



**MILITARY OFFICERS ASSOCIATION OF
AMERICA**
Ark-La-Tex Chapter
P.O. Box 134
Barksdale AFB, La. 71110



SOP 03-7
Effective 1 February 2003

OUTSTANDING PERSON AWARD PROGRAM

A. **PURPOSE:**

To recognize those rare individuals whose accomplishments have been of significant service to the military or civilian community and through which reflect favorably on the military community and/or the MOAA Ark-La-Tex Chapter.

B. **GENERAL:**

1. Selection criteria and procedures were developed and approved by the Board of Directors (BOD) and established as a Standard Operating Procedure (S.O.P.) for the Chapter. Changes to this S.O.P. will be initiated by the BOD as required.
2. Nominations may be made by any regular or auxiliary member in good standing and will be submitted to the BOD.
3. Selection or non-selection of a nominee for this recognition will be by open vote of BOD voting members.

C. **SELECTION PROCESS**

1. Must be a current regular or auxiliary member, or a spouse of the member, and have been a member of the MOAA Ark-La-Tex Chapter for three (3) or more years.
2. Must be a member of the National MILITARY OFFICERS ASSOCIATION OF AMERICA, or their spouse.
3. Must have initiated, participated in, or completed events or actions which have had or will have a positive effect or benefit to military members (retired, active, or deceased) or their families.
4. May have participated in public service, civic or military events which reflects favorably on the military community and/or the Ark-La-Tex MOAA Chapter.
5. Accomplishments on which the nomination is based may be at either the local, state or national level and may have occurred in one or over several years.
6. May be a living or deceased member (or spouse, as appropriate).

D. **PROCEDURES:**

1. Nominations will be addressed to the Chapter President, Attention OUTSTANDING PERSON Award Program.
2. Nominations must be typed or legibly written and include information listed on the sample found at Tab A of this S.O.P.
3. The Chapter President will include each nomination received as an agenda item for the next BOD meeting.
4. Nominees who meet criteria for recognition as an OUSTANDING PERSON, as indicated by a simple majority vote of BOD voting members, will be selected as a recipient. The recipient and the individual who made the nomination will be notified in writing by the Chapter President. That notification letter will also coordinate the time and date of the public announcement and award presentation. It will also advise them to not disclose their selection prior to the presentation ceremony.
5. Nominees who were not selected, as indicated by a simple majority vote of BOD voting members, will be notified in writing by the Chapter President. The individual who made the nomination will also be notified by the Chapter President or their designated representative. This notification may be written or oral.
6. Public notice of the recipient and presentation of the award device (i.e., statue, plaque, etc.) will be made at an official Chapter meeting. The recipient should be present at that meeting unless circumstances preclude their presence.
7. The Chapter Secretary will inform the media of the recipient (see attachment).



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SAMPLE NOMINATION LETTER

TO: _____
President, MOAA Ark-La-Tex Chapter
P. O. Box 134
Barksdale AFB, La. 71110

DATE: _____

ATTN: Outstanding Person Award Program

Dear President:

It is with pride that I nominate _____ for recognition as MOAA Ark-La-Tex Chapter, Outstanding Person. I am aware of nomination criteria and selection procedures in Chapter S.O.P. 03-7.

A. Nominee Biographical Data:

- 1. Name:
- 2. Address:

B. Basis for Nomination:

- 1. Event/Action No. 1
 - a. Specific accomplishment or event
 - b. His/her role therein
 - c. Impact or results of this event
 - d. Documentation of event results if applicable (i.e., letters, newspaper account, etc.) Attach to nominating letter.
- 2. Event/action No. 2 (and all additional actions or events) (Continue as in B.1 above)

Respectfully submitted by:

(Signature)

(Print Name) Phone No: _____

FOR IMMEDIATE RELEASE

FOR FURTHER INFORMATION CONTACT
(Chapter Secretary/Publicity Chair)
(Phone/FAX/e-mail address)

The Ark-La-Tex Chapter of the Military Officers Association of America has chosen _____ to be the 20__ **Outstanding Person of the Year**. The recipient received the Chapter's Minuteman Award.

(Basis for Nomination)

(Short Biography of recipient)

Attach pictures as applicable

Submit to local news media and national headquarters.