

SERVICE OFFICER AWARD PROGRAM

December 15, 2016

Dear NARFE Chapter and Federation Presidents:

This is to provide information and guidance on NARFE's Service Officer Award Program for 2017. The award program is about recognizing all of NARFE's chapter service officers and rewarding those individuals who have demonstrated exceptional dedication and assistance to fellow members, chapters and the larger organization.

While we have been awed by the great job nominees have done in past years, we have seen the number of nominations reduced to relatively few in recent years.

Eligibility Requirements

Any currently active chapter service officer – **except prior National Service Officer of the Year winners** – can be nominated. Federation service officers are not eligible unless they also serve as a chapter service officer. Only the chapter president, or an individual temporarily serving as chapter president in cases where the position of president is vacant, can nominate his or her chapter's service officer for the award.

What to Include in Your Written Nomination

Written nominations can be as short or as long as needed, but they should give enough information about the nominee for the selection committee to make a fair assessment of the individual.

Provide a short background on the individual being nominated, such as how long the individual has been a NARFE member and how long he or she has been a service officer. Include other official chapter positions the individual has occupied in the past or currently.

Make sure to include specific information on the individual's achievements while serving as a service officer. For instance, if there is a record on the number of individuals the nominee has helped, make sure to provide it. Also, write specifically **about a significant instance(s)** where the nominee did something to help a member that resulted in a good outcome. If the nominee serves despite physical limitations or while having to care for ill family members, include that information.

Mention manuals or guides written or kept updated and used by the chapter, federation or by another NARFE group. (It is not necessary to include copies of the materials.) Include any training the nominee has done for chapter members.

Nomination Procedures

At the Chapter Level

After the chapter president has written the nomination he/she will **forward** the nomination to the federation president.

At the Federation President Level

The federation president will review all nominations received and select one to be the Chapter Service Officer of the Year for his or her federation. The federation president will then forward the winning service officer's original nomination write-up to the regional vice president (RVP).

At the Regional Vice President Level

After receipt of all nominations from their federation presidents, RVPs will select one to be the Chapter Service Officer of the Year for that region. RVPs will then forward to David Snell at NARFE Headquarters the **list of all federation winners for their regions** and the **names and original nomination write-ups of the service officers selected as their regional winners**.

RVPs can mail their nominations to NARFE at 606 N. Washington St., Alexandria, VA 22314, ATTN: David Snell; or fax them to NARFE at 703-838-7782, again to the attention of David Snell. Or they can be emailed to David Snell at dsnell@narfe.org.

At the National Level

A selection committee at NARFE Headquarters will review the nominations of the regional winners and select one to be the National Service Office of the Year.

Awards

National will provide award plaques and letters for the federation, regional and national winners.

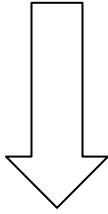
PLEASE SEND YOUR REGIONAL NOMINATIONS WITH ORIGINAL WRITE-UPS, AND YOUR LIST OF FEDERATION WINNERS TO ME BY JANUARY 30, 2016.

Questions? Contact David Snell at dsnell@narfe.org or at 571-483-1269.

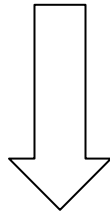
David Snell
Director, Federal Benefits Service Department

Service Officer Award Nomination Flow:

Chapter President Sends Written Nomination to Federation President.



Federation President Selects Federation Winner and Sends Written Nomination to RVP.



RVP Selects Regional Winner from Federation Winners. RVP Forwards the Written Nomination of the Regional Winner and Names of the Federation Winners to David Snell at NARFE HQ.