

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 (Regular or Associate) in good standing may nominate any other Base, Member (Regular or Associate) in good standing. Only the Ben Bastura Historical Achievement Award nominee may be a non-member.

A LITTLE HISTORY OF THE PROGRAM

The history of the USSVI National Awards and Recognition Program is a 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 USSVI National Awards Committee was established in 2001, and its Chair was appointed by the voting members of the Board of Directors. Past Chairs Bill Britt and Art Randall created the present award titles with their recognition scope, design of award materials, and identified a vendor.

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 Committee and approved by the USSVI Board of Directors.

USSVI NATIONAL AWARDS CHAIR

The USSVI National Awards Chair (NAC) is appointed by the USSVI Board of Directors and is responsible for the administration and execution of the USSVI National Awards Program in accordance with this manual. The nomination and selection of Award recipients must be fair and unbiased.

Upon receipt of the respective award selection committee’s awardees, the NAC submits the names and specific awards to the award vendor for processing. Awards will be presented during the at the USSVI National Convention in accordance with the Plan of the Week / Day.

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, presented only once per Shipmate.

All Award recipients shall receive (pending availability):

- All Individual Award recipients receive a certificate, patch, and plaque.
 - All Base Awards (Meritorious Base, Golden Anchor; the Base receives a plaque, and all Members of the Base present for that period are authorized to wear the award but must purchase the award patch from the National Storekeeper (NSK).
 - The Awardee Base Commander will email a listing of Shipmates to the NAC, for the award period for endorsement who forwards it to the NSK for processing. Payment for patches is made directly to the NSK. Replacement patches will follow the same procedure.
- Joe Negri Award, a plaque, patch, and a Lone Sailor statuette; the spouse/partner will receive a Lone Sailor pin.
- District Commander of the Year Award, a plaque, a letter opener, and a patch
- Announced in a National Bulletin following within two weeks following the National Convention
- Publication in the 4th Quarter Edition of the *American Submariner*®
- Recorded 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 (Base & Individual), 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. 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.

The Award Nomination Protocol & Template is designed to create consistency in the nomination process.

All nominations must be received by the NAC via email no later than April 30th of the award year. The NAC will review all nominations to ensure they meet the requirements. Nominations meeting the standards will be forwarded to the appropriate Selection Committee Chair. If the NAC finds any issue that could affect the processing of a nomination prior to the April 30th deadline, then the Chair **may** contact the initiator to address the issue in a timely and appropriate manner. Re-submissions received after the April 30th cutoff will not be accepted or forwarded to the Selection Committee Chairs not to exceed the nomination submission deadline.

Refer to the Award Nomination Protocol & 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.

BASE POPULATION CLASS SIZE – In an effort to level the field of competition across Individual and Base level recognition, a tier system to evaluate nominations was created to permit Bases with smaller populations or resources compete amongst equals, rather than against a larger Base. This applies to the Golden Anchor, Silver Anchor, Meritorious Base, Meritorious Individual, and Newsletter of the Year.

The Base Population Class sizes are determined upon the number of 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

AWARD PROCESS TIMELINES

Award nominations will be processed according to the following timeline:

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

APRIL 30: All nominations must be received by the NAC no later than 2359 hours (EST).

MAY 5: The NAC 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

Awards shall be presented at the USSVI National Convention Awards Banquet in accordance with the Plan of the Week/Day. The NAC shall coordinate with the USSVI National Convention Host Base Chair regarding the planning and execution of the Awards Banquet.

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 chaired by the Senior Recipient.
- 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 a committee consisting of the four Regional Directors chaired by the National Commander
- The Meritorious Individual Award, Meritorious Base Award, Golden Anchor Award, and Silver Anchor Award are selected by all-currently serving District Commanders and each award chaired as appointed by the NAC.
- Ben Bastura Historical award committee and the award chair as appointed by the NAC.
- The Newsletter of the Year Awards are selected by a committee of judges using subjective analysis of the Base newsletter content under the award chair as appointed by the NAC.

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 and equally deserves recognition and attention. The presentation of a challenge coin, certificate, or other form of recognition is appropriate and encouraged at the Base, District, or Regional level.

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 all award nominations and any questions to the National Awards Chair, Gary Galles at NAC.ussvi@gmail.com or by phone at (757) 714-2733.



THE INDIVIDUAL AND BASE AWARDS

The nominee's significant and dedicated stewardship or leadership role towards the smooth operation of a USSVI Base, District, or Regional area should be the exception, rather than the expectation, in the execution of their responsibilities demonstrates his/her responsiveness and engagement when a call to action occurs for a Base, District, Regional, and National event.

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, who by his personal, individual efforts and participation during the preceding years on a USSVI National level, contributed the most to the advancement and embodiment of the USSVI Creed and agenda, and by his dedicated service and support to our USSVI organization and his fellow Submarine Veteran Brothers exemplifies the true meaning and spirit of the word "Shipmate."

The Member's service impacting the USSVI at a 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). The nomination should demonstrate the nominee's significant and dedicated stewardship or leadership roles towards the smooth operation of a USSVI Base, District, or Region.

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.

Nominations for DCOY originate from each of the Regional Directors. In preparing the nomination, consideration that the nominee will continue to serve as both a District Commander and DCOY until the conclusion of the following year's National 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



No USSVI program more appropriately addresses the two primary objectives of our Creed, to perpetuate the memory of our shipmates and to provide a way for all submariners to gather for their mutual benefit and enjoyment than the Silver Anchor Award. This award recognizes a member's volunteer support for meetings, projects, and events, including work to recruit new members and efforts to retain the current membership, and recognition of recent accomplishments helping to grow and retain membership.

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 Achievement Award is in recognition of the singular contributions and historical collections of nearly 50 years by an Associate Member of the Submarine Veterans of World War II. Ben Bastura, a US Army veteran collected submarine artifacts, papers, and trivia. He researched all facets of submarines and the people in them. Spending untold amounts of his own money, he made his home in Waterford, CT into a museum sharing his love of submarines. The author of *History of U.S. Submarine Veterans*

World War II, he was a respected living reference of the Submarine Force. Ben was bestowed the title 'Honorary Chief' and 'Honorary Submariner'. On March 29, 2003, he departed on Eternal Patrol from natural causes at his Submarine Force Library and Museum. Thanks to him, we have many valuable and irreplaceable submarine books, papers, plaques, and other objects located at St. Mary's Submarine Museum in St. Mary's, GA.

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; creating, or in other ways preserving a broad and encompassing discipline of gathering and preserving submarine history, its artifacts, and documents.

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.

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).

Rules for NLOY 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 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 electronically (e-mail).
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 save your file as "smallest file possible." See 'Submission of the Nomination' for file naming convention.

NLOY 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
- Base Officer's Names and Contact Information, Base Web site
- Base 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 programs, Kap(SS) 4 Kid(SS), Constitution/Bylaws articles, etc.
- Humor (Military Jokes, Cartoons)
- Member Personal Sea Stories
- Advertisers Listing and Base Supporter Recognition

AWARD NOMINATION PROTOCOL

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

- All Awards will be submitted utilizing USSVI National Awards Nomination, Figure 1.
- The body of the nomination:
 - The content should stand alone through the merit and strength of your writing.
 - A maximum of two pages using MS Word (.docx or equivalent) Font: 12 font (maximum)
 - The nomination focus is to the Individual or Base achievement. An individual's career accomplishments bear no merit. [Seaman or Admiral – they put their pants on the same way; one leg at a time]
 - Endorsements and/or photographs are not solicited. If provided, they will not be forwarded to the Selection Committees.
- Preparing Completed Nominations:
 - 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. Readability is key; long-worded sentences and paragraphs may lose the judge's interest or focus.
 - 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
 - File Name: LastName_FirstName_AwardName_BaseName_BaseClass.docx
 - (example) 2024 USSVI Meritorious, Individual_Name_Trieste_CL3.pdf
 - (example) 2024 USSVI Meritorious, Base_Trieste_CL3.pdf
 - NLOY will be submitted as an.pdf file using NLOY_Newsletter Title_Base Name_Class #.
 - (example) 2024 NLOY_The Deck Log_Central Texas Base_Editor Name_Class#.pdf
 - Send all nominations using the file formats identified above.
 - All Award nominations are confidential and shall be sent only to the National Awards Chair.

- Failure to adhere to the award nomination file naming format may result in the nomination not being considered.
- Copy the content (Figure 1) and paste it into your award nomination as a header.

(Figure 1)

USSVI NATIONAL AWARDS NOMINATION

Joe Negri Award	Robert Link National Commander Award
District Commander of the Year	Meritorious Base / Individual
Golden Anchor	Silver Anchor
Ben Bastura Award	Newsletter of the Year

Name of Award: _____

Nominee: _____ Title of Position: _____

Note: For a Newsletter of the year award, include editor’s name above.

USSVI Base: _____ Class of Base: _____

Submitter’s Name: _____ USSVI Base: _____

Justification: (Use space below or attach a supporting justification document)