



## National Geospatial-Intelligence Alumni Association

SUBJECT: NGAA Policy Memorandum #3.1 – NGAA Excellence Awards

DATE: December 22, 2015 (Supersedes March 1, 2013 Memo #3: Employee of the Year Awards)

TO: NGAA Membership

1. Background: The predecessor to the NGAA East Chapter established the Employee of the Year Award to recognize both professional and community service excellence of employees of NGA. It was open to all NGA employees below the grade of Senior Executive Service and Flag Officer. With the formation of NGAA, it was decided that both the East Chapter and the West Chapter would give an award, the NGAA Excellence Award, for those NGA employees assigned to or managed from the Washington D. C. area and a NGAA Excellence Award for those NGA employees assigned to or managed from the St. Louis area.

2. Policy:

a. It is the policy of NGAA to provide two annual NGAA Excellence Awards; one for NGA employees assigned to or managed from the Washington D. C. area and one for NGA employees assigned to or managed from the St. Louis area. The determination and presentation of these awards will be made by chapters located in the respective areas.

b. Award plaques will be identical for each chapter except for the awardees names and inscriptions and the chapter name. Plaque design will include the NGAA official seal.

3. Procedures:

a. In early June, the NGAA Board will send a letter to NGA requesting a minimum of three nominations from the NGA East workforce and three from the NGA West workforce. Award criteria will be provided with the letter.

b. On receipt, the NGAA Board will forward the nominations to the respective East and West chapters.

c. The Chapter Boards, using whatever methods and additional inputs they deem necessary, will evaluate the nominations and, with their respective Board consensus, make a selection.

d. The Chapter Boards will provide the NGAA Board with the names of the selections along with the time and place for the presentation (generally coinciding with their annual fall luncheon) and any additional information that may be necessary. Chapter Boards will arrange for the award plaques and pay for the lunch of awardees and their spouses.

e. The NGAA Board will formally notify NGA of the selections and provide any additional coordination necessary.

f. The NGAA Excellence Award selection criteria is attached.

4. Questions regarding this memorandum and/or suggested changes should be referred to the NGAA Chairperson of the Board.

5. This policy is effective immediately and remains in effect until rescinded or modified.

FOR NGAA

A handwritten signature in black ink that reads "Kathleen M. Smith". The signature is written in a cursive style with a large initial "K" and a long horizontal stroke extending to the right.

KATHLEEN M. SMITH  
Chairperson of the Board

Attachment 1: Excellence Award Selection Criteria

Copy Provided:

Vanessa Segars (NGA Office of Corporate Communications)