

# USSVI National Awards Manual 2023



THIS PAGE INTENTIONALLY LEFT BLANK

<b>INTRODUCTION TO THE USSVI NATIONAL AWARDS AND RECOGNITION PROGRAM</b> .....	<b>4</b>
<b>A LITTLE HISTORY OF THE PROGRAM</b> .....	<b>4</b>
<b>USSVI NATIONAL AWARDS CHAIR</b> .....	<b>4</b>
<b>THE USSVI AWARDS</b> .....	<b>4</b>
<b>AWARD NOMINATION PROCESS</b> .....	<b>5</b>
<b>AWARD PROCESS TIMELINES</b> .....	<b>6</b>
<b>AWARD PRESENTATIONS</b> .....	<b>6</b>
<b>NOTES</b> .....	<b>6</b>
<b>THE INDIVIDUAL AND BASE AWARDS</b> .....	<b>7</b>
JOE NEGRI AWARD.....	7
ROBERT LINK NATIONAL COMMANDER COMMENDATION AWARD.....	7
DISTRICT COMMANDER OF THE YEAR AWARD .....	8
MERITORIOUS AWARD .....	8
GOLDEN ANCHOR AWARD .....	8
SILVER ANCHOR AWARD .....	9
BEN BASTURA HISTORICAL ACHIEVEMENT AWARD .....	9
<b>NEWSLETTER OF THE YEAR AWARD</b> .....	<b>10</b>
RULES FOR SUBMISSION .....	10
SUBJECTIVE JUDGING CRITERIA .....	11
<b>AWARD NOMINATION SUBMISSION TEMPLATE</b> .....	<b>12</b>

## **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 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 updated to continuously improve upon the foundation established in 2008.

### **USSVI NATIONAL AWARDS CHAIR**

Harold W (Bill) Scott II was appointed by the Board of Directors to serve as the USSVI National Awards Chair in 2020, and has been reaffirmed for 2023. 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 and 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 AWARDS**

The following are the USSVI 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 will 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. However, this is not a requirement for the Ben Bastura Historical Achievement Award.

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 to complete the selection process.

If the National Awards Chair finds any issue that could affect the processing of a nomination, the Chair will contact the initiator and resolve the issue in a timely and appropriate manner.

**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 Joe Negri Award candidate will be selected by a committee consisting of the five previous award winners.
- The Robert Link National Commander Commendation Award (formally known as the Robert Link Award) selectees are determined by the National Commander.
- The District Commander of the Year Award is selected by the DCOY Selection Committee, chaired by the National Commander.
- Nominations submitted for the Meritorious Award (Individual and Base), Golden Anchor Award, Silver Anchor Award will be evaluated for each award and selected by committees consisting of the District Commanders following the Base Population Class size as defined below.
- Selection is made by the Ben Bastura Historical Achievement Award Committee under the leadership of the appointed Chair.
- 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.
- If a selection committee member cannot fulfill their duties, they must contact the Selection Committee Chair and the National Awards Chair ASAP.
- Specific voting instructions will be communicated by the Award Selection Committee Chair.

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

All Award nominations shall be: See the Award Nomination Submission Template at the back of this manual.

### **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 17: The National Awards Chair submits nominations to the respective Award Selection Committee Chair for voting and selection of recipients.

JUNE 15: All Award Selection Committee Chairs report selections to the National Awards Chair.

### **AWARD PRESENTATIONS**

Presentation of Awards shall be during the USSVI National Convention in accordance with the Plan of the Week/Day.

### **NOTES**

The following sections list the basic nomination requirements for each Award.

### **SPECIAL RECOGNITION AWARDS**

As our Organization evolves, there arises an opportunity to provide an Individual, a Base, or even an Entity with USSVI recognition outside the annual National Awards process. In those 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 the previously outlined awards, 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, and all Award nominations to the National Awards Chair, Harold W (Bill) Scott II at [hscottss242@gmail.com](mailto:hscottss242@gmail.com) or mail to the following address:

USSVI National-Awards Program  
Harold W (Bill) Scott II  
901 Busleigh Castle Way  
Pflugerville, TX 78660-7474  
Phone: (512) 826-8876



## 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 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 National level should be an important consideration in the nomination for this Award.

This award will be 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 loyalty to the attendance and responsiveness 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 one 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 to the National Awards Committee Chair. 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.

This Award will be 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. Nominations may be made by any Regular or Associate Member in Good Standing.

This Award may be presented to a Base, or an individual, in each class and is intended to recognize recent accomplishments. See the Class Definition in the Awards Nomination Process section of this manual.

## GOLDEN ANCHOR AWARD



The Golden Anchor Award will be presented to the one Base in each class who 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. Nominations may be made by any Regular or Associate Member in Good Standing.

## 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

- a) 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 significant volume of submarine history.
- b) Within the submarine community, demonstrated a broad and encompassing discipline of gathering submarine history.
- c) Demonstrated 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



For the publishing Year May 2022 through April 2023. 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).

### **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. To reduce copying costs, all Newsletter submissions will be submitted in electronic format, Microsoft Word or, PDF (which is preferred). When submitting the newsletter in Word 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 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 guideline 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
- 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
- Committee reports
- Columns
  - Holland Club News
  - New Member
  - Constitution & Bylaws Tutoring
  - Wives (Written by Members' Wives)
  - Member Personal Data (Birthdays, Anniversaries, births etc.)
- Information as to Next Meeting (Time, City, Meeting Site, Map, Food, Entertainment, Agenda, Calendar of Events, Base Activities, (outings, programs etc.)
- Member Recognition, Member of the Month, Quarter, Year and New Member profiles
- Eternal Patrol/Tolling of the Boats
- USSVI National, District and Regional News and Events
- Current Fleet News (Active Namesake Boat News) or Other Submarine Related News
- US Sub Vets WWII News
- Veterans' Information (Legislation, Veterans' Administration, etc.)
- Submarine Historical Information
- Status of Base Projects
- Articles supporting USSVI programs/Memorials/Ceremonies/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.

## AWARD NOMINATION SUBMISSION TEMPLATE

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

- Although the inclusion of the Base logo is appropriate in the lead-in to your nomination, it detracts from the amount of information that could be included for submission of the nomination, therefore it is not recommended to include them in your header for the nomination. However, it is probably appropriate to include it in your forwarding letter/email if you wish.
- Before writing your nomination, include the following information at the beginning of the nomination.
  - Award title, such as “District Commander of the Year (DCOY)” Award, 20xx/20xx (where 20xx/20xx is the previous and current year).
  - Clearly state the nominee’s name, primary base, title of position currently held, Class of the Base. Include the editor’s name if submitting a Newsletter of the Year (NLOY) nomination.
  - The person submitting each nomination shall include their Name, Title (if current or past), and Base.
- All Award nominations shall (without exception) be:
  - Type-written using size 12 font, formatted on a standard 8.5-inch x 11-inch paper sheet throughout the document. Maximum length: 2 pages. Prepare nominations using Microsoft Word or equivalent. Spelling and grammar add precision to each nomination.
  - Submitted in .PDF (preferable) or as a Microsoft Word file (.docx). Google Docs will not be accepted.
  - Without photographs – **Failure to adhere will be disqualified without consideration.**
  - Specific to a NLOY nomination, save documents as .PDF (Standard size), **NOT** High Quality or Commercial Press (These create file sizes exceeding email capacity limits.)
- Nominations should stand alone by the merit and strength of your writing.
  - 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.
  - 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.
- These requirements apply to all award submissions apart from the Newsletter of the Year Award submissions which will follow the requirements as listed in the Newsletter Award Section of this manual.