an expert in the many aspects of gathering and preserving submarine history, its artifacts, and documents.

The Award recognizes that for almost 50 years, Ben Bastura collected submarine artifacts, papers, and trivia. He also did much research on all facets of submarines and the people in them. Ben spent untold amounts of his own money to make a museum of his home in Waterford, CT. and to share his love of submarines with the people who came around or who asked for his help freely. Ben also was an author who wrote *History of U.S. Submarine Veterans World War II*. Ben is gone now; but, thanks to him, we have many valuable submarine books, papers, plaques, and other objects that are irreplaceable and are located at St. Mary's Submarine Museum in St. Mary's, Georgia. In the years to come, we are going to need more and more people like Ben; people who have a genuine love of those who have gone before and are determined to preserve our heritage.

Nominations may be made by any Member and submitted to the National Awards Chair.

The recipient of this Award shall meet the requirements listed above. Membership in the United States Submarine Veterans, Inc. is not a requirement.

NEWSLETTER OF THE YEAR AWARD



The Newsletter of the Year was created to recognize the value of Base communications and to encourage that process. It serves as a tool to encourage Bases to first develop their own Newsletters, and then to improve them sufficiently to be competitive with their peer Bases and those of other Veterans' organizations, and to recognize those that were superior to their peers.

To level the playing field and allow Bases to enter their Newsletter for competition at their peer level, rather than competing with much larger Bases with more experience and financial resources, four entrant classes, based upon Base Membership, will be in place for each publishing year. See the Class definitions in the Awards Nomination Process section of this manual.

One top Award, THE NATIONAL NEWSLETTER of the YEAR will be presented to the Base Newsletter which is judged to be the most outstanding Newsletter submitted (regardless of Class).

The Newsletter of the Year Awards are selected by a committee of judges using subjective analysis of the Base newsletter content under the leadership of the appointed Chair.

RULES FOR SUBMISSION

The rules for submission are simple, but please read carefully!

1. Any Base may submit their Newsletter for judging in their peer class, with the following restrictions:

- Only one entry per Base will be accepted for judging.
 - To be considered, all Base Newsletters must be created and published by the Base Newsletter editor. The use of outside printing facilities is permitted. Base attestation to this requirement must be a part of the Base's cover letter.
 - The Base Newsletter selected for submission must be the exact same Newsletter in the exact same format and style as was sent to its members and other interested parties: for example, an entry will be disqualified if it was sent to the membership in black and white, but the entry submitted was a single run-off in full color. The only exception will be, the Base that has an Internet Edition in color and a USPS edition in black and white, may, if the only difference between the two editions is color, may submit the Internet edition in color. An attestation of such exception must be a part of the Cover Letter.
2. The Base may select and submit any Newsletter that was published during the period 1 May of the previous year through 30 April of the current year.
 3. All Newsletter submissions will be submitted in electronic format, Microsoft Word (.docx) or similar word processing application, or in .pdf (which is preferred). When submitting the newsletter in Word (.docx) format or .pdf format, save your file as "smallest file possible" and save the file as: NLOY Class #, N/L title (example "Clear the Baffles") - **** Base.pdf or .docx.

If neither of these programs is available, ONE printed copy may be sent by USPS which will be scanned and forwarded (as a .pdf) for judging. This submission must be postmarked or received by the closing date as noted in the Nomination Timelines at the beginning of this manual.

DO NOT SEND YOUR NOMINATION BY BOTH METHODS!

SUBJECTIVE JUDGING CRITERIA

Many attempts have been made to make subjective judging fair by establishing objective criteria. Most were inappropriate as it still allowed subjective judgment. The following list is a collection of items that previous judges have considered to be appropriate factors when evaluating a Newsletter. It includes items that are suitable for measurement consideration.

The list is presented for your evaluation and use in defining and developing your Newsletter entry. It is not expected that the winning Base Newsletter will meet all the elements listed below.

It is felt that as many attributes as are possible, and appropriate, should be provided to permit some level of comparison to the other entries.

Use the following list as a guide for your entry. There is no weight associated with any of the items, but the more items included and evaluated allows for a more definitive selection.

- Overall Impression
- Layout such as masthead, Table of Contents, graphics use, fonts used, and white space.
- Appearance of USSVI Creed
- Graphics Use (Pictures, Graphs, Tables, etc.)
- Publisher's Box with the Editor's Name and Contact Info, Frequency of Publication, Address for Article Submission
- Officer's Names and Contact Information, Base Web site
- Officer reports
- Articles related to the Holland Club, member recognition and/or profiles, new member info, wives' info, and Birthdays/anniversaries, etc.
- Next Meeting information such as Calendar of Events, Status of Base Projects
- Eternal Patrol notice of shipmates and Tolling of the Boats for the current month.
- USSVI National, District and Regional News and Events
- Current Submarine Fleet News or other Submarine Historical related news.
- Articles supporting USSVI programs such as Memorials/Ceremonies/USSV Charitable Foundation, Constitution/Bylaws articles, etc.
- Humor (Military Jokes, Cartoons)
- Member Personal Sea Stories
- Advertisers Listing and Base Supporter Recognition

Newsletter of the Year Award selection is made by the Newsletter of the Year Award Committee under the leadership of the appointed Chair.

**USSVI AWARD
NOMINATION
SUBMISSION
TEMPLATES**

Award Nomination Submission

The following information is provided as guidance for submitting all Award Nominations.

- All Awards will be submitted utilizing the Individual/Base Award template located in this manual.
- The body of the nomination:
 - The content should stand alone through the merit and strength of your writing.
 - A maximum of two pages and type-written using size 12 font throughout the document (preferably with Microsoft Word file (.docx), or comparable word processing application).
 - It is recommended to send the nomination as a .pdf file, though sending it as a Microsoft Word file (.docx) is permitted. It is recommended, though not preferred, to use Google Docs for submitting the nomination.
 - When submitting any nomination as a .pdf file, including a NLOY nomination, ensure that the document is saved as a “standard” or “minimum” size file as it will be saved as a smaller file size than “high quality printing” or “Commercial Press.” See Options on the “Save as PDF” dialog when saving.
- Textual content for a nomination
 - Do not focus on the nominee’s Naval career but rather the individual or Base contributions supporting the objectives of the nomination.
 - Endorsements are not required nor encouraged.
 - There will be absolutely no photographs submitted.

NOTE: Any nomination submitted with photographs will be disqualified without consideration.

- When preparing your nominations, be creative, don’t use a ‘cookie cutter’ method of taking a previous write-up, changing the names of prior nominees, and adding new activity. This applies particularly for those shipmates who were previously nominated but did not get selected and who still deserve that award, or for a different award.
- In preparing nominations, use bulleted lists to itemize the specific actions or events the nominee met or exceeded the requirements of the award.
- Nominees for Meritorious, Golden Anchor and Silver Anchor awards should be considered only for their activities in the year for which they are being nominated.
- Each nomination shall be for a single award. If a nominee is being considered for more than one award, a separate, not a duplicate, nomination is required.
- Submission of the nomination
 - Save all nominations using the following file format:
 - 2024 USSVI (Award title such as “Meritorious Nomination - name of nominee”),
Base name with Class, file extension.
 - All Award nominations are confidential and shall be sent only to the National Awards Chair.



JOE NEGRI AWARD - UNITED STATES SUBMARINE VETERAN OF THE YEAR



Nomination Sheet

The Joe Negri Award is the highest and most prestigious Award that can be presented to a member and reflects his/her personal individual efforts and participation during the preceding years on a USSVI National level, and who has contributed the most to the advancement and embodiment of the USSVI Creed.

Name of Nominee: _____ Title of Position: _____

USSVI Base: _____ Class of Base: _____

Submitter's Name: _____ USSVI Base: _____

Justification: (Use space below or attached a supporting document)



ROBERT LINK NATIONAL COMMANDER COMMENDATION AWARD



NOMINATION SHEET

This is the USSVI's "Navy Commendation Medal" from the National Commander and was previously known as the Robert Link National Commander's Award, "USSVI's Letter of Commendation"

The nomination should demonstrate:

- *The Nominee's significant and dedicated stewardship or leadership roles towards the smooth operation of a USSVI Base, District, or Regional area of responsibilities.*
- *The Nominee's responsiveness and engagement when the Base issues a call to action for Base, District, Regional, and National events.*

Name of Nominee: _____ Title of Position: _____

USSVI Base: _____ Class of Base: _____

Submitter's Name: _____ USSVI Base: _____

Justification: (Use space below or attached a supporting document)



DISTRICT COMMANDER OF THE YEAR AWARD



Nomination Sheet

District Commander that exemplifies and demonstrates an outstanding example to his/her peers, and through his efforts and performance of duties in service to the Base Commanders, provides guidance, organization and assistance within the District and establishes new Bases as needed to serve the needs of the membership.

Name of Nominee: _____ Title of Position: _____

USSVI Base: _____ Class of Base: _____

Submitter's Name: _____ USSVI Base: _____

Justification: (Use space below or attached a supporting document)



MERITORIOUS AWARD



Nomination Sheet

The Meritorious Award is presented to the Member or Base in each class that exemplifies the Motto, "Pride Runs Deep", who, by the efforts and involvement of an individual Base Member; or if a Base Award, by a group of Members within the Base, promote a positive image of the United States Navy Submarine Force and/or the United States Submarine Veterans through participation in local veteran affairs, parades, school activities, and presentations to civic, legislative, veterans, patriotic, and other local area organizations.

Name of Nominee: _____ Title of Position: _____

USSVI Base: _____ Class of Base: _____

Submitter's Name: _____ USSVI Base: _____

Justification: (Use space below or attached a supporting document)



GOLDEN ANCHOR AWARD



Nomination Sheet

The Golden Anchor Award is presented to the Base in each class which best demonstrates a leadership role in developing and promoting membership recruiting and retention methods and tools.

USSVI Base: _____ Class of Base: _____

Submitter's Name: _____ USSVI Base: _____

Justification: (Use space below or attached a supporting document)



SILVER ANCHOR AWARD

Nomination Sheet

The Silver Anchor Award is presented to a Regular or Associate Member in recognition of his/her efforts to support one of the primary objectives of our Creed...to provide a way for all submariners to gather for their mutual benefit and enjoyment.

Name of Nominee: _____ Title of Position: _____

USSVI Base: _____ Class of Base: _____

Submitter's Name: _____ USSVI Base: _____

Justification: (Use space below or attached a supporting document)



BEN BASTURA HISTORICAL ACHIEVEMENT AWARD



Nomination Sheet

The Ben Bastura Historical Achievement Award is presented to the person who:

- *Demonstrated their understanding and commitment to our Creed in perpetuating the memory of submariners and submarines by gathering, creating, or in other ways preserving a broad and encompassing discipline of gathering a significant volume of submarine history.*
- *Demonstrated that they are an expert in the many aspects of gathering and preserving submarine history, its artifacts, and documents.*

Name of Nominee: _____ Title of Position: _____

USSVI Base: _____ Class of Base: _____

Submitter's Name: _____ USSVI Base: _____

Justification: (Use space below or attached a supporting document)



NEWSLETTER OF THE YEAR



Nomination Sheet

The Newsletter of the Year was created to recognize the value of Base communications and to encourage that process. It serves as a tool to encourage Bases to first develop their own Newsletters, and then to improve them sufficiently to be competitive with their peer Bases and those of other Veterans' organizations, and to recognize those that were superior to their peers.

USSVI Base: _____ Class of Base: _____

Submitter's Name: _____ USSVI Base: _____

Justification: (Use space below or attached a supporting document)