

NATIONAL DEFENSE TRANSPORTATION ASSOCIATION



AWARDS PROGRAM HANDBOOK

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(Revised: May 2010)

INTRODUCTION

A SPECIAL MESSAGE FOR Chapter Presidents State and International Presidents Regional Presidents Regional and National Officers

The annual NDTA Awards Competition is outlined on the following pages. It is most important that this brochure be reviewed carefully in order to take full advantage of the excellent opportunities offered to recognize dedicated individuals who have contributed valuable time, energy, enthusiasm, talent and unselfish service toward promoting the programs and strengthening the posture of the Association.

Each Award Category has specific instructions for submission of nominations. Please refer to the February Almanac issue of the *Defense Transportation Journal* for the correct mailing address of your corresponding Regional President, for those award nominations, which must be submitted to him or her. All award nominations should be submitted annually, by 15 May each year to the Regional President (if required) and by 1 June each year to the National Headquarters. Regional Presidents must submit their nominations, from those submitted to them, to National Headquarters, by 1 June of each year.

The key to the success of this program is *you!* Chapter Presidents should immediately appoint an Awards Committee to review and act on the Awards Competition. All other Officers should establish contact with their Chapter President to ensure that attention is given to the Awards Program, and that nominations are generated and submitted within the required time frame.

Presentation of the following awards will be made to the winners at the Annual NDTA Forum:

INTERNATIONAL CHAPTER OF THE YEAR AWARD (Three awards in this category)
INTERNATIONAL A-35 CHAPTER OF THE YEAR (Three awards in this category)
NATIONAL TRANSPORTATION AWARD (One award in this category)
DoD DISTINGUISHED SERVICE AWARD (One award in this category)
DISTINGUISHED GOVERNMENT SERVICE AWARD (One award in this category)
NDTA PRESIDENT'S AWARD (Multiple awards in this category)
NDTA PRESIDENT'S SPECIAL ACHIEVEMENT AWARD (Multiple awards in this category)
NDTA JUNIOR EXECUTIVE LEADERSHIP AWARD (Two awards in this category)
NDTA DISTINGUISHED SERVICE AWARDS (Multiple awards in this category)
EDUCATORS DISTINGUISHED SERVICE AWARDS (One award in this category)
NDTA MILITARY UNIT AWARDS (Multiple awards in this category)
NDTA INNOVATIVE LOGISTICS SERVICE AWARD (One Award in this category)

Presentation of the REGIONAL CHAPTER OF THE YEAR AWARD, the REGIONAL JUNIOR EXECUTIVE LEADERSHIP AWARDS and the SPECIAL ACHIEVEMENT AWARDS will be scheduled by the appropriate Regional President.

The Communications and Publications Committee is looking forward to a great competitive Awards Program.

If you have any questions on awards call COL Mark E. Victorson, USA (Ret.), at NDTA headquarters, phone (703) 751-5011.

SEND IN YOUR NOMINATIONS AND GOOD LUCK!

(Revised: May 2010)

TABLE OF CONTENTS



Regional and International Chapter of the Year and A-35 Chapter of the Year Awards..... 1-6

National Transportation Award 7

DoD Distinguished Service Award..... 8

Distinguished Government Service Award..... 9

NTDA President's Special Achievement Award 10

NTDA President's Award 11

Regional and International Junior Executive Leadership Awards 12

NTDA Distinguished Service Award 14

Special Achievement Awards 15

NTDA Transportation Instructor of the Year Award..... 16

NTDA Educator Distinguished Service Award 17

NTDA Foundation Memorial Award for Literary Merit 18

NTDA Academic Scholarship Program..... 19

NTDA Military Unit Awards 20

NTDA ROTC Awards 25

NTDA Innovative Logistics Service Award.....26

REGIONAL AND INTERNATIONAL CHAPTER OF THE YEAR AWARDS COMPETITION

PURPOSE

The Regional and International Chapter of the Year Awards Competition was initiated in 1977 to recognize those chapters which have excelled in fostering the goals and objectives of NDTA, promoted an understanding of the importance of transportation to the security of the Nation, participated effectively with the community in public service programs, developed quality educational programs for the chapter membership, and provided for chapter growth through effective membership recruiting and retention programs.

COMPETITION

The competition for NDTA Chapter of the Year Award will be in three categories, based on chapter membership on 1 July of the previous year:

- Category I - chapters with less than 100 members
- Category II - chapters with 101-200 members
- Category III - chapters with 201 or more members

Chapters desiring to enter the Chapter of the Year Award Competition must comply with the INSTRUCTIONS on page 2, and submit their chapter nomination with an OFFICIAL NOMINATION FORM, page 4, to their Regional President, not later than May 15. The Regional President will select one Regional Chapter of the Year within each category, and submit these chapter nominations to National Headquarters, not later than June 1, to compete for International Chapter of the Year. The Regional Chapter of the Year may be recognized with a Regional Certificate, at the discretion of the Regional President.

The Awards Subcommittee of the Communications and Publications Committee will select an INTERNATIONAL CHAPTER OF THE YEAR in each category from the nominations submitted by the Regional Presidents. The chapters selected as the INTERNATIONAL CHAPTER OF THE YEAR in each category will receive the award at the Annual NDTA Transportation and Logistics Forum and Exposition. This award is retained by the chapter.

REGIONAL AND INTERNATIONAL CHAPTER OF THE YEAR AWARDS COMPETITION

INSTRUCTIONS

FOR CHAPTER PRESIDENTS:

ELIGIBILITY - Any active NDTA Chapter in good standing is eligible to compete.

ENTRY PROCEDURES - The CHAPTER PRESIDENT'S CHECK LIST shown on the next page is your guideline for submitting your Chapter's nomination.

- ! Prepare a specific and factual narrative description of the Chapter's achievements or service.
- ! Text should consist of *not more* than six (6) double-spaced typewritten pages on plain white bond paper (standard size 8 1/2" by 11")
- ! Articles from newspapers and periodicals, not to exceed six (6) pages, may be used to support the submission. A maximum of five (5) photographs may be included.
- ! Any submission that exceeds the above limitations will not be considered.

CITATION - Prepare a one-page summary Citation, carefully written and meticulously worded, of the achievements of service. Send a *courtesy copy* of the Citation to your respective State or International Vice President at the time you submit your nomination to your Regional President. The Citation will be used for publicity purposes and in the actual presentation ceremony.

DEADLINES FOR ENTRIES - "Regional Chapter of the Year" nominations must be submitted by the Chapter President to his/her Regional President *no later than* May 15, using the OFFICIAL NOMINATION FORM (next page) as a cover sheet (indicate the chapter category in which you wish to compete, on the Nomination Form).

FOR STATE AND INTERNATIONAL PRESIDENTS:

The Communications and Publications Committee requests that each of you work closely with the Chapter Presidents in your jurisdiction on the award competition - Encourage maximum participation by the chapters, follow-up *before* May 15 with your Chapter Presidents to ensure that all entries have been submitted to your Regional Officer on time. Also follow-up with your Regional Officer to ensure that winning entries are submitted to NDTA Headquarters in time to compete for the "International Chapter of the Year Award". These entries must be received by NDTA Headquarters NO LATER THAN 1 JUNE.

FOR REGIONAL OFFICERS:

Please review each entry and show your evaluation by listing the points earned in each of the four categories shown on the next page. Highest score possible is 100. The Chapter with the highest score in each category will be the "Regional Chapter of the Year" from your Region and will also be eligible to compete for the "International Chapter of the Year" award. The winning entries MUST BE RECEIVED BY NDTA HEADQUARTERS NO LATER THAN JUNE 1 to compete for the International award. Submit the winning Chapter entries, Citations and the Official Nomination Forms to:

Chairman, Awards Subcommittee
Communications and Publications Committee
National Defense Transportation Association
50 South Pickett Street, Suite 220
Alexandria, VA 22304-7296

**REGIONAL AND INTERNATIONAL
A-35 CHAPTER OF THE YEAR AWARDS COMPETITION**

PURPOSE

In the continuing endeavor to involve young people in the varied programs of the NDTA, and recognize those Chapters which make significant contributions to the furtherance of this goal, the Regional and International A-35 Chapter of the Year Awards Competition has been instituted.

COMPETITION

The competition for NDTA Chapter of the Year Award will be in three categories, based on chapter membership on 1 July of the previous year:

- Category I - chapters with less than 100 members
- Category II - chapters with 101-200 members
- Category III - chapters with 201 or more members

Chapters desiring to enter the Chapter of the Year Award Competition must comply with the INSTRUCTIONS on page 5, and submit their chapter nomination with an OFFICIAL NOMINATION FORM, page 6, to their Regional President, not later than May 15. The Regional President will select one Regional Chapter of the Year within each category, and submit these chapter nominations to National Headquarters, not later than June 1, to compete for International A-35 Chapter of the Year. The Regional A-35 Chapter of the Year may be recognized with a Regional Certificate, at the discretion of the Regional President.

The Awards Subcommittee of the Communications and Publications Committee will select an INTERNATIONAL A-35 CHAPTER OF THE YEAR in each category from the nominations submitted by the Regional Presidents. The chapters selected as the INTERNATIONAL A-35 CHAPTER OF THE YEAR in each category will receive the award at the Annual NDTA Transportation and Logistics Forum and Exposition. This award is retained by the chapter.

**OFFICIAL NOMINATION FORM
REGIONAL AND INTERNATIONAL CHAPTER OF THE YEAR AWARDS COMPETITION**

CHAPTER NAME:
CHAPTER PRESIDENT:
ADDRESS:
CITY/STATE/ZIP:
CHAPTER CATEGORY:

ATTENTION CHAPTER PRESIDENTS:

Attach this page to your Chapter Entry and Citation and mail to your respective Regional Officer.

Entries must be *received* by your Regional President **NO LATER THAN MAY 15.**

**CHAPTER PRESIDENT'S
CHECK LIST**

	<u>Maximum Points</u>	<u>Regional Officer Evaluation</u>
<p>a) COMMUNITY TRANSPORTATION DEVELOPMENT Describe how the Chapter has:</p> <ol style="list-style-type: none"> 1. Unfolded the NDTA story through programs, news media and speeches. 2. Supported NDTA projects and programs. 3. Developed effective community relations with city and state officials through various public service programs. 4. Generated government, industry and military interests on transportation problems. 5. Promoted local government participation on transportation problems, (i.e. State, City, Civil Defense). 	40	_____
<p>b) CHAPTER PROGRAM AND MEMBERSHIP DEVELOPMENT Describe how the Chapter has:</p> <ol style="list-style-type: none"> 1. Introduced new programs for obtaining and retaining members. 2. Involved individuals under age 35 to be active members and made a part of the Chapter Program planning and participation. 3. Devised new ideas and ways of sharing responsibilities with members. 4. Prepared productive and educational meetings to ensure maximum participation. 5. Participated in this year's Awards Program. 	30	_____
<p>c) DISASTER PREPAREDNESS Describe how the Chapter has:</p> <ol style="list-style-type: none"> 1. Developed an effective preparedness planning program. 2. Actually responded to disasters. 3. Participated in emergency exercise programs. 4. Developed other programs which strengthen the community's disaster response capability. 	30	_____
	100	Total: _____

ATTESTED: The above named Chapter has been selected to compete for the "International Chapter of the Year Award" in Category _____ from the _____ Region.

Signature of Regional President:	Date:
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REGIONAL AND INTERNATIONAL A-35 CHAPTER OF THE YEAR AWARDS COMPETITION

INSTRUCTIONS

FOR CHAPTER PRESIDENTS:

ELIGIBILITY - Any active NDTA Chapter in good standing is eligible to compete.

ENTRY PROCEDURES - The CHAPTER PRESIDENT'S CHECK LIST shown on the next page is your guideline for submitting your Chapter's nomination.

- ! Prepare a specific and factual narrative description of the Chapter's achievements or service.
- ! Text should consist of *not more* than six (6) double-spaced typewritten pages on plain white bond paper standard size 8 1/2" by 11"
- ! Articles from newspapers and periodicals, not to exceed six (6) pages, may be used to support the submission. A maximum of five (5) photographs may be included.
- ! Any submission that exceeds the above limitations will not be considered.

CITATION - Prepare a one page summary Citation, carefully written and meticulously worded, of the achievements of service. Send a *courtesy copy* of the Citation to your respective State or International Vice President at the time you submit your nomination to your Regional President. The Citation will be used for publicity purposes and in the actual presentation ceremony.

DEADLINES FOR ENTRIES - "Regional A-35 Chapter of the Year" nominations must be submitted by the Chapter President to his/her Regional President *no later than* May 15, using the OFFICIAL NOMINATION FORM (next page) as a cover sheet (indicate the chapter category in which you wish to compete, on the Nomination Form).

FOR STATE AND INTERNATIONAL PRESIDENTS:

The Communications and Publications Committee requests that each of you work closely with the Chapter Presidents in your jurisdiction on the award competition - Encourage maximum participation by the chapters, follow-up *before* May 15 with your Chapter Presidents to ensure that all entries have been submitted to your Regional Officer on time. Also follow-up with your Regional Officer to ensure that winning entries are submitted to NDTA Headquarters in time to compete for the "International A-35 Chapter of the Year Award". These entries must be received by NDTA Headquarters NO LATER THAN 1 JUNE.

FOR REGIONAL OFFICERS:

Please review each entry and show your evaluation by listing the points earned in each of the four categories shown on the next page. Highest score possible is 100. The Chapter with the highest score in each category will be the "Regional A-35 Chapter of the Year" from your Region and will also be eligible to compete for the "International A-35 Chapter of the Year" award. The winning entries MUST BE RECEIVED BY NDTA HEADQUARTERS NO LATER THAN JUNE 1 to compete for the International award. Submit the winning Chapter entries, Citations and the Official Nomination Forms to:

Chairman, Awards Subcommittee
Communications and Publications Committee
National Defense Transportation Association
50 South Pickett Street, Suite 220
Alexandria, VA 22304-7296

**OFFICIAL NOMINATION FORM
REGIONAL AND INTERNATIONAL A-35 CHAPTER OF THE YEAR AWARDS COMPETITION**

CHAPTER NAME:
CHAPTER PRESIDENT:
ADDRESS:
CITY/STATE/ZIP:
CHAPTER CATEGORY:

<p align="center">ATTENTION CHAPTER PRESIDENTS:</p> <p align="center">Attach this page to your Chapter Entry and Citation and mail to your respective Regional Officer.</p> <p align="center">Entries must be <i>received</i> by your Regional President NO LATER THAN MAY 15.</p>

CHAPTER PRESIDENT'S CHECK LIST

	<u>Maximum Points</u>	<u>Regional Officer Evaluation</u>
A) Establishment of an Action-35 Committee.	30	_____
B) Developed programs to involve young people in Chapter activities during the award year	10	_____
C) Implement plans for A-35 involvement; sponsor activities geared primarily to interest young people. Possibilities include: Volksmarch, bike hike, picnic, other _____ (up to 10 points each event, maximum this category - 30 points)	30	_____
D) Membership drive to increase the Chapter's age 35 and under membership. Based on current A-35 member ratio: 5 points for each new A-35 member (to a maximum of 20 points). Establishment of a University Chapter will entitle Senior Chapters to maximum point value.	20	_____
E) <u>Publicity</u> - Points will be assigned (to a maximum of 10) on the basis of the examiners evaluation, for all examples of promotional material submitted.	10	_____
	100	Total: _____

ATTESTED: The above named Chapter has been selected to compete for the "A-35 Chapter of the Year Award" in Category _____ from the _____ Region, and is hereby nominated to compete in the International A-35 Chapter of the Year competition.

Signature of Regional President:	Date:
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**OFFICIAL NOMINATION FORM
NATIONAL TRANSPORTATION AWARD COMPETITION**

NOMINEE:	
Title:	
Organization:	
Business Address:	
City/State/Zip:	
SUBMITTED BY:	
President of	Chapter
Date:	

ATTENTION CHAPTER PRESIDENTS

Attach this page to your entry and mail to:
 Chairman
 Communications and Publications Committee
 NDTA Headquarters
 50 South Pickett Street, Suite 220
 Alexandria, VA 22304-7296

Entry must be *received* by NDTA Headquarters NO
 LATER THAN May 15.

Note: Any of the NDTA elected Officers, State and International Presidents and Chapter Presidents may submit a nomination of their choice for this award.

ELIGIBILITY: Any **senior executive** of the Transportation industry within the United States, other than an employee, representative or organization of the U.S. Government, who has made exemplary contributions to his or her own industry and the transportation industry at large is eligible for nomination.

CRITERIA: The nominee must have performed unusual and outstanding service which generated improved transport service for the nation and contributed to a better understanding of the role of transportation and its importance of the security of the nation.

Entries should reflect the degree of impact the individual or organization's service has had on the transportation industry, including increased capacity, possible dollar savings, time savings, personnel savings, environmental impact, etc.

ENTRY: Text should consist of no more than six (6) double-spaced type-written pages on plain white bond paper (size 8 1/2" by 11"). Prepare a one-page summary citation, carefully written and meticulously worded, of the achievement or service.

SUMMATION: The Communications and Publications Committee will review all nominations submitted and will select *one* winner. The winner will be announced and honored at the Annual NDTA Forum during the Chairman Awards Dinner.

OFFICIAL NOMINATION FORM
DoD DISTINGUISHED SERVICE AWARD COMPETITION

NOMINEE:
Title:
Organization:
Business Address:
City/State/Zip:
SUBMITTED BY:
NDTA Title:
Date:

ATTENTION CHAPTER PRESIDENTS
Attach this page to your entry and mail to: Chairman Communications and Publications Committee NDTA Headquarters 50 South Pickett Street, Suite 220 Alexandria, VA 22304-7296
Entry must be <i>received</i> by NDTA Headquarters NO LATER THAN May 15.

Note: Any of the NDTA elected Officers, State and International Presidents and Chapter Presidents may submit a nomination of their choice for this award.

ELIGIBILITY: Any **senior executive** of the Department of Defense who has made an outstanding contribution to NDTA Programs at either the local or national level.

CRITERIA: The nominee's achievements should reflect unusual and outstanding service to the Nation in the field of transportation and logistics, in support of the goals and aims of NDTA.

ENTRY: Text should consist of no more than six (6) double-spaced, typewritten pages on plain white bond paper (size 8 1/2" by 11").

CITATION: Prepare a one-page summary Citation, carefully written and meticulously worded of the achievement or service. This will be used for publicity purposes and in the actual presentation ceremony.

SUMMATION: The Communications and Publications Committee will review all nominations submitted and will select *one* winner. The winner will be announced and honored at the Annual NDTA Forum during the Chairman Awards Dinner.

**OFFICIAL NOMINATION FORM
DISTINGUISHED GOVERNMENT SERVICE AWARD COMPETITION**

NOMINEE:
Title:
Organization:
Business Address:
City/State/Zip:
SUBMITTED BY:
NDTA Title:
Date:

ATTENTION CHAPTER PRESIDENTS
Attach this page to your entry and mail to: Chairman Communications and Publications Committee NDTA Headquarters 50 South Pickett Street, Suite 220 Alexandria, VA 22304-7296
Entry must be <i>received</i> by NDTA Headquarters NO LATER THAN May 15.

Note: Any of the NDTA elected Officers, State and International Presidents and Chapter Presidents may submit a nomination of their choice for this award.

ELIGIBILITY: Any **senior executive** of a Government Agency other than the Department of Defense (including the Military Services).

CRITERIA: The nominee's achievements should reflect unusual and outstanding service to the Nation in the field of transportation and logistics, in support of the goals and aims of NDTA.

ENTRY: Text should consist of no more than six (6) double-spaced, typewritten pages on plain white bond paper (size 8 1/2" by 11").

CITATION: Prepare a one-page summary Citation, carefully written and meticulously worded of the achievement or service. This will be used for publicity purposes and in the actual presentation ceremony.

SUMMATION: The Communications and Publications Committee will review all nominations submitted and will select *one* winner. The winner will be announced and honored at the Annual NDTA Forum during the Chairman Awards Dinner.

**OFFICIAL NOMINATION FORM
 NDTA PRESIDENT'S SPECIAL ACHIEVEMENT AWARD COMPETITION**

NOMINEE:	
Title:	
Organization:	
Business Address:	
City/State/Zip:	
SUBMITTED BY:	
President of	Chapter
Date:	

ATTENTION CHAPTER PRESIDENTS

Attach this page to your entry and mail to:
 Chairman
 Communications and Publications Committee
 NDTA Headquarters
 50 South Pickett Street, Suite 220
 Alexandria, VA 22304-7296

Entry must be *received* by NDTA Headquarters NO
 LATER THAN May 15.

THE AWARD: This prestigious award recognizes an organization, government agency, or individual who has responded in a constructive manner to a major critical current issue confronting the transportation industry.

ELIGIBILITY: Any transportation oriented organization, government agency, or individual.

CRITERIA: The issue may be local in nature if it has national implications. Nominee should be one who has developed plans, systems or technology that have effectively contributed to solving, or alleviating, a particularly critical current transportation problem or significantly contributed to an advancement in transportation.

Issue Examples: Energy Conservation; Disaster Relief; New Technology; National or Local Emergency; Safety and Security; Disruptions to Transportation.

ENTRY PROCEDURES:

- a) Entries should fully explain the accomplishment and describe its impact.
- b) Prepare a one-page summary Citation, carefully written and meticulously worded, of the achievement or program. This will be used for publicity purposes and in the actual presentation ceremony.
- c) Send a courtesy copy of the Citation to your respective State/International Vice President and to your Regional Officer at the time you submit your entry to NDTA Headquarters.
- d) ENTRY TEXT should consist of no more than four (4) double-spaced typewritten pages on plain white bond paper (size 8 1/2" by 11").

NDTA PRESIDENT'S AWARD

Information on the Award

History

This special award was established in 1990, and first presented at the 1990 Annual NDTA Transportation and Logistics Forum & Exposition, as the NDTA President's Special Achievement Award. The name of the award was changed to the NDTA President's Award in 2007.

Purpose

The award is presented at the discretion of the NDTA President, to an individual NDTA member who has demonstrated, over time or through a special act, exceptional dedication to furthering the aims and goals of the National Defense Transportation Association, at a level beyond chapter activities.

Procedures

The award is neither nominative nor does it have to be presented annually. The type of award to be presented is left to the discretion of the NDTA President. When awarded, it will be presented during the International Awards Luncheon at the Annual NDTA Transportation and Logistic Forum & Exposition. The awardee will be notified at least two months prior to the Forum.

REGIONAL AND INTERNATIONAL JUNIOR EXECUTIVE LEADERSHIP AWARDS COMPETITION

THE AWARDS: These prestigious awards recognize outstanding junior executives who have demonstrated leadership ability and responded in a constructive manner to current issues confronting the transportation distribution industry. One award will be presented in each of two categories. Category I: members of the uniformed services (military and Coast Guard); Category II: civilian government employees and employees of the commercial industry.

The "Regional Junior Executive Leadership Award" is a parchment certificate with a citation honoring the winner. It will be presented to the winner at a given time at the discretion of the Regional Officers.

Each Regional Junior Executive winner will automatically compete for the "International Junior Executive Leadership Award". A handsome bronze plaque will be presented to the winning candidate at the Annual Forum.

ELIGIBILITY: Any person 35 years of age or younger, who is engaged in the field of transportation or distribution in the military, academic, government or private sector, is eligible for nomination.

CRITERIA: Nominee should be one who has made significant contributions to the development of plans, systems, procedures, or technology that have effectively contributed to identifying, solving or alleviating a particular current transportation distribution problem. The issue may have local, national or international implications.

NOMINATIONS: All nominations should be submitted to the appropriate Regional President, who in turn will submit one nomination in each category to represent his or her Region in the National awards competition. The Communications and Publications Committee will select one National winner from the nominations submitted by the Regional Presidents.

**OFFICIAL NOMINATION FORM
REGIONAL AND INTERNATIONAL JUNIOR EXECUTIVE LEADERSHIP AWARDS COMPETITION**

NOMINEE:		
Title:		
Organization:		
Business Address:		
City/State/Zip:		
SUBMITTED BY:		
President of		Chapter
Date:		
Category:	Military <input type="checkbox"/>	Civilian <input type="checkbox"/>

ATTENTION CHAPTER PRESIDENTS
Attach this page to your Chapter Entry and Citation and mail to your respective Regional President.
Entries must be <i>received</i> by your Regional President NO LATER THAN MAY 15.

ENTRY PROCEDURES:

- a) Entries should fully explain the accomplishment and reflect the degree of impact the contribution has had on the industry of local area.
- b) ENTRY TEXT should consist of no more than six (6) double spaced typewritten pages on plain white bond paper and a black and white photo of the nominee.
- c) Prepare a one-page summary Citation explicitly describing the accomplishment. This will be used for publicity and in the actual presentation ceremony.
- d) "Regional Junior Executive Leadership Award" nominations must be sent by the Chapter President and received by his/her Regional Officer NO LATER THAN MAY 15.
- e) The Regional President will select the individual to represent the Region and will forward the Entry Text and the Citation to NDTA Headquarters to arrive NO LATER THAN JUNE 1.

The Communications and Publications Committee will review all nominations submitted by the Regional President for this award and will select *one* winner from this group.

ATTESTED: The above named individual has been selected to compete for the "International Junior Executive Leadership Award" from the _____ Region.

Signature of Regional President:	Date:
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**OFFICIAL NOMINATION FORM
 NDTA DISTINGUISHED SERVICE AWARD COMPETITION**

NOMINEE:	
Title:	
Organization:	
Business Address:	
City/State/Zip:	
SUBMITTED BY:	
President of	Chapter
Date:	

<p>ATTENTION CHAPTER PRESIDENTS</p> <p>Attach this page to your entry and mail to: Chairman Communications and Publications Committee NDTA Headquarters 50 South Pickett Street, Suite 220 Alexandria, VA 22304-7296</p> <p>Entry must be <i>received</i> by NDTA Headquarters NO LATER THAN May 15.</p>

THE AWARD: This award provides an excellent means by which government, military and civilian personnel can be recognized for their actions, dedication and assistance in furthering the Aims and Objectives of the Association. More than one award will be presented in this category. All winners of this award will be honored at the Annual NDTA Forum.

ELIGIBILITY: Any active member of NDTA.

CRITERIA: The nominee must have performed an unusual and commendable service which actively generated interest and response toward better understanding of NDTA and its Aims and Objectives. This award is intended to recognize *National* achievement rather than Local or Regional achievement.

ENTRY PROCEDURES: Prepare a one-page summary Citation, carefully written and meticulously worded, of the achievement or service. Supporting documentation such as photographs and news releases may be attached to this Citation.

Send a courtesy copy of the Citation to your respective State/International Vice President and to your Regional Officer.

**OFFICIAL NOMINATION FORM
 NDTA SPECIAL ACHIEVEMENT AWARDS**

NOMINEE:	
Title:	
Organization:	
Business Address:	
City/State/Zip:	
SUBMITTED BY:	
President of	Chapter
Date:	

ATTENTION CHAPTER/REGIONAL OFFICERS
Submit this form to your Regional President at any time you feel issuance of this award is warranted.

The "Special Achievement Award" certificates are retained at NDTA Headquarters. Regional Presidents may obtain certificates from NDTA Headquarters.

Space has been made available on the Certificate to allow embossing of the Nominee's name and special language prepared by the Chapter President on the achievement. (See sample of Certificate shown on the next page)

ELIGIBILITY: Any individual, group, civilian organization, NDTA Chapter, Military Unit, etc., who has clearly made a contribution to NDTA programs at the local and regional level.

CRITERIA:

- a) This award is intended to recognize Regional or Local achievement rather than National Achievement.
- b) The Nominee's achievement should reflect the degree of impact the Nominee's performance has had on the community, the transportation industry, and on the success of the Chapter and/or the Association.

ENTRY PROCEDURES:

The Chapter President should prepare a brief summary of the Nominee's achievement. Supporting documentation may be attached to the Summary such as photographs and news releases.

ENTRY should be sent to the Regional President for review and approval. Send a courtesy copy of the Summary to your State or International Vice President.

More than one nomination may be submitted throughout the year for this award.

Presentation of Special Achievement Awards will be made at the discretion of the Regional Officer, but should be coordinated with the State/International Vice President and Chapter Officer to ensure that each has the opportunity to be present during the award ceremony.

NDTA TRANSPORTATION INSTRUCTOR OF THE YEAR AWARDS

Information on the NDTA Transportation Instructor of the Year Award Program

GENERAL

The National Defense Transportation Association, in conjunction with the Senior Logistics Chiefs from the military services, annually sponsors the "NDTA Transportation Instructor of the Year" Award, which honors the best instructor in each of the service transportation schools.

PURPOSE

NDTA makes this award available to the military services to recognize outstanding technical instructors in the field of transportation at their service transportation schools.

CRITERIA

NDTA requests annually that the participating military services select one instructor (military or civilian) from each of their transportation schools, as "Instructor of the Year". Selection criteria are established by the military services but should include the individual's technical knowledge, teaching skills, self development and general leadership abilities. The period covered by these awards is the prior calendar year.

PROCEDURES

Annually, in March, NDTA will submit a request to the military Senior Logistic Chiefs that selections for the "NDTA Transportation Instructor of the Year" for each of their service transportation schools, be forwarded to NDTA by 1 July, including a narrative statement of the selectee's accomplishment and a photograph (portrait, preferably black and white). On receipt, NDTA will prepare certificates and forward them to the service Senior Logistics Chief, for signature and endorsement to the awardee. The selectee's picture will be featured in the October issue of the NDTA Defense Transportation Journal. NDTA will forward a copy of that journal issue, and a complimentary one year membership directly to the awardee.

**OFFICIAL NOMINATION FORM
EDUCATOR DISTINGUISHED SERVICE AWARD COMPETITION**

NOMINEE:
Title:
Business Address:
City/State/Zip:
SUBMITTED BY:
NDTA Title:
Date:

<p>ATTACH THIS PAGE TO YOUR ENTRY</p> <p>AND MAIL TO: Chairman Communications and Publications Committee NDTA Headquarters 50 South Pickett Street, Suite 220 Alexandria, VA 22304-7296</p> <p>Entry must be <i>received</i> by NDTA Headquarters no later than <u>JUNE 1</u>.</p>
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NOMINATOR: Any of the NDTA Elected Officers, Regional Presidents, State Presidents, or Chapter Presidents may submit nomination of their choice for this award.

THE AWARD: This prestigious Award recognizes an individual educator who has contributed to the achievement of the purposes and objectives of the National Defense Transportation Association. Recognizing the unique significance of this award, it is not anticipated that this will necessarily be an annual award.

ELIGIBILITY: Any educator from the academic community who has made an outstanding contribution to NDTA Programs at either the local or national level.

CRITERIA: The nominee's achievement must have been executed beyond the normal academic requirements and should demonstrate unusual dedication to the Aims and Objectives of NDTA. Nominations should reflect the degree of impact the individual's performance has had on the Defense Transportation industry and on the success of NDTA.

ENTRY: Text should consist of no more than four (4) double spaced, typewritten pages on plain white bond paper (size 8 1/2" by 11").

CITATION: Prepare a one-page summary citation, carefully written and meticulously worded, of the achievement or services. This will be used for publicity and in the actual presentation ceremony at the Annual Forum. Send a *courtesy copy* of the Citation to your respective Chapter President, Regional President, and State Vice President at the time you submit your entry to NDTA Headquarters.

SUMMATION: The Career Education Committee will review all nominations submitted and will select *one* winner. The winner will be announced and honored at the Annual Forum.

**INFORMATION ON THE
NDTA FOUNDATION MEMORIAL AWARD FOR LITERARY MERIT**

The NDTA Foundation Memorial Award for Literary Merit is a medal embossed with two honored names: that of the Award winner, and a deceased member of the NDTA whose past efforts in the interest of National Defense Transportation is of such distinction as to merit this memorial. One medal is awarded for literary merit for the most outstanding *DTJ* article of the year. A duplicate medal is usually presented to the next of kin of the deceased member who is memorialized by the award, by a National or Regional Officer residing nearest to the surviving next of kin. In addition, three cash awards will be made in the amounts of \$500, \$300 and \$200 for the top three articles selected.

ELIGIBILITY: Any individual selected by the *DTJ* Editorial Review Board for writing the most meritorious article written for and published in the *DTJ* for the year beginning 1 August through 31 July of each year.

CRITERIA:

- A) This award is intended to recognize literary achievement.
- B) To recognize the contribution to National Defense Transportation, and provide a lasting memorial tribute to a notable NDTA member who has died.
- C) Selection of the memorialized member will be by the Chairman and Vice Chairman of the Board of Trustees, subject to the approval of the NDTA Board of Directors.
- D) Collection of votes from the Editorial Review Board and compiling the results, is the responsibility of the Vice President of Education.

NOMINATIONS: Chapter Presidents, through Regional Presidents, may nominate deceased members to be memorialized by the NDTA Foundation Memorial Award for Literary Merit. If a Regional President receives more than one nomination, he/she may select one name to be forwarded, or submit all nominations, to National Headquarters.

**NATIONAL DEFENSE TRANSPORTATION ASSOCIATION
ACADEMIC SCHOLARSHIP PROGRAMS**

NDTA offers two scholarship/tuition assistance programs to members and financial dependents of members.

- ACADEMIC SCHOLARSHIP PROGRAM A: tuition assistance to college students enrolled in an undergraduate degree program in transportation, physical distribution, logistics, or a combination of the above.
- ACADEMIC SCHOLARSHIP PROGRAM B: tuition assistance to college freshmen and high school students planning to attend college. Applicants must indicate that they plan to enroll in an undergraduate degree program (there are no limits placed on the areas of study but transportation, logistics, and related fields are encouraged).

The NDTA Forum, Education and Professional Development Committee will determine what percentage of scholarship/tuition assistance funds available for a specific scholarship year will be allocated to the two academic scholarship programs.

NDTA scholarship/tuition assistance funds can only be disbursed to an academic institution on behalf of the successful applicant. If the institution is not known at the time an application is submitted, the successful applicant must submit documentation showing that he/she has in fact been accepted by an institution as a fulltime student, before disbursements can be made.

NATIONAL DEFENSE TRANSPORTATION ASSOCIATION

Academic Scholarship Program A

for college students enrolled in an undergraduate program
(application on the following page)

**The purpose of the Academic Scholarship Program A is
to encourage good college students to study transportation and logistics.**

I. Eligibility

1. Applicant must be a member of NDTA or a dependent of an NDTA member in good standing.

II. Requirements

1. At the time of filing his/her application, the student must have satisfactorily completed 45 semester hours (or quarter hour equivalent) of work at regionally accredited colleges or universities.
2. The **regionally accredited** college/university which the applicant plans to attend must offer a minimum of 15 semester hours (or equivalent quarter hours) in transportation, physical distribution, or logistics or some combination of the above.
3. The applicant must indicate on his/her application the transportation/physical distribution, logistics or information technology courses he/she plans to incorporate into his/her degree program. These courses must comprise at least 15 semester hours (or quarter hour equivalent) of the student's required hours for a degree.

Scholarships are limited to those seeking an undergraduate degree.

A brief statement from a responsible administrator stating that the proposed courses will constitute acceptable work toward a degree must be attached to the application.

4. Applicant must be an NDTA member or financial dependent, under the IRS code, of an NDTA member.

III. Application Procedures

1. Blank application forms may be obtained by the NDTA member from:
 - a. The Forum, Education and Professional Development Committee,
 - b. NDTA Headquarters,
 - c. or his or her local Chapter.
2. Annual renewal - requires new application with updated transcripts.
3. Completed applications must be submitted to the Forum, Education and Professional Development Committee postmarked no later than April 16th. Award(s) will be effective with the fall term or a semester of that year.
4. The Forum, Education and Professional Development Committee will select scholarship recipients based upon the academic of each applicant.

NATIONAL DEFENSE TRANSPORTATION ASSOCIATION

50 South Pickett Street, Suite 220

Alexandria, VA 22304-7296

SCHOLARSHIP APPLICATION FORM (Program A)

NAME:	Date:
TEMPORARY ADDRESS:	
PERMANENT ADDRESS:	
TEMPORARY PHONE NUMBER:	PERMANENT PHONE NUMBER:
Expected Graduation Date:	

NDTA MEMBERSHIP:	<input type="checkbox"/> Regular	<input type="checkbox"/> A-35	<input type="checkbox"/> Student	Membership Number:
<input type="checkbox"/> Financial Dependent (defined by IRS code) of NDTA member (include name and membership number)				

ACADEMIC ACHIEVEMENTS: Attach the following documents to this application:

1. College Transcript(s) showing at least 45 semester (60 quarter) hours of satisfactorily completed work at regionally accredited colleges or universities.
2. Listing of academic and other honors and awards received.
3. Listing of extracurricular activities and work experiences.

ACADEMIC GOALS:

1. University or College where you will continue your education:

2. Transportation/Physical Distribution/Logistics courses you plan to incorporate into your degree program (minimum of 15 semester or equivalent quarter hours):

COURSE TITLE	QTR/SEM HOURS*	COURSE TITLE	QTR/SEM HOURS*

* Indicate whether semester or quarter hours by "S" or "Q"

ATTACH a 300 to 500 word statement outlining your career goals and methods of attaining those goals indicating why you should be awarded this scholarship.

I hereby certify that the information above and attached is true to the best of my knowledge.

Signature of Applicant:

I have reviewed the proposed courses and confirm that they will constitute acceptable work toward an undergraduate degree.

Signature of Faculty Advisor/Administrator:

NOTE: Please place your name in the upper right hand corner of the attachment.

Academic Scholarship Program B

for freshmen college students and high school graduates planning to attend college
(application on the following page)

The purpose of the Academic Scholarship Program B is to assist freshmen college students and high school graduates to achieve their academic goals.

I. Eligibility

1. Applicant must be a NDTA member or financial dependent, under the IRS code, of an NDTA member.

II. Requirements

1. At the time of filing his/her application, the student must have satisfactorily completed 3 1/2 years of academic work at an **accredited** high school or be a full-time college freshman at an accredited college or university.
2. Community colleges, which a high school applicant plans to attend, must offer a four-year college transfer program. Four-year colleges/universities the applicant plans to attend must offer courses, which lead to a baccalaureate degree in business.
3. The applicant must indicate on his/her application the planned undergraduate degree and field of study.

III. Application Procedures

1. Blank application forms may be obtained by the NDTA member from:
 - a. The Forum, Education and Professional Development Committee,
 - b. NDTA Headquarters,
 - c. or his or her local Chapter.
2. Annual renewal - requires new application with updated transcripts.
3. Completed applications must be submitted to the Forum, Education and Professional Development Committee postmarked no later than April 16th. Award(s) will be effective with the fall term or a semester of that year.
4. The Forum, Education and Professional Development Committee will select scholarship recipients based upon the merit of each applicant, as attested to by academic performance and extracurricular involvement in school and community life.

NATIONAL DEFENSE TRANSPORTATION ASSOCIATION

50 South Pickett Street, Suite 220
Alexandria, VA 22304-7296

SCHOLARSHIP APPLICATION FORM (Program B)

NAME:		Date:	
TEMPORARY ADDRESS:			
PERMANENT ADDRESS:			
TEMPORARY PHONE NUMBER:		PERMANENT PHONE NUMBER:	
(AC)-(Number)		(AC)-(Number)	

NDTA MEMBERSHIP:	<input type="checkbox"/> Regular	<input type="checkbox"/> A-35	<input type="checkbox"/> Student	Membership Number:
<input type="checkbox"/> Financial Dependent (defined by IRS code) of NDTA member (include name and membership number)				

ACADEMIC ACHIEVEMENTS: Attach the following documents to this application:

- For high school** - High School Transcript(s) showing at least 3 1/2 years of satisfactorily completed work in high school and ACT or SAT **student's** scores. (IBP) International Baccalaureate Program Credit Evaluations or (AP) Advanced Placement Program scores.
- For college freshmen** – college transcript (s)
- Listing of academic and other honors and awards received.
- Listing of extracurricular activities and work experiences.

ACADEMIC GOALS:

- University or College where you have been accepted _____ or universities or colleges to which you have applied for acceptance:

- Planned undergraduate degree and field of study:

ATTACH a 300 to 500 word statement outlining your career goals and methods of attaining those goals, indicating why you should be awarded this scholarship.

NOTE: NDTA scholarship funds are forwarded to the institution where an applicant is enrolled. Before funds are released, the successful applicant must submit documentation showing that he/she has in fact been accepted as a student by the institution.

I hereby certify that the information above and attached is true to the best of my knowledge.

Signature of Applicant:

NOTE: Please place your name in the upper right hand corner of the attachment.

NDTA MILITARY UNIT AWARDS
NDTA Annual Transportation and Logistics Forum and Exposition

INFORMATION ON THE ANNUAL NDTA MILITARY AWARDS PROGRAM

Each year, the National Defense Transportation Association honors outstanding military units which have accomplished unusual and outstanding service in the field of transportation and logistics. This impressive award program has been the main highlight of each Annual Forum since its introduction in 1966. Units to receive the NDTA Military Unit Award Book Plaque are selected by the U.S. Army, U.S. Navy, U.S. Air Force, the U.S. Marine Corps, and the U.S. Coast Guard. Services forward unit selections to Director for Logistics (J-4), Office of the Joint Chiefs of Staff, for consolidation and submission to NDTA. In order to allow for sufficient time to order the book plaques, unit selections are to be submitted to NDTA not later than 15 June each year.

ELIGIBILITY CRITERIA:

- a) Units being considered should be at company, ship, squadron or comparable level.
- b) Units must have been involved in an operational transportation mission.
- c) Units must have clearly exceeded normal standards of performance.
- d) Each Service may select one active duty unit, one unit from its Reserve Component, and one unit from its National Guard component for the award.

AWARD PRESENTATION CEREMONIES:

Presentation of awards will be made at the Annual Military Unit Awards Luncheon, to be held in conjunction with the Annual Forum.

PUBLICATION OF AWARD WINNERS:

It is requested that Service winners not be publicized individually until all winners have been selected and announced by NDTA, through its official publication, the Defense Transportation Journal (DTJ).

ARRANGEMENT MADE BY NDTA HEADQUARTERS:

Each selected military unit representative and his/her spouse will receive:

- a) Complimentary Registration Packets and Identification Badges which allow them to attend all scheduled meetings and social events.
- b) Complimentary hotel room accommodations at the official convention hotel for a maximum of two nights. (Does not include personal expenses)

GENERAL INFORMATION:

In order to allow ample time for processing of badges and hotel reservations, NDTA Headquarters will need the following information from the OJCS Action Officer and the USCG Action Officer not later than 15 June each year:

- a) Full name, title and address of winning unit representative.
- b) Name of spouse (only if attending).
- c) Nicknames, if any.
- d) Arrival and departure dates (approximate arrival time).
- e) Room accommodations required - single or double.

NDTA ROTC AWARDS

Information on the NDTA ROTC Awards Program

GENERAL

The National Defense Transportation Association annually makes available one NDTA medal to each participating university or college ROTC Unit, to be awarded to one ROTC student selected by the participating institution.

AWARD

The award is a ribbon with a silver medal pendant, depicting the NDTA emblem with the letters ROTC superimposed, and a ribbon bar.

PURPOSE

NDTA makes the ROTC medal awards available to the ROTC program so that young people with outstanding leadership ability and academic accomplishment, who have committed themselves to service with the Armed Forces, may be recognized, and to provide an incentive for the recipients to consider transportation as a possible career field.

CRITERIA

NDTA requires that the recipient be a fulltime student at an accredited college or university, of the United States or its possessions, enrolled at the senior level of an ROTC program, and potentially eligible for a commission as an officer in one of the Armed Services. The military service and participating academic institutions may promulgate additional criteria for the award of the NDTA ROTC Medal.

NOMINATING PROCEDURE

Eligible academic institutions and their ROTC elements submit award nominations to their respective service points of contacts (Service POC's) in accordance with procedures established by each military service. Service POC's submit requests for NDTA-ROTC medal awards to NDTA National Headquarters, not later than 1 April of each year. These requests should, as a minimum contain the name of the intended awardee and his/her school and address. Nominations or requests for awards submitted by an institution directly to NDTA will not be processed. NDTA will process and forward all requests for awards in accordance with distribution procedures established by the Service POC's.

ADMINISTRATIVE SERVICE POINTS OF CONTACT

Army: Commander US Army Transportation Center Chief, Total Force Integration Office BLDG 705, Suite 222 Fort Eustis, VA 23604	Air Force: HQ, Air Force Reserve Officer Training Corps/DOS Office of the Chief, Operations Support Maxwell AFB, AL 66112-6663
Navy: Naval Service Training Command Officer Development (OD-42) 250 Dallas St. Pensacola, Fl 32508	

**OFFICIAL NOMINATION FORM
 NDTA INNOVATIVE LOGISTICS SERVICE AWARD**

NOMINEE (Company or Agency Name):	
Organization:	
Business Address:	
Country/City/State/Zip (postal code):	
SUBMITTED BY:	
Member:	Member No.:
Date:	

<table border="1"> <tr> <td>Nominations</td> </tr> </table> <p>Any NDTA Member may nominate an organization for this award. Nominations should be sent to:</p> <p align="center">Chairman Communications and Publications Committee NDTA Headquarters 50 South Pickett Street, Suite 220 Alexandria, VA 22304-7296</p>	Nominations
Nominations	

Entry must be *received* by NDTA Headquarters
 NO LATER THAN 15 may

THE AWARD: This prestigious award recognizes a commercial industry or government agency logistics provider, which in the previous year provided innovative services, consisting of mission related or administrative services, which have significantly reduced the military forces' non-operational burden and allowed them to concentrate greater efforts on their core competencies.

ELIGIBILITY: Any commercial industry or government agency logistics provider. Services may include procurement, warehousing, transportation, movement control, information technology, security, infrastructure, human resources development, process design and execution, and applications allowing synergies with other systems. In short - any activity contributing to a responsive, seamless and transparent movement and distribution system, ensuring mission capability of the DOD customer.

CRITERIA: Excellent logistics services guarantee the execution of the military mission anywhere without delay. Beside the traditional competencies, like seamless and visible movement of goods and management of storage facilities, today's logistics providers are required to accomplish additional innovative services, which allow the military forces to concentrate/focus on their core competencies. This award seeks to recognize the best of these services provided in the last year.

ENTRY PROCEDURES:

- a) Entries should fully explain the innovation and describe its impact. The innovative concept must be in use and not a description of a future concept. The application must include a description of the concept development, the implementation steps, and the results, to include quantitative measurements of cost/time/administrative savings to the supported military forces. The significance of the innovative concept's impact across the DOD should also be addressed.
- b) Prepare a one-page summary Citation, carefully written and meticulously worded, of the innovation and its impact. This will be used for publicity purposes and in the actual presentation ceremony.
- c) ENTRY TEXT should consist of no more than six (6) double-spaced typewritten pages on plain white bond paper (size 8 1/2" by 11").