

BROOKINGS AREA CHAMBER OF COMMERCE
Outstanding Military Achievement Awards Program
Awards Presentations will be at the Annual Veterans Day Ceremonies

I. Objectives:

- (a.) To provide recognition to Brookings County Military personnel who excel in selected areas of endeavor and are serving in the National Guard, Reserve, and Active Duty members of the ROTC and Recruiters. Military personnel could be assigned to duty within the city of Brookings, or could have a duty station in another City outside of Brookings County or even in another state.
- (b.) To provide recognition to a Brookings County Civilian who excels in support of Military personnel or family of Military personnel of Brookings County.
- (c.) To aid in the development and strengthening of a mutual sense of "Esprit" within Brookings County between civilian and military factions.
- (d.) To provide incentives for the effective fulfillment of citizen/military obligations.
- (e.) To gain recognition for outstanding Military Personnel.

2. Type of Awards:

- (a.) A single type award, identical in all respects, will prevail for all recipients.

3. Categories of Awards:

- (a.) One award will be for all enlisted grades E-1 through E-4.
- (b.) One award will be for all Non Commissioned Officers grades E-5 to E-9.
- (c.) One award will be for all Officers and Warrant Officers.
- (d.) One award will be for a civilian advocate for the military, or in support of the military personnel's families left behind.

4. Eligibility:

- (a.) All members of the Armed Forces in Brookings County, as listed in Paragraph I (a) above, who meet the general and specific criteria/prerequisites, are eligible to be nominated for the awards.
- (b.) All civilians who reside in Brookings County, as listed in paragraph I (b) above, who meet the general and specific criteria/prerequisites, are eligible to be nominated for the award.

5. Presentation of Awards:

- (a.) Presentation Awards ceremonies will be held in Brookings, South Dakota and presented during the annual Veterans Day Program.

(b.) Upon selection of individual awardees, the Chairperson of the Veterans Day program will coordinate with the recipients to determine the number of family members that plan on attending the awards presentation. (??and assure suitable reserved seating for them at the ceremonies??)

6. Sequence and Requirements for Identifying Candidates and Subsequent Selection of Recipients of Awards:

(a.) Announcement for the annual awards will be published by August 1 each year to allow required action and appropriate processing at all echelons. Included in such an announcement will be:

(1) The name of individuals selected to receive an award are to be forwarded to the Military and Veterans Affairs Committee, Chamber of Commerce, Brookings, SD by September 1st of each year.

(2) Other specific instructions when applicable to include special areas of interest, when warranted.

(3) Data on each civilian nominee as outlined in appendix II, will be forwarded directly to the Military Affairs Committee.

(b.) Nominations may be made by Brookings County citizens, and by local military units.

(c.) Regarding military personnel. Upon receipt of announcement, Units are invited to submit nominations for the Award to the next higher headquarters.

(1) Data on each nominee, as outlined in Appendix I, will be forwarded to the Headquarters responsible for selecting individual to receive the award.

(2) Nominations should be limited to one (1) candidate per company sized Unit or smaller, in each category as outlined in paragraph 3.

(d.) Regarding military personnel. Commanders will screen each candidate to ensure validity of nomination and eliminate those nominees who do not meet the criteria and prerequisites.

(e.) The Military Affairs Committee will procure the awards to be given and select the inscription on each award. This Committee may also decide not to select anyone for these awards.

7. Sponsorship:

(a.) The Military and Veterans Affairs Committee, Chamber of Commerce, will be regarded as the sole sponsor and civic contributor in support of this plan. Be so identified and in this regard, this business organization will provide only the following:

(1) Appropriate, effective and timely news coverage.

(2) The Chamber of Commerce will take care of, but not necessarily provide for, the financial expenses associated with advertising, awards and receiving of nominations for awards.

(b.) The Chairperson of the Military and Veterans Affairs committee will appoint a board to select recipients for the Outstanding Achievement Awards.

(c.) The Chairperson of the Military and Veterans Affairs Committee will notify selected individuals, their employers and submit needed press releases.

OUTSTANDING ACHIEVEMENT AWARDS PROGRAM

APPENDIX I

Criteria For Selection of Recipient of Outstanding Achievement Award.

The following requirements must be fully met by all nominated candidates.

1. Brookings County Military Member, who is in Reserve or National Guard Functions or are serving on Active Duty at SDSU ROTC Department, or are an Active Duty Recruiter within the City of Brookings.
2. Must be assigned to current Unit during the entire period under consideration. Must maintain satisfactory duty performance and annual training requirements during the period under consideration with Unit to which assigned.
3. No disciplinary record in Unit.
4. Have a satisfactory Character and Efficiency rating during current enlistment and possess good military bearing and demonstrate proper military courtesy at all times.
5. Must demonstrate overall proficiency in performance of assigned duties. (Such as leadership and instructional abilities, judgment, common sense, reliability, initiative, loyalty, enthusiasm, etc.).
6. Attain at least minimum qualification on last Physical Fitness test.
7. Qualified with assigned weapon.
8. Be a high school graduate, or have appropriate military school credit for a GED.
9. Have good citizenship qualities (i.e. participation in civic activities, no police record, etc).

OUTSTANDING MILITARY ACHIEVEMENT AWARDS PROGRAM

HOW TO SUBMIT MILITARY RECOMMENDATIONS

The Recommendation of an individual for Outstanding Achievement Awards Program should address the following in a written format and be addressed to the:

Brookings Chamber of Commerce
Military & Veterans Affairs Committee
415 8th Street South
Brookings, South Dakota 57006

In brief, 1 page or less covers all of the items in Appendix I. In addition the following should be covered.

Military Job History during the past 5 years.

Military awards, recognition and honors. Only the top 5 awards according to precedence should be listed.

In the case of Reserves and National Guard, what has been their Civilian Career History?

Civilian awards, recognition, honors and community involvement.

OUTSTANDING CIVILIAN ACHIEVEMENT AWARDS PROGRAM

APPENDIX II

Criteria For Selection of Recipient of Outstanding Civilian Achievement Award

The following requirements must be fully met by all nominated candidates.

1. Brookings County Civilian who is active in the support of military activities within Brookings County.
2. Must have been a resident of Brookings County for at least 1 year as of the date of nomination.
3. Must have good citizenship qualities as outlined by the nominee (i.e. participation in civic activities, no police record, etc.)

OUTSTANDING CIVILIAN ACHIEVEMENT AWARDS PROGRAM

HOW TO SUBMIT CIVILIAN RECOMMENDATION

The Recommendation of an individual for Outstanding Achievement Awards Program should address the following in a written format and be addressed to the:

Chairperson
Military and Veterans Affairs Committee
Chamber of Commerce and Convention Bureau
2308 Sixth St., PO Box 431
Brookings, SD 57006

In brief, 1 page or less, cover all of the items in Appendix II. In addition the following should be covered:

Civilian Career History during the past five years.

Civilian awards, recognition, honors and community involvement.

**Appendix III
Letter of Notification to Recipients**

October 31, 20XX

Lieutenant Jane Smith
1234 Main Ave.
Aurora, SD 57002

Subject: Outstanding Officer Achievement Award

Dear Lieutenant Smith:

1. The purpose of this memorandum is to inform you that you were selected as the 2007 Outstanding Officer Achievement Award recipient from the Brookings Area Chamber of Commerce & Convention Bureau.

2. You are cordially invited to receive an award at the Veterans Day Program being held at _____ in Brookings, SD on _____. You are invited to have your friends and family in attendance; all we need is the total number of seats needing to be reserved.

3. Once again, congratulations for being selected for this prestigious award.

4. If you have any questions or need further information, please call _____ at 605.____.

Sincerely,

_____, Chairperson
Military & Veterans Affairs Committee