



SOCIETY OF AMERICAN MILITARY ENGINEERS

PANAMA CITY POST

AWARD PROGRAM

January 31, 2008

Society of American Military Engineers
Panama City Post
P.O. Box 40066
Tyndall AFB, FL 32403-0066

Panama City Post Award Program

1. The purpose of this award program is to:

- * Acknowledge and recognize those who have significantly contributed to the mission of the Panama City Post
- * Provide feeder awards into the SAME National awards (Atch 1)
- * Satisfy the criteria related to the two items above for the Relationships and Recognition Streamer

2. Award Categories:

Young Member *
Individual Member
Sustaining/Public Agency Member
Sustaining Firm (Large or Small)

- * Has not passed his/her 36th birthday in the year for which nominated

3. The winners receive:

- * Recognition as the Top Member or Sustaining Firm of our Post (see paragraph 6 below)
- * For member awardees, reimbursement of up to \$500 the next year from the Post for any valid Education & Mentoring expense
- * Submitted for any applicable Society National-level award for which they are eligible.

4. Other nominees may also be submitted for any applicable SAME National-level awards for which they are eligible. There is no guarantee the Post Board of Directors (BOD) will submit a nominee for a SAME National-level award.

5. Award Procedures:

a. The Post will call for nominations (and encourage self-nomination) for the Post awards. These nominations will be made on the Post Award Nomination Form (Atch 2).

b. "Self-nomination" is required for several of the SAME National-level awards (i.e., The Post cannot submit a nominee for some SAME awards, but it can endorse a "self-nomination" for the award.)

c. The Post BOD can initiate nominations if none are provided by individual or organizational members. In this case, the Post Awards Chairperson will develop the Post award nomination packages based upon inputs from other Post BOD members.

d. The Post nomination package purposely covers achievements in many areas. This allows the Post to submit for certain SAME National awards. The SAME National awards focus on different achievements areas depending upon the award.

e. The nomination packages will be submitted by 15 October each year. This will allow the Post BOD time to review, score the packages, and submit by the SAME National award deadline of 31 January.

f. Once the nominations are in the Post Awards Chairperson summarizes the nominations and has the Post BOD vote for a winner in each category by secret ballot. If a nominee is a board member, they are excluded from the vote in that particular category.

g. After the winners are determined, the Awards Chairperson will recommend the SAME National category the winners and nominees will be nominated in. The Post BOD can adjust the recommendations as needed.

h. Each Post BOD member (other than the President) may be called upon to prepare one SAME National award package for endorsement by the Post President and submittal to SAME National by the SAME National submission deadline of 31 January.

6. Notification of Award Winners and Nominations:

a. After the Post BOD makes the selections, initial official notifications will be made at the next month Post meeting.

b. During the annual Joint Panama City SAME Post and Florida Engineering Society Banquet, the guest of honor will present the award plaques or trophies and certificate of appreciation to the Post award winners and present a certificate of appreciation to the other SAME National-level nominees.

Attachments:

1. National Level Award Synopsis
2. Panama City Post Award Nomination Form