

## **Distinguished Graduate Award Nomination Packet Guidelines**

If this is a new nomination or the Alumnus you are nominating was not nominated in the previous year, **follow the guidance provided in this packet.**

If this is a re-nomination, the Class or Chapter President is required to provide a new nomination letter expressing the desire to re-nominate the alumnus. A nomination packet will not automatically be included for selection; a letter of intent must be sent. You may use page 2 of this document for this letter of intent. If the desire is to update the nomination package, please use the guidelines noted in this packet.

Please note all page limitations. The formatting guidelines are at the end of this document.

**Deadline:** The deadline for all new or updated nomination packages is **21 October 2019.**

### **Packet to include the following:**

Cover Sheet – **MUST use page 2** of this document as the cover sheet

Page 1 – Nomination Letter - This does not have to be from the Class/Chapter President of the person being nominated. The letter does need to be processed through the Class or Chapter President and is limited to one page. However, a class or chapter president must endorse the nomination.

Page 2 – Executive Summary – **use page 3** of this document as a guideline for the executive summary. This is limited to one page.

Pages 3-5 – Endorsements of Nomination – these three pages are for use from anyone wishing to endorse the nomination via a letter. This is limited to three pages. This can be one 3 page letter or three 1 page letters. It is recommended to have at least two letters.

Pages 6-10 – Narrative – these five pages may be used to justify the nominations. Please **use page 4** of this document for guidance on this portion of the nomination package.

Pages 11-13 – Miscellaneous – these final 3 pages may include items such as a formal biography and newspaper/magazine articles. This section is limited to 3 pages. Please note that rather than providing certificates of achievement etc., those can be listed in the Executive Summary portion of the package.

\* All packages should be 13 pages plus the cover sheet

2020 Distinguished Graduate Award Nomination  
Cover Sheet  
**(Must complete and include this form in its entirety)**

Date: \_\_\_\_\_

Nominator: \_\_\_\_\_ Name & Class  
\_\_\_\_\_  
Relationship to Nominee  
\_\_\_\_\_  
Phone number & Email

Class or Chapter President Endorsing Nomination: \_\_\_\_\_

To: Chairman, Distinguished Graduate Award Selection Panel  
United States Naval Academy Alumni Association  
247 King George Street  
Annapolis, MD 21402-5068  
Attention: DGA Nominations

or email: DGA@USNA.com

The following nomination is hereby submitted for the 2020 Distinguished Graduate Award:

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

☐ This is a new nomination ☐ This is a resubmission

☐ Nominee agrees to be nominated and will make every effort to attend the ceremony if chosen

☐ Nominee understands that their package will be vetted to take into consideration all publicly available information.

2020 Distinguished Graduate Award Nomination  
Executive Summary  
(limited to one page)

In a bulleted list:

Use the following categories to create a list for the Executive Summary. This is limited to one page.

Categories (Complete all that are applicable):

1. USNA and Military career highlights
2. Military awards and medals
3. Government/Civilian/Business/Community career highlights and awards/certificates
4. Summary of support of/service to USNA and Brigade of Midshipmen
5. Summary of support for the Alumni Association and/or Foundation (gifts of “time, talent, and/or treasure”)
6. Other notable achievements

2020 Distinguished Graduate Award Nomination  
Narrative  
(limited to five pages)

The narrative statement of justification should be no longer than five typed pages. The comments should support the nomination to conform to published guidelines and selection criteria and must include the following, which expands on the points listed in the Executive Summary.

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***Formatting Guidelines***  
***(Must Follow)***

*Margins:* 1 inch minimum left margin and ½ inch minimum right margin

*Font Size:* minimum font size is 11

*Spacing:* can be single spaced or double spaced

*Identification:* nominees name to be on each page of the package in the footer

***\* No staples, no binders/report covers***