



# **Navy League of the United States**

## **Operations Manual**

Revised  
June 9, 2018

# **Operations Manual**

## **Navy League of the United States**

### **Vision Statement**

The Navy League of the United States will be the preferred resource for the education of both the United States Congress and the American Public on our sea services.

### **Mission Statement**

The Navy League of the United States is a civilian organization dedicated to informing the American people and their government that the United States of America is a maritime nation and that its national defense and economic well being are dependent upon strong sea services – United States Navy, United States Marine Corps, United States Coast Guard and United States Merchant Marine.

### **Goals**

1. Educate national leaders and the nation.
2. Support the men and women of the sea services.
3. Provide assistance to sea service families.
4. Support youth programs.

## Forward

The Operations Manual has been updated to reflect all changes, additions, or deletions as of June 9, 2018. The Operations Manual will offer guidance to the leadership of the Navy League's National Officers and Directors, Region, Area Presidents and, particularly, Council Presidents. By studying and implementing the ideas and programs contained in this Manual, Navy League leaders should be better able to work toward achievement of the Navy League's goals.

The Operations Manual contains the following parts:

**Part One: National Bylaws**

**Part Two: National Policies and Organization**

**Part Three: Council Handbook, Policies and Organization**

**Appendix I: NLUS Awards Manual**

**Appendix II: NSCC/NLCC Awards Manual**

In accordance with the National Bylaws, this NLUS Operations Manual shall be maintained, reviewed, revised as approved, and published annually. If there are no revisions, the NLUS Operations Manual will be re-published with a current effective date.

The Manual will be accessible online in .pdf format.

National Officers, National Directors, Region, Area and Council Presidents shall be notified that the revised NLUS Operations Manual is available on the official Navy League website for viewing, downloading, and/or printing. Council Presidents shall notify their membership the availability of the revised NLUS Operations Manual.

Proposed revisions to the NLUS Operations Manual may be initiated and proposed by National Officers, the collective Region Presidents, and Council and Area Presidents via Region Presidents.

Proposed revisions to the Operations Manual, other than those incidental to Board of Directors' actions already taken, shall be sent to the NLUS National Corporate Secretary and the National President by 30 days before the next scheduled Board of Directors meeting. The National Corporate Secretary will review and forward the proposed revisions to the Executive Committee for ratification at their next meeting. NLUS Executive Director shall publish the revised NLUS Operations Manual on the official Navy League website within 30 days of approval by the Executive Committee.



# **Navy League of the United States**

## **Operations Manual**

### **Part One**

### **National Bylaws**

As Amended  
June 9, 2018

**Table of Contents**

1	Name and Seal	1 - 1
2	Objective and Purpose	1 - 1
3	Membership	1 - 1
4	Meetings	1 - 2
5	Board of Directors	1 - 5
6	Officers	1 - 7
7	Appointed Officials	1 - 12
8	Terms of Office	1 - 12
9	Committees	1 - 14
10	Navy League Foundation	1 - 17
11	National Programs	1 - 17
12	Fiscal Year and Expenditures	1 - 17
13	Council Charters	1 - 18
14	Regulations Governing Local Councils	1 - 18
15	Indemnification	1 - 18
16	Parliamentary Authority	1 - 19
17	Amendments to Bylaws	1 - 19
18	Gender	1 - 19
19	Prohibitions	1 - 20
20	Dissolution	1 - 20

## NLUS Bylaws

### 1 Name and Seal

The name of this organization shall be – **NAVY LEAGUE OF THE UNITED STATES**, hereinafter referred to as the “**Navy League**”, and officially abbreviated as **NLUS**. The Seal of the Navy League shall be in circular form, containing in the center an American eagle perched upon a fouled anchor, encircled by the words, **NAVY LEAGUE OF THE UNITED STATES**.

### 2 Objective and Purpose

The objective and purpose of the Navy League shall be educational and to that end to acquire and spread before the citizens of the United States and international friends and allies information as to the conditions of the naval and maritime forces and equipment of the United States, and to awaken interest and cooperation in all matters tending to aid, improve or develop their efficiency, and any other purpose which is legal under the provisions of the State of New York’s Not for Profit Code, as amended.

### 3 Membership

#### 3.1 Individual Member and Life Member

Any citizen of the United States desiring to support and advance the objective and purposes of the Navy League shall be eligible as an Individual Member. Commissioned and Warrant officers, or enlisted personnel of any branch of the armed services are not eligible for membership while on active duty; however, spouses of active duty personnel are eligible for membership in the Navy League. Reservists are eligible for membership. No Navy League member, while on active duty, shall act for, vote, or hold office during such period. A Life Member is an Individual or International Member who has complied with such conditions as the Board of Directors shall, from time to time, establish. Individual and International Life Members are exempt from further payment of dues.

#### 3.2 Other Classes of Membership

The other classes of Memberships are as follows: Honorary Member, International Member, Corporate Member, and any other class of membership that the Board of

Directors may, from time to time, vote to add or delete. The criteria for these other classes of membership shall be set forth in the Operations Manual.

### **3.3 Discrimination**

No person shall be denied membership due to sex, race, color, religion, or national origin.

### **3.4 Membership Dues**

The assessment of dues shall be established and set annually by the Board of Directors with thirty (30) days' notice. The procedure for this process shall be set forth in the Operations Manual.

### **3.5 Resignations and Terminations**

The conditions of Resignations and Terminations of Members shall be set forth in the Operations Manual. Any person holding an elected or appointed position within the Navy League who chooses to resign their position shall have such resignation take place immediately or upon the date identified within the statement of resignation. No action by any other entity is required for such resignation to take effect. Any person who submits a statement of intent to resign may only rescind such intent with permission of the Steering Committee and only if the rescission is received prior to the stated date of resignation.

## **4 Meetings**

### **4.1 Annual Meetings**

The National President, with the approval of the Steering Committee, shall designate the date and place for the Annual Meeting of Members. The procedure for notice of said annual meeting as well as the election of National Directors, the procedures for voting and presentation of reports are set forth in the Operations Manual. Voting at the Annual Meeting of Members may be in person or by proxy. Undirected proxies received will be voted by the Proxy Committee in proportion to the votes cast by those voting in person.

#### **4.1.1 Reports**

The National President, National Corporate Secretary, and National Treasurer and shall submit annual reports to the Members.

#### **4.2 Regular Board of Directors Meetings**

Upon call by the National President, and upon fifteen (15) days written notice, the Board of Directors will hold such meetings as the National President deems necessary.

#### **4.3 Special Board of Directors Meetings**

Upon written request to the National President by any seven (7) members of the Executive Committee, the National President shall call, within twenty-one (21) days of the request, a special meeting of the Board of Directors, and should the National President fail to call such meeting within the prescribed time, the requesters may issue such call, reciting the failure of the National President to act. In such a case, the requesters will select one amongst themselves to serve as Chair pro temp of the called special meeting. Any special meeting held pursuant to such call shall be a legal meeting, and its acts and proceedings will be valid and binding so long as a quorum was established and maintained at the time of action as though such meeting had been called by the National President.

#### **4.4 Steering and Executive Committee Meetings**

Upon call with at least seventy-two (72) hours' notice by the National President, the Steering and Executive Committees will hold such meetings as the National President deems necessary. For matters deemed of extreme urgency, the National President may call a meeting with at least 24 hours' notice. All such meetings shall be legal meetings and resulting acts will be valid and binding so long as a quorum was established and maintained at the time of such action.

#### **4.5 Electronic Meetings**

Except for the Annual Meeting, and Regular Board of Directors meetings held in conjunction with the National Convention or with an election of National Officers, electronic meetings shall be permitted as long as they are conducted in a manner consistent with the Operations Manual.



#### **4.6 Minutes**

Minutes shall be taken of all meetings of the Annual Meeting of Members, the Board of Directors, the Executive Committee, and the Steering Committee. Such minutes shall be made available to all National Directors within thirty (30) days following such meeting. The procedure for distribution of such minutes shall be set forth in the Operations Manual.

#### **4.7 Quorums**

##### **4.7.1 Annual Meeting**

The quorum for the Annual Meeting is three hundred (300) members, in person or by proxy, as established in the Amendment to the Certificate of Incorporation.

##### **4.7.2 Board of Directors Meeting**

The quorum for a Board of Directors or a Special Board of Directors meeting is one-quarter (1/4) of the Board of Directors, except for action to amend or revise the Bylaws.

The quorum to amend or revise the Bylaws at a Board of Directors meeting is two-fifths (2/5) of the total number of National Directors.

##### **4.7.3 Executive Committee**

The quorum for an Executive Committee meeting shall be one-half (1/2) of the Executive Committee.

##### **4.7.4 Steering Committee**

The quorum for a Steering Committee meeting shall be two-thirds (2/3) of the Steering Committee.

## **5 Board of Directors**

### **5.1 Management**

The Board of Directors shall hold the entire authority for the control and management of the Navy League. The Board of Directors may adopt and amend Bylaws, adopt resolutions, and establish regulations for its governance, and which may delegate the implementation of the objective and purpose of the Navy League, under governing laws and regulations, to such persons as it may select.

### **5.2 Composition of the Board of Directors**

The Board of Directors shall be composed of the National President, National President-Elect, National Vice Presidents, National Corporate Secretary, National Treasurer, National Judge Advocate, Region Presidents, Past National Presidents who choose to serve, Chairman of the Naval Sea Cadet Corps if a member of the Navy League of the United States, Chairman of the Navy League Foundation, National Directors from each Region, and National Directors appointed by the National President.

### **5.3 Apportioned National Directors**

There shall be not fewer than thirty-four (34) and not more than two hundred ten (210) National Directors who will be apportioned to the Regions on a formula of members in each Region as set forth in the Operations Manual. Each Region shall be apportioned a minimum of two (2) National Directors. Area Presidents may be apportioned National Directors if a citizen of the United States. National Directors must reside in their Region of responsibility and must be a member of a council in such Region.

### **5.4 Non-Apportioned National Directors**

The National President, National President-Elect, National Vice Presidents, National Corporate Secretary, National Treasurer, National Judge Advocate, Region Presidents, Past National Presidents who choose to serve, Chairman of the Naval Sea Cadet Corps if a member of the Navy League of the United States, Chairman of the Navy League Foundation, and members of the Executive Committee shall be National Directors not apportioned to any Region.

#### **5.4.1 National Directors Emeritus**

The National President, upon recommendation of the National Nominating Committee, may appoint those National Directors who have formerly served as National Directors for a minimum of eight (8) years to serve as National Directors Emeritus.

The National President, upon recommendation of the National Nominating Committee, may appoint as National Directors Emeritus those National Directors who have made significant contribution to the Navy League but for good and sufficient cause have not served as National Director for a minimum of eight (8) years.

National Directors Emeritus shall not be apportioned to any region and shall not affect any quorum requirements. National Directors Emeritus shall be entitled to all rights and privileges of National Directors with the exception of voting.

#### **5.5 Election of Officers.**

The Board of Directors shall hold a meeting immediately after and on the same day of the Annual Meeting and by majority vote of those voting, a quorum being present, shall elect qualified candidates to fill vacancies among the ranks of Officers of the Navy League in the forthcoming year as defined in Bylaw Article 6, and to hold office for the ensuing term as defined in Bylaw Article 8 or until their successors are elected and qualified, and to transact such other business as may come before it. No person shall hold more than one of the offices listed in Bylaws Article 6 and no Officer set forth in Bylaws Article 6 shall function as a Council President.

At least nine (9) months but not more than eighteen (18) months before the expiration of the National President's term in office, the National President shall notify the Directors of his request for election of a National President-Elect. Such election shall occur at a duly called Board of Directors' Meeting with notice of this business.

#### **5.6 Duties of Officers**

The Duties and Authority of the Officers are identified in Article 6 of these bylaws. The Board of Directors may, from time to time, prescribe additional duties or authority of the officers.

#### **5.7 Termination of National Directors for Failure to Attend National Meetings.**

Except as otherwise provided for in these Bylaws, any elected National Director who shall, without filing a written statement of good cause to the National President prior to the

meeting, fail to attend two (2) National Board of Directors meetings during the term of office is subject to termination of office, upon notice of the fact of this failure having been received by the National President. The National President will make the determination as to whether the absence is excused or unexcused, and the National Director will be notified.

## **6 Officers**

The officers of the Navy League are National President, National President-Elect, up to ten (10) National Vice Presidents, National Corporate Secretary, National Treasurer, National Judge Advocate, Region Presidents and Area Presidents.

### **6.1 National President**

#### **6.1.1 General Authority**

The National President shall be the Chief Executive Officer of the Navy League and shall preside at the Annual Meeting, at the meetings of the Board of Directors (except as otherwise provided), and at the meetings of the Steering and Executive Committees. The National President shall appoint all committees not otherwise provided for by the Bylaws. The National President shall be an ex-officio and voting member of all committees except the Nominating Committee. The National President shall have power and authority to sign contracts, deeds, and other legal documents on behalf of the Navy League. The National President, with the approval of the Executive Committee shall have the authority to appoint a National Executive Director and the Chairman of the Navy League Foundation to operate under the authority and direction of the National President. The National President may recommend removal of such appointee who shall be removed upon the approval of the Executive Committee. Further, the National President, with the approval of the Steering Committee, shall have the authority to reallocate up to five (5) percent of the total budget.

#### **6.1.2 Authority to Fill Vacancies**

The National President shall have the power to fill any vacancies in the Board of Directors or among the National Officers, Region and Area Presidents with the approval of the Steering Committee. Such appointees shall serve for the unexpired term of the office which is filled.

### **6.1.3 Removal of Officers, Local Officials, and Members**

The National President shall have the power to seek removal any officer or local official for failure to properly discharge the duties of his office and to seek suspension or expulsion of any Member for conduct prejudicial to the interest of the Navy League; provided, however, that any such officer, official, or Member shall have received at least fifteen (15) days' written notice of the National President's intention to seek such approval from the Steering Committee, and shall have been provided an opportunity to be heard by the Steering Committee. Upon recommendation of the National President and following a due process hearing if requested by the Member, the Steering Committee may, given a majority vote of those members present and voting, a quorum being present, affirm the suspension or expulsion of the officer, local official, or member. The procedures for a due process hearing shall be outlined in the Operations Manual.

The National President shall have the power to seek removal of any National Officer for failure to properly discharge the duties of his office or for conduct prejudicial to the interest of the Navy League; provided, however, that any such National Officer shall have received at least fifteen (15) days' written notice of the National President's intention to seek such approval from the Steering Committee, and shall have been provided an opportunity to be heard by the Steering Committee. Upon recommendation of the National President and following a due process hearing if requested by the National Officer, the Steering Committee may, given a majority vote of those members present and voting, a quorum being present, affirm the suspension or expulsion of the National Officer. The procedures for a due process hearing shall be outlined in the Operations Manual.

Upon removal, the National President shall have the authority to appoint an interim official with the approval of the Steering Committee. Such appointees shall serve for the unexpired term or until the next election for that position at a duly called Board of Directors meeting. The procedures for the removal and appointment of officials shall be set forth in the Operations Manual.

### **6.1.4 Removal of the National President**

Any fifteen (15) members of the Executive Committee shall have the power to seek removal of the National President for failure to properly discharge the duties of his office or for conduct prejudicial to the interest of the Navy League. The National President shall have been provided an opportunity to be heard at the Special Board of Directors Meeting called for such purpose, provided that the National President shall have received at least twenty-one (21) days' written notice of such intention to seek his removal and detailing grievance against him. The National President shall recuse himself from chairing the Special Board of Directors Meeting. Following a due process hearing, the Steering

Committee may, given a majority vote of those members present and voting, a quorum being present, affirm the removal of the National President.

The procedures for the removal and appointment shall be set forth in the Operations Manual.

#### **6.1.5 Succession**

The National President-Elect shall succeed to the National Presidency in the event of death, incapacity, resignation or removal of the National President and shall perform the duties and exercise the authority of the National President.

In the absence of a National President-Elect, a member of the Steering Committee designated by the Steering Committee shall perform the duties and exercise the authority of the National President unless the Board of Directors shall otherwise provide for the assignment of such duties and authority.

The interim National President shall serve until the election of a new National President at a duly called Board of Directors Meeting with notice of this business. The successor National President shall serve the remaining term of the predecessor National President.

#### **6.2 National President-Elect**

Upon the election of a National President-Elect, he shall have all of the authorities and duties of a National Vice President.

#### **6.3 National Vice Presidents**

The National Vice Presidents will assist the National President in formulating the policy guidelines for programs and other operations of the Navy League and shall serve such functions as the National President shall prescribe, subject to approval by the Steering Committee. Each National Vice President shall perform such function(s) as the National President may from time to time assign him.

## **6.4 National Corporate Secretary**

### **6.4.1 Responsibilities**

The National Corporate Secretary shall be responsible for all records of the meetings of the Navy League, its Board of Directors, Executive Committee and Steering Committee, and shall be custodian of the Navy League seal and records.

### **6.4.2 Assistant National Corporate Secretaries**

Assistant National Corporate Secretaries may be appointed by the National President. The number of Assistant National Corporate Secretaries shall not exceed three (3). Assistant National Corporate Secretaries shall perform such duties as may be specified by the National President. An Assistant National Corporate Secretary designated by the National President shall perform the duties and exercise the authority of the National Corporate Secretary in his absence, or such duties as may be requested by the National President.

## **6.5 National Treasurer**

### **6.5.1 Responsibilities**

The National Treasurer shall be responsible for the custody and disbursement of all funds of the Navy League and the custody and transfer of all property and securities of the Navy League. The National Treasurer shall report quarterly to the National President and the Executive Committee as to the financial condition of the Navy League and shall, at the Annual Meeting of the Navy League, submit a report of the condition of the Navy League accounts.

### **6.5.2 Assistant National Treasurers**

Assistant National Treasurers shall be appointed by the National President. The number of Assistant National Treasurers shall not exceed six (6). Assistant National Treasurers shall perform such duties as may be specified by the National President. An Assistant National Treasurer designated by the National President shall perform the duties and exercise the authority of the National Treasurer in his absence, or such duties as may be requested by the National President.

## **6.6 National Judge Advocate**

### **6.6.1 Responsibilities**

The National Judge Advocate shall be the legal officer of the Navy League. He shall interpret the Bylaws of the Navy League upon request, and pass upon the legality of proposed activities and matters affecting the Navy League. Proposed changes to the Bylaws shall be reviewed by the National Judge Advocate before they are submitted to the Board of Directors for consideration.

### **6.6.2 Deputy National Judge Advocate**

Deputy National Judge Advocate may be appointed by the National President. The number of Deputy National Judge Advocates shall not exceed six (6). Deputy National Judge Advocates shall perform such duties as may be specified by the National President. A Deputy National Judge Advocate designated by the National President shall perform the duties of the National Judge Advocate in his absence, or such duties as may be requested by the National President.

## **6.7 Region Presidents**

The Region President is responsible for all activities of the Navy League in his Region and shall conduct the business of the Region in accordance with the Operations Manual. The Region President must reside in his Region of responsibility and must be a member of a council in such Region.

The Region President may appoint such Region Vice Presidents as he deems necessary.

## **6.8 Area President**

The Area President shall be responsible for all activities of the Navy League in his Area. The Area President shall conduct business of the Area in accordance with the Operations Manual. The Area President shall report to the Region President. The Area President shall be nominated by his Region Nominating Committee and elected by the Board of Directors as a Region Officer. An Area President may be an apportioned National Director if a citizen of the United States. An Area President does not have to reside in his geographic Area, but must reside in the Region that includes the Area and must be a member of a council in his Area of responsibility. The Area President may appoint such Area Vice Presidents deemed necessary.



## **7 Appointed Officials**

### **7.1 National Executive Director**

The National Executive Director shall carry out the policies of the Navy League under the direction of the National President of the Navy League. The National Executive Director also shall have responsibility and authority for the day-to-day administration of the Navy League, including the staff and financial affairs of Navy League publications, and execution of contracts, under the supervision and direction of the National President. The National Executive Director shall obtain the advice, counsel, and recommendations of the Staff Compensation/Personnel Policy Committee with respect to compensation for staff billets and personnel policies. The National Executive Director shall support the National Vice Presidents and National Treasurer in the execution of their programs and financial responsibilities.

### **7.2 National Parliamentarian**

A National Parliamentarian shall be appointed annually by the National President.

### **7.3 National Chaplains**

National Chaplains may be appointed annually by the National President.

### **7.4 National Historian**

A National Historian may be appointed annually by the National President.

## **8 Terms of Office**

### **8.1 Officers**

An Officer of the Navy League shall hold office for the term defined in Bylaw Article 8 which he is elected or appointed and until his successor has been elected or appointed, and qualified. An officer, whether elected or appointed, who has served more than half of the term is considered to have served a full term in that office. A successor who has served more than half of the term is considered to have served a full term in that office. Any individual elected to any office or position of the Navy League shall commence their term in that office upon the adjournment of the meeting at which they were elected. Any

person appointed to any office or position shall commence their term at the time and date prescribed upon the appointment.

#### **8.1.1 National President**

The term of office for the National President is two (2) years, with no consecutive terms allowed.

#### **8.1.2 National President-Elect**

The term of office for the National President-Elect expires upon the election of a new National President.

#### **8.1.3 National Vice Presidents**

The term of office for National Vice Presidents is one (1) year, with no more than five (5) consecutive terms allowed.

#### **8.1.4 National Corporate Secretary**

The term of office for National Corporate Secretary is one (1) year, with no more than five (5) consecutive terms allowed. Should no qualified candidate be available, the Board of Directors may waive this rule in one-year increments.

#### **8.1.5 National Treasurer**

The term of office for National Treasurer is one (1) year, with no more than five (5) consecutive terms allowed. Should no qualified candidate be available, the Board of Directors may waive this rule in one-year increments.

#### **8.1.6 National Judge Advocate**

The term of office for National Judge Advocate is one (1) year, with no more than five (5) consecutive terms allowed. Should no qualified candidate be available, the Board of Directors may waive this rule in one-year increments.

### **8.1.7 Region and Area Presidents**

The term of office for Region and Area Presidents is one (1) year, with no more than three (3) consecutive terms allowed. Should no qualified candidate be available, the Board of Directors may waive this rule in one-year increments.

### **8.2 National Directors**

A National Director shall hold office for the term of one (1) year for which he is elected or appointed and until his successor has been elected or appointed, and qualified. In the case of a National Director elected or appointed to an office defined in Bylaw Article 6, his term as a National Director shall be the same as the term for such office as defined in Bylaw Article 8. A National Director shall hold office without restriction as to the number of terms.

### **8.3 Appointed Officers and Committee Members**

For all appointed officers and committee members, a term is defined as one year or until a successor is appointed or the position is disestablished.

## **9 Committees**

### **9.1 Executive Committee**

There shall be an Executive Committee consisting of the members of the Steering Committee; those of the seven (7) most recently serving past National Presidents who, within 30 days following the Annual Meeting and in writing, commit to serve; all Region Presidents; and up to ten (10) National Directors appointed from the Board of Directors by the National President with approval of the Steering Committee. The National President shall serve as Chairman of the Executive Committee.

The Executive Committee shall exercise all the powers of the Board of Directors when the Board is not in session except as to the election of officers, amendment to the Bylaws, and financial commitments in excess of three percent of the total annual budget unless specifically authorized by the Board.

### **9.1.1 Operations Manual**

The Executive Committee shall cause an Operations Manual to be prepared and maintained. The Operations Manual shall set forth the regulations governing the operation of Regions, Areas, and Local Councils, and such other procedures as shall be desirable for the administration of the Navy League. The Executive Committee shall annually review and ratify the Operations Manual and may make such additions and changes as it determines are necessary.

### **9.2 Steering Committee**

The Steering Committee shall consist of the National President, who shall be Chairman, the Chairman of the Advisory Council, the National President-Elect, all National Vice Presidents, the National Treasurer, the National Corporate Secretary, and the National Judge Advocate. The duly elected Chairman of the Naval Sea Cadet Corps, upon official certification by the Naval Sea Cadet Corps, and if a member of the Navy League of the United States, shall serve ex-officio as a member of the Steering Committee.

The Steering Committee shall exercise all the powers of the Executive Committee, except when the Board of Directors or Executive Committee is in session; provided that action by the Steering Committee shall require approval of two-thirds (2/3) of all members of the Steering Committee, and affirmative opinion of the National Judge Advocate that any such action is not contrary to the Bylaws.

### **9.3 Nominating Committee**

The National President shall appoint the Chairman for the Nominating Committee at least one hundred eighty (180) days prior to the Annual Meeting and the remaining Committee not less than ninety (90) days prior to the Annual Meeting. The Committee shall be composed of: A Chairman who shall not be a candidate for any office; all Region Presidents or an alternate designated by the Region Nominating Committee of any Region whose Region President declines or is unable to serve; and up to seven (7) additional Navy League members in good standing appointed by the National President. Additionally, the National Judge Advocate or a Deputy National Judge Advocate shall be appointed to serve in a non-voting capacity. The Chairman shall not serve in that capacity for more than two consecutive one-year terms. The National President shall set the time and place for the meeting of the Nominating Committee.

The Nominating Committee shall nominate candidates deemed qualified for each elective office and at least thirty-four (34) National Directors. No action of the Nominating Committee shall preclude nominations from the floor.

The Board of Directors shall establish procedures for the National Nominating Committee.

#### **9.4 Investment Committee**

The Investment Committee shall consist of five (5) members, each of whom shall be appointed to staggered five (5) year terms. The National President shall appoint new members as terms expire or terminate for five (5) year terms or unexpired terms, and shall in each year, appoint a Chairman from the members of the Investment Committee. The National Treasurer shall be an ex-officio member of the Investment Committee.

The Investment Committee shall keep the National Directors advised as to its investment policy.

#### **9.5 Budget Committee**

The Budget Committee shall consist of at least five (5) but not more than seven (7) members and shall include the National Treasurer, a member of the Investment Committee, a National Vice President, and additional members of the Navy League who have budget experience. The additional members shall serve staggered terms and shall not serve for more than five years. The National President shall appoint the Chairman and members of the Budget Committee. The Budget Committee shall have cognizance over the establishment of a budget each year.

#### **9.6 Staff Compensation/Personnel Policy Committee**

The Staff Compensation/Personnel Policy Committee shall consist of three elected national officers who shall be appointed by the National President and approved by the Board of Directors. Members of the Staff Compensation/Personnel Policy Committee shall not serve for more than five consecutive terms.

The Staff Compensation/Personnel Policy Committee shall recommend to the National President the compensation of the National Executive Director. The recommendation will be based upon an annual evaluation of the National Executive Director by the National President. In the event that the National President does not agree with the recommendation of the Staff Compensation/Personnel Policy Committee, the compensation shall be determined by the Steering Committee. The Staff Compensation/Personnel Policy Committee shall advise and counsel the National Executive Director with respect to compensation for staff billets and personnel policies.

## **9.7 Maritime Policy and Resolutions Committee**

The Maritime Policy and Resolutions Committee shall be responsible annually for the development of formal maritime policy positions and other resolutions and issues of interest to the Navy League for presentation to and approval by the National Board of Directors. It shall consist of a chairman, a National Vice President, chairmen of any sea service committee, and additional members appointed by the National President. The National Executive Director and the Editor of Seapower magazine shall serve as ex-officio members of the committee.

## **9.8 Other Committees**

The Board of Directors may establish other committees from time to time and fix their membership. The National President shall appoint the chairmen and members of such committees. Committee Chairman, not otherwise limited, shall not serve for more than five consecutive terms.

Such committees, when established, shall determine their rules and procedures, subject to the approval of the Board of Directors.

## **10 Navy League Foundation**

There shall be a Navy League Foundation (hereafter, the Foundation) created and existing as a wholly-owned subsidiary of the Navy League of the United States. The Foundation Bylaws, Articles of Incorporation, and any amendments thereto shall be approved by the Navy League Board of Directors.

## **11 National Programs**

No program of the Navy League shall be considered to be a National Program unless submitted to and approved by the Board of Directors.

## **12 Fiscal Year and Expenditures**

### **12.1 Fiscal Year**

The fiscal year of the Navy League shall begin on January 1 of each year.

## **12.2 Expenditures**

No money shall be authorized to be expended, and no contract or obligation incurred of any kind or nature, and no authority given to incur any obligation involving the payment of money, in the name or on behalf of the Navy League beyond the money actually in hand, appropriated and set aside for the purpose, unless the contract or obligation is wholly secured by real property owned by the Navy League.

## **13 Council Charters**

The Navy League of the United States may establish Councils to carry out the purposes, goals, objectives and policies of the Navy League. The Councils shall conduct their business in accordance with the Operations Manual.

## **14 Regulations Governing Local Councils**

### **14.1 Council Handbook**

The Executive Committee shall cause a Council Handbook to be established and maintained as a part of the Operations Manual for the governance of Local Councils.

### **14.2 Observance**

The Local councils shall conduct their business in accordance with the Council Handbook.

## **15 Indemnification**

The Navy League shall indemnify, to the full extent permissible under applicable New York law, any person made, or threatened to be made, a party to an action or proceeding, whether civil or criminal, by reason of the fact that he, his testator or intestate was a National Director, officer, or committee member of the Navy League, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees actually and necessarily incurred as a result of such action or proceeding, or any appeal therein, if such National Director, officer, or committee member acted, in good faith, for a purpose which he reasonably believed to be in the best interest of the Navy League, and, in the case of criminal actions or proceedings, in addition, he had no reasonable cause to believe that his conduct was unlawful.

## **16 Parliamentary Authority**

The rules set forth in the current edition of Robert's Rules of Order Newly Revised shall govern the Navy League in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that the Navy League may adopt.

## **17 Amendments to Bylaws**

### **17.1 Voting and Quorum Requirements**

The quorum for amending the Bylaws shall be two-fifths (2/5) of the total number of National Directors. The Bylaws may be amended only at a meeting of the Board of Directors, and by a two-thirds (2/3) vote of those present and voting.

### **17.2 Procedures for Review**

A proposed amendment to the Bylaws shall be submitted in writing to the National President at least sixty (60) days prior to the next scheduled meeting of the Board of Directors. The National President shall submit the proposed amendment to the National Judge Advocate and the Bylaws Committee for review of form and substance. The submission of the proposal to the National Judge Advocate and the Bylaws Committee shall take place not later than ten (10) days after receipt by the National President. The review shall be completed within twenty (20) days following submission by the National President. The procedure governing review, resubmission and recommendation to the National President shall be included in the Operations Manual. The National President shall then submit the proposal to the Steering Committee and the Executive Committee for their review and recommendations. The proposal will then be submitted to the Board of Directors in writing at least thirty (30) days prior to the next scheduled meeting for consideration. Proposed changes to the Bylaws must be accompanied by the submitter's name (individual/committee) and the reason for the proposed change.

## **18 Gender**

Whenever the masculine form is used herein, the feminine form is intended to be included. Whenever the feminine form is used herein, the masculine form is intended to be included.



## **19 Prohibitions**

### **19.1 Declaration of Policy**

No declaration of the policy of the Navy League shall be made without the approval of the Board of Directors.

### **19.2 Influence**

The Navy League shall be strictly non-partisan, and neither its name nor its influence shall ever be used, directly or indirectly, in connection with partisan politics.

### **19.3 Communications**

No member or officer of the Navy League shall undertake in the name of the Navy League any action to prejudice the objective and purpose, or established policies of the Navy League, and no Member shall communicate with any department of the United States Government in the name of the Navy League on general policy matters, without the approval of the National President.

### **19.4 Use of Indicia**

No use may be made of the Navy League name, seal, logo, or other symbol or indicia of the Navy League, including lists of Members' names and addresses for any purpose other than direct fulfillment of the mission of the Navy League without prior consent of the Board of Directors.

## **20 Dissolution**

In the event of dissolution of the Navy League, all assets shall be distributed, after paying of all debts, to such organization exempt under Section 501(c)(3) of the Internal Revenue Code, or comparable successor provision, as the Board of Directors shall designate.



# **Navy League of the United States**

## **Operations Manual**

### **Part Two**

#### **National Policies and Organization**

Revised  
June 9, 2018

## Table of Contents

<b>I.</b>	<b>Introduction</b>	2 - 1
A.	Background	2 - 1
B.	Objectives	2 - 1
C.	Statement of Policy	2 - 2
<b>II.</b>	<b>Membership</b>	2 - 3
A.	General	2 - 3
B.	Purpose of Membership	2 - 3
C.	Types of Membership, Dues, and Rebates	2 - 3
D.	Collection of Dues and Rebates to Councils	2 - 10
E.	Termination of Memberships	2 - 11
F.	Assignment to Councils	2 - 10
G.	Application Forms and Invitations	2 - 12
H.	Rights and Privileges	2 - 12
I.	Ethics and Prohibitions	2 - 12
<b>III.</b>	<b>National Organization</b>	2 - 26
A.	Board of Directors	2 - 26
B.	Officers	2 - 30
C.	Steering Committee	2 - 30
D.	Executive Committee	2 - 30

## NLUS Operations Manual Part Two

E.	Region and Region Presidents	2 - 31
F.	Area and Area Presidents	2 - 40
G.	Terms of Office for Officers	2 - 44
H.	Qualifications for Office	2 - 44
I.	Removal of National Officers, Local Officials And Members	2 - 45
J.	Removal of the National President	2 - 47
K.	Councils	2 - 49
L.	Procedures for Requesting Organizational Changes	2 - 50
M.	National Programs National Committees	2 - 51
N.	Navy League Foundation	2 - 51
O.	Headquarters Staff	2 - 52
<b>IV.</b>	<b>Executive Services</b>	<b>2 - 57</b>
A.	National Nominations and Elections	2 - 57
B.	Regional Nominating Committee Requirements	2 - 62
C.	Meetings and Minutes	2 - 69
D.	Procedure for Bylaws Review	2 - 72
E.	Program Resources	2 - 73
F.	Awards	2 - 73

## **I. Introduction**

### **A. Background**

The Navy League of the United States was incorporated in 1902. An early benefactor was President Theodore Roosevelt, who donated to the cause a portion of the monies he received from the Nobel Peace Prize. He stated:

*"It seems to me that all good Americans interested in the growth of their country, and sensitive to its honor, should give hearty support to the policies which the Navy League is founded to further. Further-more, there is a special need in a matter of such importance to all of us, which is not yet the special business of any of us, that a society should be formed to watch with a jealous eye the general interest.*

*"For the building and maintaining in the proper shape of the American Navy, we must rely upon nothing but the broad and far-sighted patriotism of our people as a whole; and it is of great importance that there should be some means by which this patriotism can find an effective utterance. Your society offers just the means needed."*

### **B. Objectives**

The Navy League has set forth the following objectives:

1. To foster and maintain interest in a strong Navy, Marine Corps, Coast Guard and Merchant Marine as integral parts of a sound national defense and vital to the freedom and economic prosperity of the United States.
2. To serve as a means of educating and informing the American people with regard to the role of sea power in the modern era and the challenges involved in maintaining strong national defenses.
3. To improve the understanding and appreciation of those who wear the uniforms of our armed forces and to better the conditions under which they live and serve.
4. To educate and train our youth in the customs and traditions of the Navy, the Marine Corps, the Coast Guard, and the Merchant Marine, through the support of an active and vigorous U.S. Naval Sea Cadet Corps and the promotion and recognition of the national ROTC/JROTC programs.

**C. Statement of Policy**

We of the Navy League of the United States stand for a strong America, a nation morally, economically and internally strong.

We believe that the security of our nation and of the people in the world demands a well-balanced, integrated, mobile American defense team, of which a strong Navy, Marine Corps, Coast Guard and Merchant Marine are indispensable parts.

We support all Armed Services to the end that each may make maximum contribution to the national security.

We know that in a free nation an informed public is indispensable to national security, and, therefore, we will strive to keep the nation alert to dangers, which threaten both from without and within.

We favor appropriations for each of the Armed Services, adequate for national security, economically administered.

We oppose any usurpation of the Congress' constitutional authority over the Armed Services.

We urge that our country maintain world leadership in scientific research and development.

We support industrial preparedness, planning and production.

We support efforts of our government to achieve worldwide peace through international cooperation.

We advocate a foreign policy, which will avoid wars--if possible; if not, win them!

We pledge our loyalty and allegiance to the Government and to the Flag of the United States, and will work toward the furtherance of the principles stated herein.

## II. Membership

### A. General

Types of membership, eligibility, dues, and related matters are covered, in general, in Bylaws Article 3.

### B. Purpose of Membership

Membership in the Navy League provides those concerned with the national security and economic prosperity of the United States an opportunity to educate the public about these issues. It is an organization dedicated to advocacy on behalf of the maritime services to serve the men and women of the Sea Services through a range of Council activities. Membership dues in all categories are an important source of funding for national and council programs. Other benefits of membership in the Navy League such as the Seapower magazine and various discounts are incidental to the purpose of membership.

### C. Classes of Membership, Dues, and Rebates

#### 1. Individual Member

Any citizen of the United States desiring to support and advance the objective and purposes of the Navy League shall be eligible as an Individual Member. Commissioned and Warrant officers or enlisted personnel of any branch of the armed services are not eligible for membership while on active duty\*; however, spouses of active duty personnel are eligible for membership in the Navy League. Reservists are eligible for membership. No Navy League member, while on active duty, shall act for, vote, or take Navy League action during such period.

One-Year Premium Members, Two-Year Premium Members, Three-Year Premium Members, Four-Year Premium Members, Five-Year Premium Members, and Electronic Members are all Individual Members but with different dues structure. (Husband/Wife Membership, Active Duty Spouse Membership, Student Membership no longer offered)

Electronic memberships are online only memberships which do not include a printed subscription of the Seapower magazine and the Seapower Almanac. Seapower magazine is available for online reading. Printed copies of Seapower magazine and Seapower Almanac are available for purchase at an additional cost.

*\*Per DoD regulation, active duty is defined as greater than 30 days of continue active service on the same set of orders.*

2. Life Member

A Life Member shall be an Individual or International Member who has complied with such conditions as the Board of Directors shall from time to time establish. Individual and International Life Members are exempt from further payment of dues. Life Members include Life Member, Husband/Wife Life Members (Husband/Wife Life membership no longer offered).

3. Honorary Member

The Board of Directors may confer individuals who have made extraordinary contributions to the Navy League as Honorary Members. Honorary Members shall not pay dues, hold elective office, or make motions, and have no voting rights.

4. International Member

Non-U.S. citizens may be International Members provided that they are proposed by a Council and not by an individual. An International Member shall be entitled to vote and hold office at the Council level, with the exception of serving as Council President, but shall not hold office nor serve as a spokesperson at the national level for the Navy League. For Councils outside the United States, the National President, upon approval by the Steering Committee, shall have the authority to grant an exception to permit a non-U.S. citizen to serve as Council President or Area President when the Region President attests that permitting this exception would be in the best interests of both the Navy League and the Sea Services in the region. International Members may be Individual or Life Members and follow the same dues schedule as all other members.

5. Corporate Member

The Navy League of the United States offers different levels of corporate membership based on the size of the organization. Organizations which conduct business on a domestic or international level and desire to support and advance the objectives of the Navy League shall be eligible for one or more of the corporate membership levels.

a. Corporate Gold

Corporate Gold Membership is designed for those companies with more than 10,000 employees. During each year of membership, a Corporate



Gold Member may designate thirty (30) Individual or International Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of membership, including the right to vote and hold office\*.

b. Corporate

Corporate Membership is designed for those companies with more than 500 employees. During each year of membership, a Corporate Member may designate twenty (20) Individual or International Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of membership, including the right to vote and hold office\*. Any company eligible to join at this level may join as a Corporate Gold Member.

c. Business Associate

Business Associate Membership is designed for those companies with fewer than 500 employees. During each year of membership, a Business Associate Member may designate five (5) Individual or International Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of membership, including the right to vote and hold office\*.

d. Small Business

Small Business Membership is designed for those companies which have annual receipts of \$10 millions or less. During each year of membership, a Small Business Member may designate two (2) Individual or International Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of memberships, including the right to vote and hold office\*.

e. International/Non-Government Organization

International/Non-Government Organization membership is designed for international embassies to the United States, universities, colleges and community colleges (nonprofit), labs and research facilities, and non-government organizations.

f. Community Affiliate

Community Affiliate Membership is designed for companies whose business is primarily local rather than national in orientation, whose primary interest is in the activities and concerns of particular Councils, and

which desire to support and advance the objective and purpose of the Navy League. During each year of membership, a Community Affiliate Member may designate up to four (4) Individual or International Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of individual membership, including the right to vote and hold office\*.

*\*Member who is not placed in suspension status, or being removed from the Navy League of the United States, and meets requirements of an Individual Member as set forth in Part Two, Section II "Membership", Article C "Types of Membership, Dues, and Rebates" of this Operations Manual.*

6. Dues

Dues for each class of membership shall be established by the Board of Directors annually and shall require a thirty (30) day notice and a two-thirds (2/3) vote of the Board of Directors.

All dues shall be paid directly to the National Treasurer at the Navy League Headquarters, including dues from international councils (See Part Two, Section II, Article D-7).

Market testing for dues categories other than those provided for in the Policy on Navy League Dues and Rebates may be conducted with a two-thirds (2/3) vote of the Steering Committee for a period not to exceed one hundred and eighty (180) days.

The Navy League Dues and Rebates, shown as Table 2-1 in the following page presents the effective dues and rebates as approved by the latest Board action.

Table 2-1

**Navy League Dues and Rebates**

(Approved by Board of Directors June 9, 2018)

<b>Membership Class*</b> Dues Category	<b>Dues</b>	<b>Rebates</b>
<b>Life Member</b>		
Age up to 55	1,000.00	310.50 <sup>1</sup>
Age 56 to 75	750.00	260.50 <sup>2</sup>
Age 76 and above	500.00	160.50 <sup>3</sup>
<b>Individual Member<sup>9</sup></b>		
One-Year Premium	55.00	11.00
Two-Year Premium	100.00	20.00
Three-Year Premium	130.00	27.00
Four-Year Premium	180.00	35.00
Five-Year Premium	225.00	44.00
One-Year Electronic <sup>4</sup>	25.00	5.00
<b>Corporate Member</b>		
Corporate Gold	15,000.00	7,500.00 <sup>7</sup> 1,500.00 <sup>8</sup>
Corporate	5,000.00	2,500.00 <sup>7</sup> 500.00 <sup>8</sup>
Business Associate	2,000.00	1,000.00 <sup>7</sup> 200.00 <sup>8</sup>
Small Business	1,500.0	750 <sup>7</sup> 150 <sup>8</sup>
International/Non-Government Organization	1,000.00	500.00 <sup>7</sup> 100.00 <sup>8</sup>
Community Affiliate	460.00	230.00 <sup>5,6</sup>

Rev. 6/9/2018

*\*Non-US citizens can join the NLUS as International Members under any of the Life Member or Individual Member Classes. International Members enjoys all the rights and privileges of a Life Member or Individual Member except for certain limitations under Part Two, Section II, Article C4 of this Operations Manual.*

<sup>1</sup>*One-time council rebate of thirteen dollars (\$13.00); fifty-two dollars (\$52.00) to the General Operating Fund; two hundred ninety-seven dollars and fifty cents (\$297.50) to escrow for an annual pro-rata distribution to the Life Members' council; the balance – six hundred thirty-seven dollars and fifty cents (\$637.50) – to the Life Member Fund. The formula for distribution from the Life Member Escrow Account will be based as of December 31<sup>st</sup> upon a) the earnings of the Escrow Account for the preceding year divided by b) the number of Life Members in councils which would equal the c) stipend amount per Life Member in a council as of December 31<sup>st</sup>. This stipend amount will not exceed the dues rebates amount for a One-Year Member.*

<sup>2</sup>*One-time council rebate of thirteen dollars (\$13.00); fifty-two dollars (\$52.00) to the General Operating Fund; two hundred forty-seven dollars and fifty cents (\$247.50) to escrow for an annual pro-rata distribution to the Life Members' council; the balance – four hundred thirty-seven dollars and fifty cents (\$437.50) – to the Life Member Fund. Distribution from Escrow Account same as in Note 1.*

<sup>3</sup> *One-time council rebate of thirteen dollars (\$13.00); fifty-two dollars (\$52.00) to the General Operating Fund; one hundred forty-seven dollars and fifty cents (\$147.50) to escrow for an annual pro-rata distribution to the Life Members' council; the balance – two hundred eighty-seven dollars and fifty cents (\$287.50) – to the Life Member Fund. Distribution from Escrow Account same as in Note 1.*

<sup>4</sup> *Electronic memberships are online only memberships which do not include a printed subscription of the Seapower magazine and the Seapower Almanac. Printed copies of Seapower magazine and Seapower Almanac are available for purchase at an additional cost.*

<sup>5</sup>*Councils acquiring memberships as a consequence of Community Affiliate Memberships will receive the same support as for other Individual or International memberships.*

<sup>6</sup>*Councils will receive a rebate of one hundred seventy-eight dollars (\$178.00) plus thirteen dollars (\$13.00) annually for each Individual or International Member designated by the community affiliate member up to a maximum of four (4).*

<sup>7</sup>*One-time council commission of 50% of paid annual dues will be awarded to the council of the individual member listed as "sponsor" on new Corporate Gold, Corporate, Business Associate, Small Business or International/Non-Government Organization membership applications. This commission is to reward councils for being solely responsible for the delivery of a newly **PAID** Corporate Gold, Corporate, Business Associate, Small Business or International/Non-Government Organization member. Individual membership rebates as a result of Corporate Gold, Corporate, Business Associate, Small Business, and Agency and Education memberships will not be paid in the first year if a commission is paid.*

<sup>8</sup>*One-time council commission of 10% of paid annual dues will be awarded to councils who provide company and contact information to the Corporate Affairs Office that successfully leads to the*

*acquisition of a newly **PAID** Corporate Gold, Corporate, Business Associate, Small Business or International/Non-Government Organization member. Individual membership rebates as a result of Corporate Gold, Corporate, Business Associate, Small Business or International/Non-Government Organization memberships will not be paid in the first year if a commission is paid.*

*<sup>9</sup>Husband/Wife Membership and Student Membership are no longer offered. Existing Husband/Wife Members will be converted to One-Year Members (principal member) / Electronic Members (spousal member) at renewal. Student Members will be converted to Electronic Members at renewal. Dues and rebates for International Members are the same as for Individual Members.*

**D. Collection of Dues and Rebates to Councils**

1. All dues shall be paid directly to the National Treasurer at the Navy League Headquarters including dues from International councils. A council may, with special authorization from the National President, collect dues directly from its members for remittance to the National Treasurer. A check or alternative means of payment approved by the Navy League of the United States and payable to the Navy League of the United States in the proper sum should be included or documented with all completed membership application forms or renewals sent to National Headquarters.
2. Rebates on memberships are provided semi-annually to councils in good standing electronically via direct deposit into a council's bank account in the first and third quarters with a letter describing how the rebates were calculated sent to the Council President. These rebates are determined by an audit of membership dues received during the previous two quarters, and are provided to maintain a financial base for council operations, as well as an incentive for increasing membership in the council. Only members assigned to a council are included in the calculation of a rebate to a council. Failure to submit a completed Annual Council Report by the due date will result in the withholding of the rebates by the National HQ.
3. The use of the terms "rebate" or "refund" should not be misunderstood. Monies so labeled are, in fact, contributions from National Headquarters to the councils. These contributions, provided from membership dues paid to National Headquarters are intended to assist in financing council operations. The amount of these contributions can be changed at any time by action of the National Board of Directors.
4. Rebates that have been withheld from councils "not in good standing" shall revert to the general fund of the Navy League at the close of each payment period and will not be reissued in the event an Annual Report is submitted after that period.
5. To be considered "in good standing," a council must be in compliance with Part Two, Section III, Article L2 of this Operations Manual. Under certain circumstances councils with close to, but fewer than, twenty-five (25) members, and with considerable council activity, may request special temporary "in good standing" status from the National President. For additional information on this matter, address inquiries to the Director of Membership at National Headquarters.
6. A council may establish local dues or membership fees as it may deem to be appropriate but such dues or fees must be in addition to, not in lieu of, the national dues.

7. With special permission from the National President, an International Council may collect dues directly from its members and submit such dues in U.S. currency, minus the appropriate rebates to the council, to the National Treasurer. Such submittal must be accompanied by documentation of all membership application or renewals information.

#### **E. Termination of Memberships**

##### **1. Suspension of Membership**

A member is placed in "suspension" for a grace period of thirty (30) days after their membership expiration date. Failure to pay dues within those thirty (30) days will result in a classification of "non-member" and forfeiture of membership rights and privileges.

##### **2. Termination for Delinquency**

The rights and privileges of a Member will be terminated on the last day of the month after a thirty (30) day grace period following the expiration of the membership unless dues are paid prior to such termination.

##### **3. Resignations**

A member may resign from Navy League membership by indicating this intention, in writing or electronically to the National Corporate Secretary. The resignation shall be effective when received or as specified in the letter of resignation. No refund of dues paid will be made under such circumstances.

#### **F. Assignment to Councils**

A new member is assigned based on the following criteria:

1. Preferred council as indicated on his application form.
2. Closest council based on the new member's zip code if no preferred council is named.
3. Placed in Region-at-Large if requested by the member.
4. International Member must be proposed by a council and shall be placed in such council.

Councils are responsible for checking their online roster on a regularly basis to see when new members are assigned, ensure new members are being contacted, welcomed, and

invited to the next council activity, that membership records are up to date, and if not, notify HQ membership staff if any discrepancy is discovered.

Region Presidents are responsible for checking their Region-at-Large roster on a regular basis. They are to ensure that the appropriate councils in their Region are given the contact information for new members in their relative vicinity that have been assigned to the Region-at-Large. The councils are responsible for contacting these new members to welcome them aboard and invite them to participate in their council activities. Region Presidents can request that members to be reassigned to councils as necessary.

#### **G. Application Forms and Invitations**

Individual membership applications, as well as Corporate, Business Associate, and Community Affiliate membership application forms are available from National Headquarters and online on the Navy League web site, [www.navyleague.org](http://www.navyleague.org).

#### **H. Rights and Privileges**

1. All individual regular or life members in good standing\*, except International and Honorary Members, are entitled to vote and are eligible to serve as National Directors, as members of the Executive Committee, or as National Officers.
2. Each member receives a membership card, lapel pin, a subscription to Seapower magazine, and a copy of the annual Seapower Almanac (Seapower and Seapower Almanac are available to Electronic Members online only).
3. Members may benefit from other group programs as they are adopted.
4. Individual councils may provide additional local discounts to their members.

*\*Member who is not placed in suspension status, or being removed from the Navy League of the United States, and meets requirements of an individual Member as set forth in Part Two, Section II "Membership", Article C "Types of Membership, Dues, and Rebates" of this Operations Manual.*

#### **I. Ethics and Prohibitions**

1. Declaration of Policy

No declaration of the policy of the Navy League shall be made without the approval of the Board of Directors.



2. Influence

The Navy League shall be strictly non-partisan, and neither its name nor its influence shall ever be used, directly or indirectly, in connection with partisan politics.

3. Communications

No member or officer of the Navy League shall undertake in the name of the Navy League any action to prejudice the objective and purpose, or established policies of the Navy League, and no Member shall communicate with any Department of the United States Government in the name of the Navy League on general policy matters, without the approval of the National President.

4. Use of Indicia

No use may be made of the Navy League name, seal, logo, or other symbol or indicia of the Navy League, including lists of members' names and addresses, for any purpose other than direct fulfillment of the mission of the Navy League without the consent of the Board of Directors.

The name "Navy League of the United States", its abbreviation "NLUS", the slogan "Citizens in Support of Sea Services", and logo displayed in this section are the exclusive property of the Navy League, and shall not be used by any other person or entity without the expressed written permission of the Steering Committee.



5. Whistle Blower

Whistle Blower Policy was put into effect as a result of The Sarbanes–Oxley Act of 2002 (Pub.L. 107-204, 116 Stat. 745, enacted July 29, 2002), which is a United States federal law that set new or enhanced standards for all U.S. public company boards, management, et al.

The Navy League Whistle Blower Policy, adopted by Board action on June 22, 2013, is attached in the following page as Table 2-2. The National Executive

Director shall be responsible for promulgating the whistle blower policy to all staff and members of the Navy League of the United States.

6. Code of Ethics

The Navy League is committed to ethical practices. The value of member reputation depends upon the performance, professionalism, ethical conduct of everyone affiliated with the Navy League. The Code of Ethics, attached as Table 2-3 in the following pages, presents the core values of the NLUS members and employees and are vital to the integrity of the Navy League as a whole.

7. Code of Conduct

The Code of Conduct attached as Table 2-4 in the following pages, requires officers, directors, members and employees of the Navy League to observe high standards of business and personal conducts in the performance of their duties and responsibilities. An additional Code of Conduct attached as Table 2-5 covers conducts at the National Convention and Board of Directors meeting.

8. Conflict of Interest

The Conflict of Interest Policy of the Navy League is attached as Table 2-6. This policy requires full disclosure of any financial interest that an officer, director, member or employee has in a contract or other financial transaction involving the Navy League. This signed form (Table 2-6) must be received by the national headquarters prior to assuming the office or position to which the member is being elected or appointed.

9. Volunteer Acknowledgement and Pledge

The Volunteer Acknowledgement and Pledge of the Navy League is attached as Table 2-7. This acknowledgement and pledge by the volunteer leaders is to insure that the core values of the Navy League are understood and will not be violated. This form is for National Officers, National Directors, National Committee Chairmen, and for Council Presidents. The signed form must be received by the national headquarters prior to assuming the office or position to which the member is being elected or appointed.

**Table 2-2**

## Navy League Whistleblower Policy

### General

Navy League of the United States (Organization) Code of Ethics and Conduct (“Code”) requires its officers, directors and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As officers, directors, employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### Reporting Responsibility

It is the responsibility of all officers, directors and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

### No Retaliation

No officer, director or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. Any individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

#### a. EMPLOYEES:

### Reporting Violations

The Code addresses the Organization’s open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with his supervisor or is not satisfied with the supervisor’s response, the employee is encouraged to speak with anyone in management. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization’s National Executive Director, who has specific responsibility to investigate all reported violations. For suspected fraud, or when the employee is not satisfied or uncomfortable with following the Organization’s open door policy, individuals should contact the Organization’s National Executive Director directly. Further, if you are not satisfied or uncomfortable speaking with the National Executive Director, individuals should contact the National President directly.

### Compliance Officer—National Executive Director

The Navy League National Executive Director is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the National President and/or the audit committee. The National Executive Director has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Navy League National Treasurer is the chair of the audit committee.

### Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The National Executive Director shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

### Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated or which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. The Navy League will investigate these reports with care. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The Navy League's interest in being thorough in its investigation means that it cannot promise complete confidentiality, but it will act as discretely as reasonably possible.

### Handling of Reported Violations

The National Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

### Questions

Questions regarding the interpretation should be directed to the National Executive Director.

b. VOLUNTEER OFFICERS, DIRECTORS AND MEMBERS:

Reporting Violations

The Code addresses the Navy League's open door policy and suggests that volunteer officers, Directors and other Members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, a Region President is in the best position to address an area of concern. However, if not comfortable speaking with that person, the National Corporate Secretary may be contacted. Further, if not satisfied or uncomfortable speaking with the National Corporate Secretary, individuals should contact the National President directly.

Illustrative types of Concerns

The following is a non-exhaustive list of the kinds of improprieties that should be reported:

Supplying false or misleading information on the Navy League's financial or other public documents, including its tax return (990);

Providing false information to or withholding material information from the Navy League's auditors or Board of Directors;

Embezzlement, self-dealing, private inurement (i.e. Organization earnings inuring to the benefit of an individual) and private benefit (i.e. Organization assets being used for personal gain or benefit);

Violations of the Navy League's Conflict of Interest and Disclosure Policy;

Payment for services or goods that are not rendered or delivered;

Facilitating or concealing any of the above or similar actions.

The Organization reserves the right to amend and/or supplement this policy at any time.

Compliance Officer—National Corporate Secretary

The Navy League National Corporate Secretary is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the National President and/or the audit committee. The National Corporate Secretary has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity.

### Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The National Corporate Secretary shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

### Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated or which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. The Navy League will investigate these reports with care. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The Organization's interest in being thorough in its investigation means that it cannot promise complete confidentiality, but it will act as discretely as reasonably possible.

### Handling of Reported Violations

The National Corporate Secretary will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

### Questions

Questions regarding the interpretation should be directed to the National Corporate Secretary.

**Table 2-3**

## Navy League of the United States

### Code of Ethics

The Navy League of the United States (NLUS) is committed to ethical practices. The level of public trust NLUS members seek, as we serve the public good, means we have taken on a special obligation to operate ethically. The value of member reputation depends upon the ethical conduct of everyone affiliated with the Navy League of the United States. Each of us sets an example for each other - as well as other professionals - by our pursuit of excellence with powerful standards of performance, professionalism, and ethical conduct. This statement presents the core values of the NLUS members and employees. These values provide the foundation for the Code of Ethics and are the fundamental beliefs that guide our behaviors and decision-making process. We believe these values are vital to the integrity of the Navy League as a whole.

#### Personal and Professional Integrity

All staff, officers, board members and volunteers of the Navy League act with honesty, integrity and openness in all their dealings as representatives of the organization. The Navy League promotes a working environment that values respect, fairness and integrity.

#### Professionalism

The success of the Navy League of the United States is dependent on our members, the general public, and all agencies, including those of the United States government, seeing us as a professional organization. This requires all members, but especially those serving in appointed and elected positions, to demonstrate at all times, professional behavior consistent with the Code of Ethics that places ethical standards ahead of personal gain, requires members to behave in an impartial manner to all people, and to perform all duties with honest effort.

#### Advocacy

We serve the public interest by acting as responsible advocates for those we represent. We provide a public voice of ideas, facts, and viewpoints to aid informed public debate.

#### Honesty

We adhere to the highest standards of accuracy and truth in advancing the interests of those we represent and in communicating with our membership, other organizations, the government and the public. We will not knowingly share false information or promote those who do, nor will we knowingly omit relevant information in order to advance a favored position or person.

### Loyalty

Our members are first faithful to the Navy League of the United States and those we represent, while honoring our obligation to serve the public interest. Our members will always put the mission of the League above their personal ambitions.

### Fairness

We deal fairly with our fellow members, professional staff of the NLUS, other organizations, vendors, the media, the government, and the general public. We respect all opinions and support the right of free expression. We will not engage in negative campaigning, soliciting support with undue or inappropriate influence or encourage any other person to do so on our behalf. However, this is not meant to restrict the disclosure of new and previously unreported verifiable facts.

### Confidence

Our members understand and accept the governance structure of the Navy League of the United States, at times, requires its participants to maintain a strict level of confidence regarding the dissemination of information. This level of confidence is necessary to encourage free expression among members when dealing with often sensitive information and ideas. Members placed in such positions will be faithful to that confidence and all other members will be respectful of the same value in not requesting or expecting such confidence be violated.

### Violations

The NLUS Board of Directors vests its National President, subject to the concurrence of the Steering Committee, the right to bar from membership or expel from the League, any individual who has, following a due process hearing, been found to have substantially violated the Code, or is sanctioned by a government agency or convicted in a court of law of an action that fails to comply with the Code. Violators of this Code of Ethics are subject to the same reporting and action provisions of the NLUS Bylaws and Operations Manual.



**Table 2-4**

## Navy League of the United States

### Code of Conduct

Leadership positions in the Navy League of the United States (NLUS) and its Councils imposes a responsibility to uphold and further the NLUS's purposes and objectives as set forth in its charter and bylaws and mission. The Board of Directors and Members should at all times conduct themselves and their professional and business affairs in a manner that reflects credit upon and enhances the reputation of the Navy League.

The Navy League's Board of Directors vests its National President with the power to enforce these membership obligations by removing from membership, with concurrence of the Steering Committee, any member who, in the judgment of the Steering Committee, gives cause for dismissal. Such causes include, but are not limited to:

1. Any material misrepresentation of service, employment, or credentials in application for membership, during the duration of membership or when serving in any office in the NLUS or its Councils.
2. Any act intended to disrupt the existence or unity of the NLUS or its Councils.
3. Any act that violates the NLUS's charter, such as using one's position in the NLUS to suggest or promote personal, political, policy, religious, or social agendas. To ensure that members' statements are not misconstrued in public form that are not sponsored by the NLUS, whether through introductions or biographic profiles, such statements cannot be accompanied by publications, slides, handouts, etc., which have the logo or insignia of the NLUS. If affiliation with NLUS is noted or apparent, any handouts, publications, or slides must bear the caveat: "The opinions expressed in this (letter, blog, post, tweet, event, speech, newsletter, slide, paper, presentation, discussion, etc.) are those of the individual writer/speaker, and do not reflect the position of, or the endorsement by, the Navy League of the United States, its members, officers, councils, or board."
4. Any act that misrepresents the NLUS's 501(c)(3) non-profit, non-political, educational charter, including any act that brings public disrepute or embarrassment upon the NLUS, or seeks to undermine the purposes or programs of the NLUS.
5. Any defamation, vilification, or deceitful act, false accusation, calumny, or slander or libel against the NLUS, its officers, or its members.
6. Any misrepresentation or use for purposes other than the stated purposes of the NLUS's name, symbols, icons, trademarks, certificates, purposes, activities, membership or

## NLUS Operations Manual Part Two

member data, of the NLUS including any act, assertion, or implication of, affiliation with, sponsorship of, or approval by the NLUS is not permitted.

7. Any act in violation of a fiduciary or other trust exercised on behalf of the NLUS or its subsidiary councils.
8. Any felonious violation of U.S. federal, state, or local laws or any prosecutable or indictable act, at the discretion of the Board of Directors, whether or not related to the NLUS.
9. Any conflict of interest or appearance of conflict of interest with the NLUS's charter, purposes, neutrality or objectives if not resolved immediately and satisfactorily upon notification and concurrence of the National President.
10. Any violation of the ground rules such as "background use only" "off the record" "Not for attribution" set forth on behalf of speakers at Navy League luncheons, seminars, symposia or colloquia.

**Table 2-5**

**Navy League of the United States**

**Code of Conduct**

**National Convention / Board of Directors Meetings**

No campaigning the day of a scheduled election. This restriction includes, but is not limited to face to face interactions, electronic communication, and any form of written communication.

No member shall wear a pin or button that has a name of any candidate for election. No campaign literature of any kind including, but not limited to pamphlets, brochures, fliers, post cards, or any other kind of printed or promotional material on behalf of any candidate, either in support of or in opposition to, a candidate, may be posted or distributed inside any room or area specifically designated as a meeting area within the confines of the convention and board of director meeting venue the day of a scheduled election.

No emails or other forms or electronic messaging including voice or text, that is related to the campaign of any candidate may be communicated the day of a scheduled election.

All members of NLUS shall refrain from negative campaigning on behalf of any candidate, either in support of or opposed to any candidate, at all times. Examples of negative campaigning include, but are not limited to dissemination of information that is known to be untrue, exaggerated, based on innuendo, unfounded, unproven, or is unrelated to the duties of the office for which a candidate is being considered.

Campaigning should focus on the experience, education, and/or expertise of the candidate and his or her strength of character and overall ability to do the job and represent the best interest of the NLUS.

Violations of these standards will be adjudicated according to the principals articulated within the governing documents of NLUS and the code of ethics, which may result in immediate removal from the convention and board of directors meeting.

**Table 2-6** Navy League of the United States  
**Conflict of Interest Policy**

The Navy League of the United States (“NLUS”) is committed to achieving the highest possible Standards of professionalism and ethical conduct. In keeping with that objective, NLUS has adopted a Conflict of Interest policy applicable to elected Officers and Directors as well as NLUS Staff employees.

Broadly speaking, the NLUS definition of Conflict of Interest is “a conflict between the private interests and the official responsibilities of a NLUS member or NLUS staff person in a position of trust”. The NLUS Conflict of Interest policy seeks to prevent, minimize, or eradicate the possibility of a NLUS member, Officer, Director or employee developing, having or becoming involved in multiple interests, financial or otherwise, one of which could possibly corrupt the motivation or decision-making of that individual, the staff employee, or the NLUS at large. Successfully implemented, the NLUS Conflict of Interest policy should minimize or negate personal gain by a member, NLUS employee, Officer, Director, or a family member thereof, involved in any financial transaction or NLUS business dealing. Should an actual, perceived or possible Conflict of Interest arise, under NLUS policy it is incumbent upon the person involved, or appearing to be involved, to make full disclosure of all material facts related thereto. Such disclosure shall be made to the individual’s supervisor, NLUS Executive Director, NLUS Judge Advocate, to a Vice President, or to the NLUS President. A detailed record of the disclosed facts shall be prepared and maintained by the person to whom the disclosure is made. If needed, the matter shall be placed upon the agenda for briefing, discussion and action by the NLUS Steering Committee at its next meeting.

This Conflict of Interest policy shall apply to the NLUS, NLUS Foundation, the LLC, and to all other entities, organizations or committees associated with or under the direct control or custody of the NLUS. It is intended that the provisions of NLUS Bylaws Article 6 shall apply in every actual or perceived Conflict of Interest event.

Each NLUS National, Regional, Area and Council Officer, their Directors and all employees at each level shall be provided annually by the NLUS National Secretary with this Conflict of Interest policy statement, and shall execute a copy of this statement (see below) confirming that the member (a) has read and understands the NLUS Conflict of Interest policy; (b) has agreed to comply with such policy; and (c) shall disclose in detail any actual, possible, or perceived Conflict of Interest then existing and pertaining to that individual, and at such time as any actual, possible, or perceived Conflict of Interest may arise. The National Secretary shall forthwith provide a copy of each completed statement to the National President, the NLUS Executive Director, and the National Judge Advocate for review and further investigation, if needed, and for review and action by Steering Committee members at their next meeting.

---

---

I hereby confirm that I have read and understand the Conflict of Interest policy of the NLUS. Any information I have regarding any actual, possible or perceived Conflict of Interest is set forth on the Attachment hereto and incorporated herein by reference.

Print Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Table 2-7**

**Volunteer Acknowledgement and Pledge**

I, \_\_\_\_\_ (print name), recognize that the Navy League of the United States National Headquarters (“NLUS”) places trust and confidence in me as a volunteer NLUS leader to work for the betterment of NLUS and its members, partners and employees, and sea services, as well as their families. I hereby acknowledge, and pledge to comply with, the following:

1. I have read the statement of NLUS’s core goals and mission included in its Operations Manual. I understand those goals and that mission, and the important role that volunteer leaders play in helping NLUS accomplish its mission and serve its members. I will fully abide by NLUS policies and procedures, including its Code of Ethics, Code of Conduct and Conflict of Interest Policy, and NLUS policies that relate to the use of its computer systems and the safeguarding of sensitive or confidential information belonging to or concerning NLUS, or its members, employees and strategic partners.
2. I understand that volunteers play an important role in maintaining a positive work environment; building staff morale; and preventing organizational disputes with, and claims by, employees. NLUS is committed to full compliance with all applicable workplace employment laws, including, without limitation, laws prohibiting unlawful discrimination and harassment in the workplace, as well as laws that ensure that employees are fully and properly compensated. I agree not to act in ways that could cause NLUS to violate workplace employment laws, or in way that could reasonably be perceived as discriminatory, harassing or unfair to NLUS employees. I also agree to use my best efforts to participate in workplace employment training and education sessions that NLUS may provide for volunteer leaders.
3. I understand that I may have access to sensitive, confidential and/or proprietary information of NLUS such as member lists, non-public information about members, financial information, business and marketing plans, and other sensitive or non-public information. I may also have access to certain employee information. I understand that this information may only be used for purposes authorized by NLUS. If my role as a volunteer leader ends for any reason, I will not use, copy or distribute any confidential, sensitive or proprietary information of NLUS that I may have received or learned during my association with NLUS.
4. I understand that, unless I am an officer with specific authorities under the NLUS Bylaws, I am not authorized to enter into contracts on behalf of NLUS or otherwise bind NLUS.

If I have any questions regarding the nature and extent of my duties and responsibilities as a volunteer leader, I understand that I may contact the National President for guidance and assistance.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Volunteer’s Council

\_\_\_\_\_  
Volunteer’s Region

### III. National Organization

#### A. Board of Directors

1. In accordance with Article 5 of the National Bylaws, the control and management of the property and affairs of the Navy League shall be vested in a Board of Directors. Authority of the Board, as well as certain specific limitations on the authority of the Board, is further spelled out in that same article of the Bylaws. The Board may fix the duties and authorities of the National Officers, and it may also delegate the implementation of the objectives and programs of the Navy League to such person or persons as it may select.
2. There shall be not fewer than thirty-four (34), but not more than two hundred ten (210) National Directors who will be apportioned to the regions on a determined formula of members in each Region as set forth in the below section. Each region shall be apportioned a minimum of two (2) National Directors. All National Officers, Past National Presidents who choose to serve<sup>1</sup>, Chairman of the Naval Sea Cadet Corps, if a member of the Navy League of the United States, and Chairman of the Navy League Foundation, shall be National Directors not apportioned to any region. The National President shall have the power to appoint National Directors. A National Director shall hold office for the term for which he is elected or appointed and until his successor has been elected or appointed, and qualified<sup>2</sup>.

*<sup>1</sup>A Past National President who choose to serve must be nominated by his Region and elected by the members. A Past National President is a non-apportioned National Directed if elected to the Board of Directors under Bylaw Article 5.4 and subjected to the termination clause under Bylaw Article 5.7.*

*<sup>2</sup>Member in good standing as set forth in Part Two, Section II "Membership", Article H "Rights and Privileges"; meet requirements of an individual Regular or Life Member as set forth in Part Two, Section II "Membership", Article C "Types of Membership, Dues, and Rebates" of this Operations Manual; and satisfy requirements as set forth in the Candidate Information Profile form.*

3. The formula for determining the number of apportioned National Directors assigned to each region is as follows:

A "magic number" is produced by dividing the total number of members (not memberships) assigned to regions as reported on November 30th by the maximum number of apportioned National Directors allowed as stated in the National Bylaws Article 5.3 which currently is set at two-hundred ten (210). This

“magic number” represents the ratio of the number of members to each National Director.

The number of Apportioned National Directors assigned to each region is determined by dividing the total number of members for the region as reported on November 30th by the magic number (decimal or fractional number is rounded to the nearest integer).

4. Any National Director who shall, without filing a written statement of good cause to the National President prior to the meeting, fail to attend two (2) National Board of Directors meetings during the term of office is subject to termination of office, upon notice of the fact of this failure having been received by the National President. The National President will make the determination as to whether the absence is excused or unexcused, and the National Director will be notified.
5. Meetings of the Board shall be at the call of the National President. Usually there are two board meetings each year in connection with the National Convention/Annual Meeting of Members, plus an additional Board of Directors' Meeting approximately six months thereafter. The Bylaws also provide for additional meetings under special circumstances. Refer to Part Two, Section IV, Article C, Para.2 “Board of Directors Meeting” in this manual for more information.
6. Since the control and management of the property and affairs of the Navy League are vested by the National Bylaws in the Board of Directors, informed and active directors are essential to the well-being of the organization. The duties and responsibilities of National Directors are shown in Table 2-8.

**Table 2-8**

### Duties and Responsibilities of National Directors

1. Attend national, region, area and council meetings. Attendance at the National Board of Directors' meetings is among members' highest priorities. Article 5.7 of the Bylaws states: "Except as otherwise provided for in these Bylaws, any elected National Director who shall, without filing a written statement of good cause to the National President prior to the meeting, fail to attend two (2) National Board of Directors meetings during the term of office is subject to termination of office, upon notice of the fact of this failure having been received by the National President. The National President will make the determination as to whether the absence is excused or unexcused, and the National Director will be notified." No nomination for re-election as National Director shall be made for any person failing to satisfy this requirement prior to nomination.
2. Participate actively in National Directors' National Committee assignments.
3. Obtain at least ten (10) new members each calendar year.
4. Assist councils in their retention efforts, including, but not limited to, welcoming new members.
5. Contribute and encourage others to financially support the Navy League at the national and council level.
6. Attend military ceremonies.
7. Coordinate with their Council, Area, and Region Presidents to perform the following:
  - a. Host military personnel and assist them in meeting key civilians in the community.
  - b. Educate the public by presenting programs on the nation's four sea services and the need for strong and credible maritime forces for national security and global prosperity.
  - c. Support the Naval Sea Cadet Corps programs by: inquiring as to status of council-sponsored units; encouraging councils not presently supporting a Cadet Corps unit to do so; and participating in Cadet Corps activities.
  - d. Maintain contact with ROTC/JROTC leaders, providing such assistance as they may require. Participate in ROTC/JROTC ceremonies and activities.



## NLUS Operations Manual Part Two

- e. Assist national, region, area, and council officers in attaining NLUS objectives/goals and in implementing programs in support of the annual NLUS Maritime Policy.
  - f. Seek locations and contacts for formation of new councils.
  - g. Seek candidates to be council officers and assisting them in taking leadership roles.
8. Participate in region, area, and council programs such as support of sea services' active and reserve recruiters, support of reserve programs, Adopt-a-Ship/squadron/facility programs, etc.
  9. Participate in community activities, especially those concerned with the sea services and/or the military such as USO, Armed Services YMCA, Chamber of Commerce, and veterans' organizations.
  10. Advise their Region, Area and Council Presidents, at least twice a year, once at the Region Meeting and once before the Annual Meeting of Members, of their own Navy League commitments and activities.
  11. Encourage regular members to become life members.
  12. Assist in Navy League contribution programs.
  13. National Directors are encouraged to set an example with their own generous contributions to the Navy League. Recommend the establishment of new programs to assist the sea services. Recommendations should be submitted to the appropriate National Committee Chair or the National President via their Area and Region Presidents. National Directors are encouraged to be innovative in this respect.

**B. Officers**

1. The following are National Officers of the Navy League: National President, National President-Elect, National Vice-Presidents, National Corporate Secretary, National Treasurer, National Judge Advocate, and Region Presidents.
2. The Board of Directors shall elect qualified candidates to fill vacancies among the ranks of Officers of the Navy League in the forthcoming year as defined in Bylaws Article 6, and to hold office for the terms listed in Bylaws Article 8 or until their successors are elected or appointed and qualified\*. No person shall hold more than one of the offices listed in Bylaws Article 6, and no Officers set forth in this Article shall function as Council President.

*\*Member in good standing as set forth in Part Two, Section II "Membership", Article H "Rights and Privileges"; meet requirements of an individual Regular or Life Member as set forth in Part Two, Section II "Membership", Article C "Types of Membership, Dues, and Rebates" of this Operations Manual; and satisfy requirements as set forth in the Candidate Information Profile form.*

3. Responsibilities of Officers are covered in Article 6 of the National Bylaws. National Vice Presidents shall perform such functions as the National President prescribes. Responsibilities of Region and Area Presidents are covered later in this section.

**C. Steering Committee**

The Steering Committee is composed of the National President, who shall be the Chairman, the National President-Elect, all National Vice Presidents, the National Corporate Secretary, the National Treasurer, and the National Judge Advocate. The duly elected Chairman of the Naval Sea Cadet Corps, if a member of the Navy League and the Chairman of the Advisory Council shall serve as an ex-officio member of the Steering Committee.

The powers of, and limitations of, the Steering Committee are delineated in Article 10.2 of the National Bylaws.

Meetings shall be held at the call of the National President.

**D. Executive Committee**

The Executive Committee is composed of the National President as Chairman, the National President-Elect, all National Vice Presidents, the National Corporate Secretary, the National Treasurer, the National Judge Advocate, the duly elected Chairman of the

Naval Sea Cadet Corps if a member of the Navy League, the Chairman of the Advisory Council, those of the seven (7) most recently serving past National Presidents who, within 30 days following the Annual Meeting and in writing, commit to serve, all Region Presidents, and ten (10) National Directors appointed from the Board of Directors by the National President with approval of the Steering Committee.

The powers of, and limitations of, the Executive Committee are delineated in Article 10.1 of the National Bylaws.

Meetings shall be held at the call of the National President.

## **E. Regions and Region Presidents**

1. Organizationally, the Navy League is divided into seventeen (17) regions encompassing fifty (50) areas. Table 2-9 lists the Regions, its associated Areas and Councils. Table 2-10 illustrates the geographic regions. There is a Region President for each of these regions, elected by the National Board of Directors for a one (1) year term, and limited to a maximum tenure of three (3) consecutive terms. The Region President shall be a National Director and a member of the Executive Committee. Region Presidents must reside in their Region of responsibility and shall be a member\* of a council in such Region.
2. The Region President is responsible to the National President for supervising all Navy League programs and activities within the region and is also the principal point of contact in the region for all national officers, National Committee Chairmen and the National Headquarters staff. The responsibilities of the Region President are listed in Table 2-11.
3. Region President's Expense Reimbursements: Headquarters provides funds to Region Presidents to promote effective Council operations and promote NLUS awareness in the communities they reside.
  - a. Amount of Reimbursement: Region Presidents annually receive one thousand two hundred fifty dollars (\$1,250) plus twenty-five cents (\$.25) per member, plus twelve dollars and fifty cents (\$12.50) per council. The number of councils will include only those chartered and in good standing. The number of members will include those assigned to councils and Region-At-Large and in good standing\*. The number of members and councils to be used in determining these payments will be based on the numbers in their respective regions as of December 31 of the preceding year. Payments to Region Presidents will be made semi-annually.

- b. Authorized Uses: These funds shall be utilized to defray necessary region expenses; however, these funds shall not be utilized to defray the cost of the Region President's attendance at any of the mandated Annual, Board of Directors, or Executive Committee meetings.
  - c. Reporting: The Region Presidents shall forward an accounting of their Region funds semi-annually for the periods ending June 30 and December 31 to the National President or his designee for approval on the Finance Report Form available via the Finance Department. Disapproved reports will be returned to their originator within 20 days of receipt with the reason for disapproval detailed. Semi-annual stipends shall be withheld from those Region Presidents who fail to submit their report within 75 days following close of the semi-annual accounting period or utilize funds for attendance at the meetings indicated above. All payments will revert to the general operating fund 75 days following the close of the fiscal year for those Region Presidents delinquent at that time.
4. Region Presidents are further guided in performing their duties by the Region President's Handbook.

*\*Member in good standing as set forth in Part Two, Section II "Membership", Article H "Rights and Privileges"; meet requirements of an individual Regular or Life Member as set forth in Part Two, Section II "Membership", Article C "Types of Membership, Dues, and Rebates" of this Operations Manual; and satisfy requirements as set forth in the Candidate Information Profile form.*

**Table 2-9**

<b>Navy League Councils by Region and Area</b>		
<p><b>Caribbean-Latin America Region</b></p> <p><b>East Caribbean Area</b></p> <ul style="list-style-type: none"> <li>• Caracas</li> <li>• Saint Croix</li> <li>• St Maarten</li> <li>• St Thomas/St John</li> </ul> <p><b>Mexico-Central America Area</b></p> <ul style="list-style-type: none"> <li>• Acapulco</li> <li>• Lake Chapala</li> <li>• Panama</li> <li>• Puerto Vallarta</li> </ul> <p><b>Puerto Rico Area</b></p> <ul style="list-style-type: none"> <li>• Eastern Puerto Rico</li> <li>• San Juan</li> <li>• Vieques</li> </ul>	<p><b>Empire Region</b></p> <p><b>Connecticut Area</b></p> <ul style="list-style-type: none"> <li>• Eastern Connecticut</li> <li>• Hartford</li> <li>• Western Connecticut</li> </ul> <p><b>Eastern New York Area</b></p> <ul style="list-style-type: none"> <li>• Long Island</li> <li>• New York</li> <li>• Schenectady-Upper Hudson</li> </ul> <p><b>Western New York Area</b></p> <ul style="list-style-type: none"> <li>• Central New York</li> <li>• Niagara Frontier</li> <li>• Rochester</li> </ul>	<p><b>European Region</b></p> <p><b>Northern European Area</b></p> <ul style="list-style-type: none"> <li>• French Riviera-Monaco</li> <li>• United Kingdom</li> </ul> <p><b>Southern European Area</b></p> <ul style="list-style-type: none"> <li>• Andalucia-Rota</li> <li>• Barcelona</li> <li>• Israel</li> <li>• Levante</li> <li>• Madrid</li> <li>• Naples-Italy</li> <li>• Romania</li> <li>• Rome</li> </ul>
<p><b>Florida Region</b></p> <p><b>Central Florida Area</b></p> <ul style="list-style-type: none"> <li>• Central Florida</li> <li>• Sarasota-Manatee</li> <li>• Sun Coast</li> <li>• Tampa</li> <li>• Treasure Coast</li> </ul> <p><b>Northeast Florida Area</b></p> <ul style="list-style-type: none"> <li>• Cape Canaveral</li> <li>• Daytona Beach</li> <li>• Jacksonville</li> <li>• Mayport</li> <li>• Saint Augustine-Palm Coast</li> </ul> <p><b>South Florida Area</b></p> <ul style="list-style-type: none"> <li>• Boca Delray</li> <li>• Broward County</li> <li>• Everglades</li> <li>• Fort Lauderdale</li> <li>• Key West</li> <li>• Miami</li> <li>• Palm Beach</li> </ul>	<p><b>Great Lakes Region</b></p> <p><b>Illinois Area</b></p> <ul style="list-style-type: none"> <li>• Aurora</li> <li>• Chicago</li> <li>• Glenview</li> <li>• Joliet</li> <li>• Lake County</li> <li>• Naperville</li> <li>• Springfield</li> <li>• Crane Area</li> <li>• South Bend</li> </ul> <p><b>Michigan Area</b></p> <ul style="list-style-type: none"> <li>• Battle Creek-Kalamazoo</li> <li>• Detroit Women</li> <li>• Huron Valley</li> <li>• Metropolitan Detroit</li> <li>• Traverse City</li> <li>• Tri-County</li> </ul> <p><b>Wisconsin Area</b></p> <ul style="list-style-type: none"> <li>• Greater Green Bay</li> <li>• La Crosse</li> <li>• Madison</li> <li>• Milwaukee</li> </ul>	<p><b>Liberty Region</b></p> <p><b>New Jersey Area</b></p> <ul style="list-style-type: none"> <li>• Atlantic City</li> <li>• Central New Jersey</li> <li>• Lakehurst</li> <li>• North Jersey</li> <li>• Trenton Men</li> </ul> <p><b>Ohio Area</b></p> <ul style="list-style-type: none"> <li>• Akron-Canton</li> <li>• Cleveland</li> <li>• Greater Cincinnati</li> <li>• Greater Columbus</li> <li>• Toledo-Erie Islands</li> <li>• Western Reserve</li> </ul> <p><b>Pennsylvania Area</b></p> <ul style="list-style-type: none"> <li>• Central Pennsylvania</li> <li>• Harrisburg – Susquehanna Valley</li> <li>• Philadelphia</li> <li>• Pittsburgh</li> </ul>

<p><b>Lone Star Region</b></p> <p><b>Central Texas Area</b></p> <ul style="list-style-type: none"> <li>• Alamo</li> <li>• Greater Austin</li> <li>• Greater Houston</li> </ul> <p><b>North Texas Area</b></p> <ul style="list-style-type: none"> <li>• Dallas</li> <li>• Fort Worth</li> </ul> <p><b>South Texas Area</b></p> <ul style="list-style-type: none"> <li>• Corpus Christi</li> <li>• Ingleside Area</li> <li>• Kingsville</li> </ul>	<p><b>Mid-Atlantic Region</b></p> <p><b>Nation’s Capital Area</b></p> <ul style="list-style-type: none"> <li>• Dahlgren</li> <li>• National Capital</li> <li>• Northern Virginia</li> </ul> <p><b>North Mid-Atlantic Area</b></p> <ul style="list-style-type: none"> <li>• Annapolis</li> <li>• Baltimore</li> <li>• Central Maryland</li> <li>• Eastern Shore</li> <li>• Kanawha</li> <li>• Patuxent River</li> </ul> <p><b>South Mid-Atlantic Area</b></p> <ul style="list-style-type: none"> <li>• Central Kentucky</li> <li>• Charlottesville</li> <li>• Hampton Roads</li> <li>• Lynchburg</li> <li>• Richmond</li> <li>• Roanoke</li> <li>• Williamsburg-Yorktown</li> </ul>	<p><b>Midwest Region</b></p> <p><b>Central Midwest Area</b></p> <ul style="list-style-type: none"> <li>• Greater Kansas City</li> <li>• Mid-Missouri</li> <li>• Saint Louis</li> <li>• South Central</li> </ul> <p><b>Lower Midwest Area</b></p> <ul style="list-style-type: none"> <li>• Oklahoma City</li> <li>• Tulsa</li> </ul> <p><b>Upper Midwest Area</b></p> <ul style="list-style-type: none"> <li>• Cedar Rapids</li> <li>• Des Moines</li> <li>• Dubuque</li> <li>• Nebraska</li> <li>• North Dakota</li> <li>• South Dakota</li> <li>• Twin Cities</li> </ul>
<p><b>New England Region</b></p> <p><b>Northern New England Area</b></p> <ul style="list-style-type: none"> <li>• Casco Bay</li> <li>• Portsmouth</li> </ul> <p><b>Southern New England Area</b></p> <ul style="list-style-type: none"> <li>• Berkshire</li> <li>• Massachusetts Bay</li> <li>• Newport County</li> </ul>	<p><b>Northwest Region</b></p> <p><b>Columbia Pacific Area</b></p> <ul style="list-style-type: none"> <li>• Blueback Submarine</li> <li>• Oregon’s Rogue Valley</li> <li>• Portland</li> </ul> <p><b>Greater Northwest Area</b></p> <ul style="list-style-type: none"> <li>• Spokane</li> </ul> <p><b>Northwest Coastal</b></p> <ul style="list-style-type: none"> <li>• Anchorage</li> <li>• Bremerton-Olympic Peninsula</li> <li>• Juneau</li> <li>• Lake Washington-Everett</li> <li>• Oak Harbor</li> <li>• Seattle</li> <li>• Snohomish County</li> <li>• South Puget Sound</li> <li>• Tacoma</li> </ul>	<p><b>Pacific Region</b></p> <p><b>Greater Pacific Area</b></p> <ul style="list-style-type: none"> <li>• Commodore Perry</li> <li>• Guam</li> <li>• Korea</li> <li>• Sasebo Japan</li> <li>• Siam</li> <li>• Singapore</li> <li>• Thailand Southern Seaboard</li> </ul> <p><b>Hawaii Area</b></p> <ul style="list-style-type: none"> <li>• Honolulu</li> <li>• Kauai</li> <li>• Maui</li> </ul>

<p><b>Pacific Central Region</b></p> <p><b>Central California Area</b></p> <ul style="list-style-type: none"> <li>• Fresno</li> <li>• Greater Kings County</li> <li>• Monterey Peninsula</li> <li>• Stanislaus County</li> <li>• Stockton</li> </ul> <p><b>Northern California Area</b></p> <ul style="list-style-type: none"> <li>• Humboldt Bay</li> <li>• Marin County</li> <li>• Placer County</li> <li>• Sacramento</li> <li>• Sonoma County</li> <li>• Vallejo</li> </ul> <p><b>Northern Nevada Area</b></p> <ul style="list-style-type: none"> <li>• Carson City</li> <li>• Fallon</li> <li>• Reno</li> </ul> <p><b>San Francisco Area</b></p> <ul style="list-style-type: none"> <li>• Alameda</li> <li>• Contra Costa</li> <li>• Lake Merritt</li> <li>• Oakland</li> <li>• Pacific Merchant Marine</li> <li>• San Francisco</li> <li>• Santa Clara Valley</li> </ul>	<p><b>Pacific Southwest Region</b></p> <p><b>Arizona Area</b></p> <ul style="list-style-type: none"> <li>• Phoenix</li> <li>• Tucson</li> <li>• Yuma</li> </ul> <p><b>CA Midcoast/Inland Valley Area</b></p> <ul style="list-style-type: none"> <li>• Bakersfield</li> <li>• Channel Islands</li> <li>• Indian Wells Valley</li> <li>• Malibu</li> <li>• Santa Barbara</li> </ul> <p><b>California Coast / Empire Area</b></p> <ul style="list-style-type: none"> <li>• Corona Riverside</li> <li>• Inland Empire</li> <li>• Las Vegas</li> <li>• Newport Beach</li> <li>• Orange County</li> <li>• Greater Palm Springs</li> </ul> <p><b>Greater Los Angeles Area</b></p> <ul style="list-style-type: none"> <li>• Beverly Hills</li> <li>• Greater Los Angeles</li> <li>• Hollywood/Los Angeles</li> <li>• Long Beach</li> <li>• Pasadena</li> </ul> <p><b>San Diego / Imperial Valley Area</b></p> <ul style="list-style-type: none"> <li>• Coronado</li> <li>• Imperial Valley</li> <li>• San Diego</li> </ul>	<p><b>Rocky Mountain Region</b></p> <p><b>Rocky Mountain North Area</b></p> <ul style="list-style-type: none"> <li>• Utah</li> <li>• Wyoming</li> </ul> <p><b>Rocky Mountain South Area</b></p> <ul style="list-style-type: none"> <li>• Colorado Springs</li> <li>• Denver</li> <li>• New Mexico</li> </ul>
--	--	--

<p><b>South Atlantic Coast Region</b></p> <p><b>Georgia Area</b></p> <ul style="list-style-type: none"> <li>• Aiken-Augusta</li> <li>• Atlanta Metropolitan</li> <li>• Camden-Kings Bay</li> <li>• Golden Isles</li> <li>• Savannah</li> </ul> <p><b>North Carolina Area</b></p> <ul style="list-style-type: none"> <li>• Asheville</li> <li>• Charlotte</li> <li>• Coastal Carolina</li> <li>• Piedmont Triad</li> <li>• Triangle</li> <li>• Wilmington North Carolina</li> </ul> <p><b>South Carolina Area</b></p> <ul style="list-style-type: none"> <li>• Charleston</li> <li>• Columbia</li> <li>• Hilton Heads Island</li> <li>• Upper South Carolina</li> </ul>	<p><b>Southern Region</b></p> <p><b>Central Southern Area</b></p> <ul style="list-style-type: none"> <li>• Greater Chattanooga</li> <li>• Knoxville</li> <li>• Memphis</li> <li>• Mississippi</li> </ul> <p><b>Gulf Coast East Area</b></p> <ul style="list-style-type: none"> <li>• Mobile</li> <li>• Panama City/Bay County</li> <li>• Pensacola</li> <li>• Santa Rosa County</li> </ul> <p><b>Gulf Coast West Area</b></p> <ul style="list-style-type: none"> <li>• Baton Rouge</li> <li>• Greater New Orleans</li> </ul>	
--	--	--

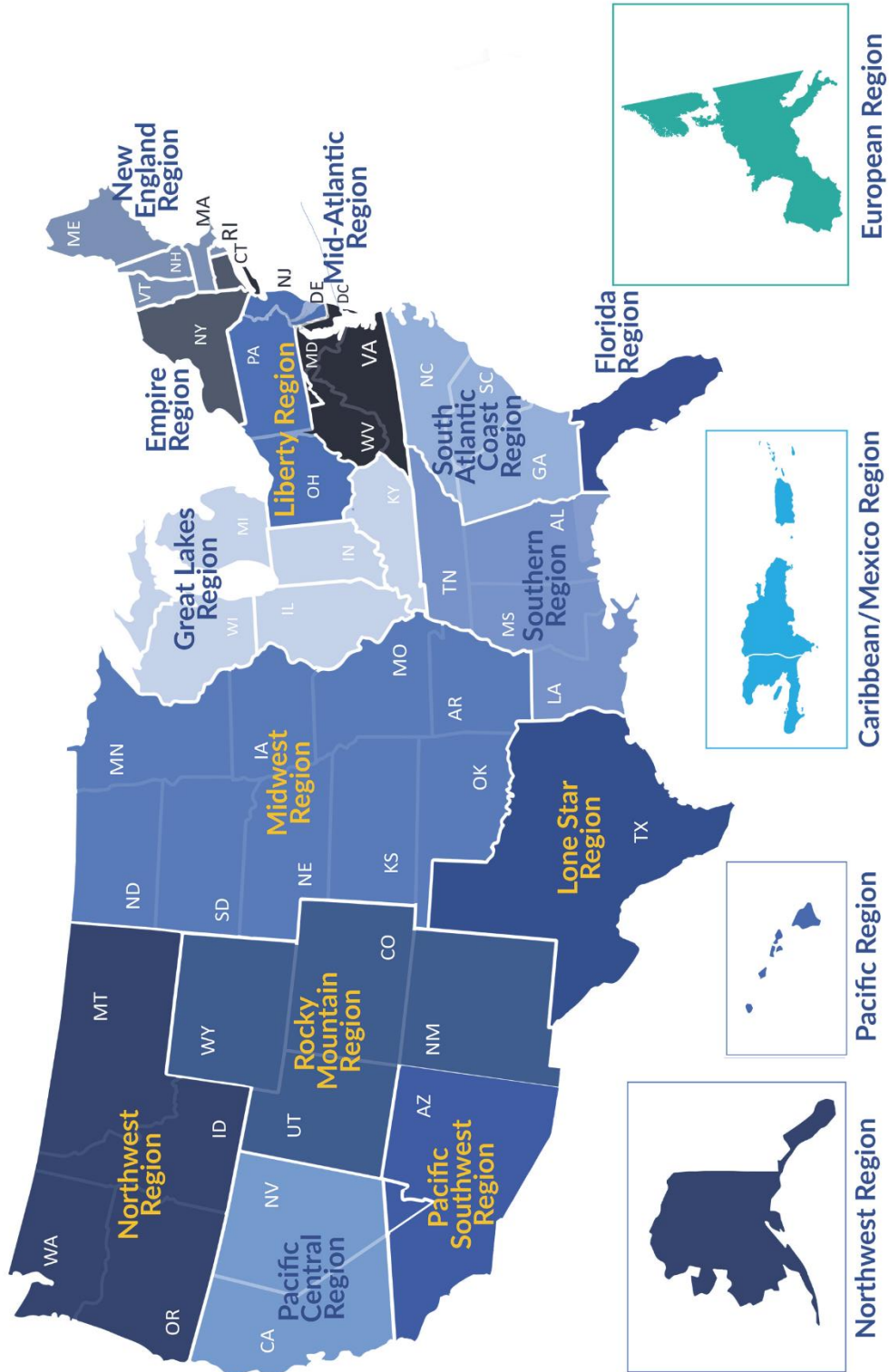
1. Any council can petition to be moved to another region, subject to approval by both Region Presidents.
2. Region Presidents can reapportion councils to areas as demographics and council number and size changes.

Rev. 6/9/2018



Table 2-10

# Navy League of the United States Geographic Regions



**Table 2-11**

### Responsibilities of Region Presidents

1. Appoint such Region Vice-Presidents as may be deemed necessary.
2. Arrange and conduct at least one region meeting per year, inviting participation by National Officers and National Directors in the region. More frequent meetings or conference calls are strongly recommended, if practical. In regions that are widely dispersed geographically, it may be more feasible to hold one region-wide meeting and several sub-regional area meetings. Attendance at region meetings by Area and Council Presidents of the region should be emphasized to provide for their training and to encourage participation on the national level.
3. Act as liaison between Area Presidents in the Region and National Officers and/or National Headquarters staff.
4. Use the Member Portal to monitor their Region to ensure new members are assigned to the appropriate councils and councils perform in its best ability to welcome the new members and involve them in its activities, and to retain its existing members.
5. Liaison Region-at-Large members.
6. Endorse new council charter applications and make recommendations to the National President concerning charter revocations or probationary status of councils as requested by the Area President.
7. Increase membership in the region, demonstrating leadership in founding new Councils, increasing the strength of existing councils, obtaining Corporate, Corporate Gold, and Business Associate Members, and encouraging Community Affiliate Membership recruiting programs.
8. Where feasible, visit each council in the region at least once each year.
9. Support councils to establish liaison with military commands and maritime-oriented organizations in the region and coordinate their requirements with Area and Council Presidents.
10. Coordinate region fund raising activities so as to increase benefits to all areas and councils in the region.
11. Endeavor to increase communications between councils and Area Presidents for the mutual benefit of all concerned.

## NLUS Operations Manual Part Two

12. Assist National Headquarters personnel in establishing a program of maritime education seminars in the region.
13. Assist National Headquarters personnel and National Committees in executing national programs approved by the Board of Directors.
14. Encourage and assist in the formation of Naval Sea Cadet Corps units in the region and encourage council activity in other youth programs.
15. Assure timely submission of council annual reports to National Headquarters.
16. Region Presidents shall forward, in a timely manner, an accounting of their region funds semi-annually for the periods ending June 30 and December 31 to the National President and designated National Vice President for approval.
17. Establish and supervise a Regional Nominating Committee, following guidelines shown in Part Two, Section IV, Article B "Regional Nominating Committee Requirements"
18. When requested, represent the National President or the Navy League on ceremonial occasions.

**F. Areas and Area Presidents**

1. The Navy League regions are further divided organizationally into areas. Each area is presided over by an Area President.
2. Area Presidents are elected by the National Board of Directors for a one (1) year term, and limited to a maximum tenure of three (3) consecutive terms.
3. Area Presidents do not have to reside in their geographic area, but must reside in the Region that includes the area. The Area President shall be a member<sup>1</sup> of a council in their Area of responsibility. An Area President may be a National Director if a citizen of the United States.
4. The Area President is responsible to the Region President for supervising all council programs and activities within the area, and shall establish a close working relationship with the Region President and with all councils in his/her area of responsibility. The responsibilities of the Area President are shown in Table 2-12.
5. Area Presidents are further guided in performing their duties by the Area Presidents' Handbook.
6. Area Presidents Expense Reimbursements – Headquarters provides funds to Area Presidents to promote effective Council operations and promote NLUS awareness in the communities they reside.
  - a. Amount of Reimbursement - Area Presidents annually receive one hundred and twenty-five dollars (\$125) plus ten cents (\$.10) per member plus thirty-one dollars and twenty- five cents (\$31.25) per council. The number of councils will include only those chartered and in good standing. The number of members will include those in good standing<sup>2</sup> and assigned to councils in the Area. The number of members and councils to be used in determining these payments will be based on the numbers in their respective areas as of December 31 of the preceding year. Payments to Area Presidents will be made semi-annually.
  - b. Authorized Uses - These funds shall be utilized to defray necessary area expenses; however, these funds shall not be utilized to defray the cost of his/her attendance at any of the mandated Annual, Board of Directors, or Executive Committee meetings.
  - c. Reporting - Area Presidents shall forward an accounting of their Area funds semi-annually for the periods ending June 30 and December 31 to their respective Region President for approval, with a copy to the National President or the designated National Vice President. Disapproved reports

will be returned to their originator within 20 days of receipt with the reason for disapproval detailed. Semi-annual stipends shall be withheld from those Area Presidents who fail to submit their report within 75 days following close of the semi-annual accounting period or utilize funds for attendance at the meetings indicated above. All payments will revert to the general operating fund 75 days following the close of the fiscal year for those Area Presidents delinquent at that time.

*<sup>1</sup>Member in good standing as set forth in Part Two, Section II "Membership", Article H "Rights and Privileges"; meet requirements of an individual Regular or Life Member as set forth in Part Two, Section II "Membership", Article C "Types of Membership, Dues, and Rebates" of this Operations Manual; and satisfy requirements as set forth in the Candidate Information Profile form.*

*<sup>2</sup>Member in good standing as set forth in Part Two, Section II "Membership", Article H "Rights and Privileges"; meet requirements of an individual Regular or Life Member as set forth in Part Two, Section II "Membership", Article C "Types of Membership, Dues, and Rebates" of this Operations Manual.*

**Table 2-12**

### Responsibilities of Area Presidents

1. Appoint Area Vice-Presidents as may be deemed necessary.
2. Arrange and conduct at least one (more if feasible) Area-wide meeting and/or workshop.
3. Utilize the Member Portal to monitor membership and retention information in their Area and councils, and to encourage councils to perform in its best ability to welcome the new members and involve them in its activities, and to retain its existing members.
4. Act as liaison between the Region President, Council Presidents and National Officers.
5. Endorse new council charter applications and make recommendations to the Region President concerning probationary status, or charter revocation of Councils.
6. Increase membership in the Area by assisting in forming new councils, increasing the strength of existing councils, and obtaining Corporate, Corporate Gold, Business Associate, and Community Affiliate Members.
7. Visit each Council at least once a year or more frequently, if feasible.
8. Coordinate with the Region President to support councils to establish liaison with military commands and maritime-oriented organizations in the area.
9. Assist in fund raising activities area-wide or by individual Councils.
10. Endeavor to increase communications between Councils for the mutual benefit of all concerned.
11. Assist the Region President and National Headquarters personnel in establishing a program of maritime education seminars sponsored and established by Councils in the area.
12. Assist the Region President and National Headquarters personnel in executing national programs approved by the Board of Directors.
13. Encourage Councils to form and/or adopt Naval Sea Cadet Corps units and to be active in other youth programs.
14. Assure timely submission of Council annual reports to National Headquarters.

## NLUS Operations Manual Part Two

15. Area Presidents shall forward, in a timely manner, an accounting of their area funds semi-annually for the periods ending June 30 and December 31 to their respective Region President for approval, with a copy to the National President or the designated National Vice President.
16. Assist the Region President in establishing and conducting a Regional Nominating Committee.
17. When requested, represent the National President, the Region President, or the Navy League on ceremonial occasions.

## **G. Terms of Office**

An Officer or a National Director of the Navy League shall hold office for the term for which he is elected or appointed and until his successor has been elected or appointed, and qualified\*. An officer or a National Director, whether elected or appointed, who has served more than half of the term is considered to have served a full term in that office. A successor who has served more than half of the term is considered to have served a full term in that office. Any individual elected to any office or position of the Navy League shall commence their term in that office upon the adjournment of the meeting at which they were elected. Any person appointed to any office of position shall commence their term at the time and date prescribed upon the appointment.

Term limits for various Navy League officials are stated in Article 8 of the Navy League Bylaws.

*\*Member in good standing as set forth in Part Two, Section II "Membership", Article H "Rights and Privileges"; meet requirements of an individual Regular or Life Member as set forth in Part Two, Section II "Membership", Article C "Types of Membership, Dues, and Rebates" of this Operations Manual; and satisfy requirements as set forth in the Candidate Information Profile form.*

## **H. Qualifications for Office**

1. An individual Regular or Life Member with voting privilege is eligible to serve as National Director, Area President, Region President, National Vice-President, National Corporate Secretary, National Treasurer, National Judge Advocate, National President-Elect, National President, a member of the Executive Committee, and a member of the Steering Committee; if he is a member in good standing as set forth in Part Two, Section II "Membership", Article H "Rights and Privileges"; meet requirements of an individual Regular or Life Member as set forth in Part Two, Section II "Membership", Article C "Types of Membership, Dues, and Rebates" of this Operations Manual; and satisfy requirements as set forth in the Candidate Information Profile form.
2. Honorary Members, International Members, National Directors Emeritus are not eligible to serve in any of the aforementioned offices.
3. An individual Regular or Life Member can serve in any standing or ad hoc committees and can be appointed as Chairman of a committee by the National President.
4. The National President has the power to fill any vacancies in the Board of Directors or among the officers, Region and Area Presidents under 6.1.2 of the



Bylaws. An appointee to fill a vacancy for a National Director, an Area President or a Region President must meet residence requirement for each respective office as set forth in this manual, regional nominating guidelines, or the national bylaws. The National President shall report any appointments made under 6.1.2 to the Steering Committee.

5. The National President may appoint a National Parliamentarian annually under 7.2 of the Bylaws. The National Parliamentarian shall hold a certification by a nationally recognized organization such as National Association of Parliamentarians or American Institute of Parliamentarians.
6. The National President may appoint National Chaplains annually under 7.3 of the Bylaws.
7. The National President may appoint a National Historian annually under 7.4 of the Bylaws.
8. The National President may appoint National Director Emeritus under Bylaws Article 5.4.1 if such appointee is a member in good standing and shall remain as a member in good standing as set forth in Part Two, Section II “Membership”, Article H “Rights and Privileges”; meet requirements of an individual Regular or Life Member as set forth in Part Two, Section II “Membership”, Article C “Types of Membership, Dues, and Rebates” of this Operations Manual. A Certificate of Appointment is presented to the individual upon such appointment (See Table 2-14 at the end of this section).
9. A candidate for National President should be a member of the Navy League for at least five (5) years. This would comprise of serving on at least the Executive Committee or the Steering Committee or on the Region level or a combination of all a minimum of three years. The candidate could also serve at the council level, preferred but not mandatory. With these qualifications, it would bring about a broad background base for the position.

#### **I. Removal of National Officers, Local Officials, and Members**

The National President shall have the power to seek removal of any officer or local official for failure to properly discharge the duties of his office and to seek suspension or expulsion of any Member for conduct prejudicial to the interest of the Navy League; provided, however, that any such officer, official, or Member shall have received at least fifteen (15) days’ written notice of the National President’s intention to seek such approval from the Steering Committee, and shall have been provided with an opportunity to be heard by the Steering Committee. Upon recommendation of the National President and following a due process hearing if requested by the Member, the Steering Committee

may, given a majority vote of those members present and voting, a quorum being present, affirm the suspension or expulsion of the officer, local official, or member.

The National President shall have the power to seek removal of any National Officer for failure to properly discharge the duties of his office or for conduct prejudicial to the interest of the Navy League; provided, however, that any such National Officer shall have received at least fifteen (15) days' written notice of the National President's intention to seek such approval from the Steering Committee, and shall have been provided an opportunity to be heard by the Steering Committee. Upon recommendation of the National President and following a due process hearing if requested by the National Officer, the Steering Committee may, given a majority vote of those members present and voting, a quorum being present, affirm the suspension or expulsion of the National Officer.

1. Procedures for removal of officers or local officials and to suspend or expel any member.
  - a. The National President must be provided in writing the name and title of the individual and a list of the duties and dates that those duties were not properly discharged and/or the conduct and the dates thereof by the individual that was prejudicial to the Navy League.
  - b. After his review, if the National President decides to take action against such individual, he shall notify such individual and the Steering Committee of the charges and his intended action in writing. Such notification to the offending individual must be sent via registered mail with return receipt.
  - c. The accused individual shall have the right to request a hearing before the Steering Committee within fifteen (15) calendar days of the receipt of the official notification from the National President. Such hearing may be conducted via electronic means as permitted under Article 4.6 of the Bylaws.
  - d. If a hearing is held before the Steering Committee, the committee shall have five (5) calendar days to render a verdict. Otherwise, the committee shall either affirm or reject the National President's intended action against the accused individual after the fifteen (15) calendar day period provided for such individual to request a hearing has passed.
  - e. The National President shall deliver the final decision of the Steering Committee to the accused individual within five (5) calendar days in writing via registered mail with return receipt.

2. Procedures for the appointment of officers or local officials.
  - a. The National President, with the approval of the Steering Committee, shall appoint interim national officers to serve in any vacated national positions. Such appointees shall serve for the unexpired term of the removed officials or until the next election for those positions at a duly called Board of Directors meeting.
  - b. The National President, after consultation with the Region President, and with the approval of the Steering Committee, shall appoint interim region or local officials (e.g. Area Presidents, Council Presidents) to serve in any vacated positions. Such appointees shall serve for the unexpired term of the removed officials or until the next election for those positions at duly called meetings for such purpose.

#### **J. Removal of the National President**

Any fifteen (15) members of the Executive Committee shall have the power to seek removal of the National President for failure to properly discharge the duties of his office or for conduct prejudicial to the interest of the Navy League. The National President shall have been provided an opportunity to be heard at the Special Board of Directors Meeting, called for such purpose provided that the National President shall have received at least twenty-one (21) days' written notice of such intention to seek his removal and detailing grievance against him. Following a due process hearing, the Steering Committee may, given a majority vote of those members present and voting, a quorum being present, affirm the removal of the National President.

Upon removal, the National President-Elect shall assume the presidency. In the absence of a National President-Elect, a member of the Steering Committee designated by the Steering Committee shall serve as Interim National President until the next election of a new National President for the unexpired term at a duly called Board of Directors meeting.

1. Procedures for removal of the National President
  - a. Any fifteen (15) members of the Executive Committee may seek removal of the National President from office by providing the National President with a signed petition in writing and a list of the duties and dates that those duties were not properly discharged and/or the conduct and the dates thereof that was prejudicial to the Navy League. Such petition shall be delivered to the National President via registered mail with return receipt and copies to the National Judge Advocate and the Executive Director. The petition shall also request the National President to call for a Special Board

of Directors Meeting in accordance with Article 4.3 of the Bylaws for the purpose of removing the National President from office.

- b. Upon receipt of the petition, the National President shall notify the Board of Directors of such action and call for the Special Board of Directors Meeting within twenty-one (21) calendar days.
- c. A Special Board of Directors Meeting shall be called under Article 4.3 of the Bylaws if the National President fails to issue such call for the meeting within twenty-one (21) calendar days of the receipt of the petition.
- d. The National President shall have been provided with an opportunity to be heard at the Special Board of Directors meeting; however, he shall recuse himself from chairing or voting at the meeting. A motion to declare the chair vacant shall be made if the National President refuses to turn over the presiding authority to an impartial presiding officer. The Immediate Past National President may chair the Special Board of Directors Meeting.
- e. Proceedings at the Special Board of Directors Meeting may be conducted via electronic means such as teleconference or otherwise pursuant to Article 4.5 of the Bylaws.
- f. The National Corporate Secretary shall deliver the minutes for the Special Board of Directors Meeting and its final decision to the National President within five (5) calendar days by registered mail with return receipt.
- g. The Steering Committee may, given a majority vote of those members present and voting, a quorum being present, affirm the removal of the National President.

## 2 Procedure for the appointment of a new National President

Upon removal, the National President-Elect shall assume the presidency for the unexpired term of the office under Article 8 of the Bylaws. In the absence of a National President-Elect, a member of the Steering Committee designated by the Steering Committee shall serve as Interim National President until the next election of a new National President for the unexpired term at a duly called Board of Directors meeting.

**K. Councils**

1. Granting of Charters

A council charter may be issued on application of twenty-five (25) or more charter members and satisfies all requirements as set forth in the Council Formation Guide and Council Compliance Guide. An application to charter a new council and proposed council bylaws must be forwarded to the National Corporate Secretary, via the Area and Region Presidents with their respective endorsement, for final action by the National President to either grant, defer, or refuse the application. To be eligible for membership in a local council, one must be a member of the Navy League.

2. Council Responsibility, Duration, Revocation and Probation

The Officers and Directors of each chartered Council of the Navy League have a responsibility to the Navy League of the United States, its National President, and the National Board of Directors to carry out the purposes, goals, objectives and policies of the Navy League and a fiduciary responsibility to insure that all funds received by them are safeguarded, invested and expended in accordance therewith. This duty is not excused or modified by the form of legal organization under which the Council has chosen to operate, nor by the creation of separate foundations.

Each charter shall remain in effect until amended, rescinded, or canceled for cause by the National President with the concurrence of the appropriate Region President and Area President. Cause for revocation shall include, but not be limited to, the following:

- a. Membership of fewer than 25 members.
- b. Failure to conduct at least one half of the required minimum number of meetings annually.
- c. Failure to elect officers for over one year.
- d. Conducting activities which bring discredit to the Navy League.
- e. Failure to submit required reports.
- f. Failure to participate in Navy League's general comprehensive liability insurance program or failure to obtain similar or equal coverage independently.

- g. Failure to comply with applicable federal, state and local law.
- h. Failure to maintain tax-exempt status as recognized by the Internal Revenue Service.
- i. Failure to operate as a bona fide non-profit organization.

Councils demonstrating one or more causes for revocation on the last day of a calendar semi-annual period will not be entitled to rebates for that period. Councils which have demonstrated cause for revocation for a period of six (6) months or more will be placed on probation by the National President with the concurrence of the appropriate Region and Area Presidents. If the cause has not been removed within six (6) months after being placed on probation, the charter may be revoked by the National President with the concurrence of the appropriate Region and Area Presidents.

In the case of revocation of a charter, or disbanding of a Council, the Council President shall cause to be transferred to the National Treasurer all funds remaining in the treasury of the Council at the time that it ceased to exist. In the case of two or more councils merging, all funds will be transferred to the pre-determined gaining council. If members of an existing council decide to charter a new council (referred to as a "split"), the requirements for chartering a new council must be followed. The existing council's funds remain with the existing council and are not subject to division. All of the above actions are subject to approval by the Area and Region Presidents and are then submitted to the National President for final approval.

3. Observance

The Local Councils shall conduct their business in accordance with the Council Handbook.

**L. Procedures for Requesting Organizational Changes**

- 1. Rename a Region: Region Presidents will submit Region name change requests to the National President for approval via the appropriate National Vice President(s).
- 2. Rename an Area: Area Presidents will submit Area name change requests to the National President for approval via the Region President and the appropriate National Vice President(s).
- 3. Rename a Council: Council Presidents will submit council name change requests to the National President for approval via the Area and Region Presidents.

4. Move an Area from one Region to another Region: Area Presidents will submit requests to move from one Region to another Region to the National President for approval via the two Region Presidents and the appropriate National Vice President(s).
5. Move a Council from one Area to another Area within the same Region: Council Presidents will submit council Area change/move requests to the National President for approval via the Region President and the two Area Presidents for approval. Region Presidents can reapportion councils to areas as demographics and council number and size changes.
6. Move a Council from one Region to another Region: Change requests for moving councils among regions will be submitted to the National President for approval via the two Area Presidents, the two Region Presidents and the appropriate National Vice President(s).
7. Merger of two Councils: The Council Presidents of the two councils desiring to merge will submit their request to the National President for approval via the Area President, the Region President, and the appropriate National Vice President(s).

**M. National Programs/National Committees**

1. No program of the Navy League shall be considered a national program unless submitted to and approved by the Board of Directors.
2. The execution of national programs is assigned to National Committees, whose members and chairmen are appointed by the National President. The National President shall report such appointments to the Steering Committee. A listing of the responsibilities of various National Committees is included in Article 10, of the NLUS Bylaws. In accordance with the Bylaws, the National President shall be an ex-officio member of all boards and committees except the Nominating Committee.
3. Unless otherwise stated in the Bylaws, in this Operations Manual, or when appointed; all terms for committee chairmen and members end at the close of the subsequent Annual Meeting.

**N. Navy League Foundation**

The Foundation shall be governed by a Board of Trustees which shall be responsible for the management of the Navy League National Scholarship Program and all funds donated

to the Foundation for other charitable and educational purposes. This Board shall be responsible as fiduciaries for investment and disbursement of all funds of the Navy League Foundation. All actions taken by this Board will be in accordance with Bylaws adopted by them for governance of the Foundation. These Bylaws shall be consistent with the Bylaws and national policies of the Navy League.

The Board of Trustees of the Foundation shall consist of not more than fifteen (15) members, thirteen (13) of whom will serve staggered three (3) year terms. Trustees may not serve for more than two (2) consecutive three (3) year terms, unless the trustee is serving as chair or immediate past Chair of the Foundation during the seventh year. A majority of members of the board shall be members of the Navy League. The Chair, the National Treasurer, the National Corporate Secretary of the Navy League, and five (5) others shall be appointed by the National President of the Navy League. All remaining members of the board shall be appointed by the Chair of the Board from among persons experienced in fundraising, investing and making grants.

The Board of Trustees shall make an annual report to the Board of Directors of the Navy League, which shall include the names of the scholarship recipients and the amount of funds committed and distributed to each scholarship and the financial status of the Foundation.

The Chair of the Foundation Board shall be appointed by and report to the National President of the Navy League. The Chair shall also serve as a non-apportioned member of the Board of Directors of the Navy League. The Chair is appointed to a one-year term by the National President.

**O. Headquarters Staff**

1. The National Headquarters staff is housed in the Navy League-owned building. The contact information is:

Navy League of the United States  
2300 Wilson Boulevard, Suite 200  
Arlington, Virginia 22201-5424  
Telephone: 703-528-1775, 1-800-356-5760  
Website: [www.navyleague.org](http://www.navyleague.org) Facebook: [www.facebook.com/NavyLeagueUS](http://www.facebook.com/NavyLeagueUS)  
Twitter: [www.twitter.com/NavyLeagueUS](http://www.twitter.com/NavyLeagueUS)

2. A listing of Headquarters staff is published on the [www.navyleague.org](http://www.navyleague.org) under "Contact Us" showing individual staff members and their specific areas of responsibility.



3. The National Headquarters staff, under the direction and supervision of the National Executive Director, conducts the day-to-day business of the Navy League. A Navy League Headquarters Staff Organization Chart is shown in Table 2-13. An organization chart of the Navy League Leadership is shown in Table 2-14.
4. The Naval Sea Cadet Corps and Navy League Foundation are organized as separate 501(c)(3) organizations with their own governing bodies and Headquarters staff. The contact information is:

US Naval Sea Cadet Corps  
2300 Wilson Boulevard, Suite 200  
Arlington, VA 22201-5424  
Telephone: 703-243-6910  
Website: [www.seacadets.org](http://www.seacadets.org) Facebook: [www.facebook.com/usnsc](http://www.facebook.com/usnsc)  
Youtube: [www.youtube.com/seacadets](http://www.youtube.com/seacadets)  
Instagram: [www.instagram.com/usnavalseacadetcorps](http://www.instagram.com/usnavalseacadetcorps)

Navy League Foundation  
2300 Wilson Boulevard, Suite 200  
Arlington, VA 22201-5424  
Telephone: 703-313-1554  
Email: [scholarships@navyleague.org](mailto:scholarships@navyleague.org)

Table 2-13

**NLUS Staff Organizational Chart  
June 2017**

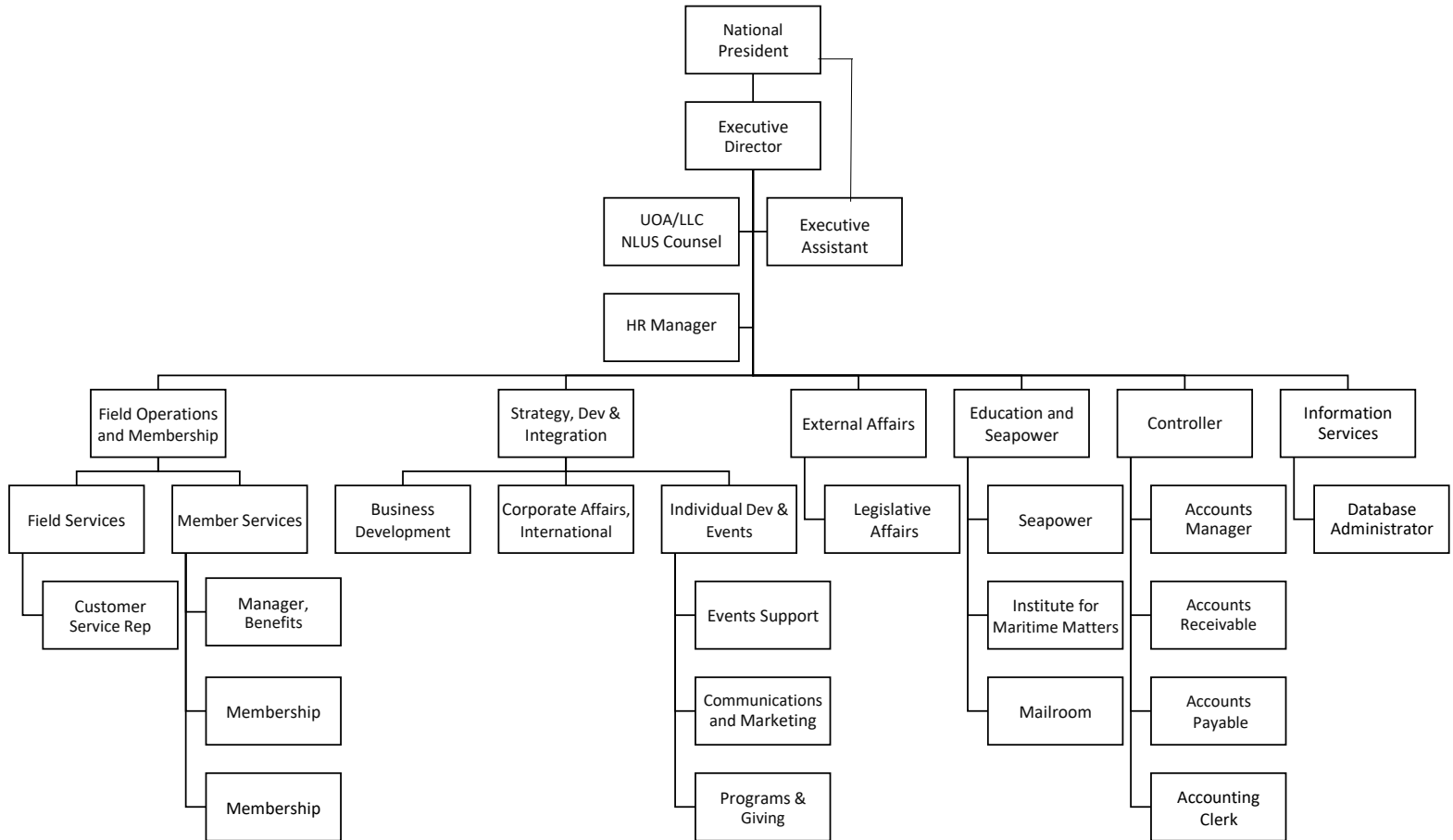


Table 2-14

NLUS Volunteer Organization Chart  
November 2016

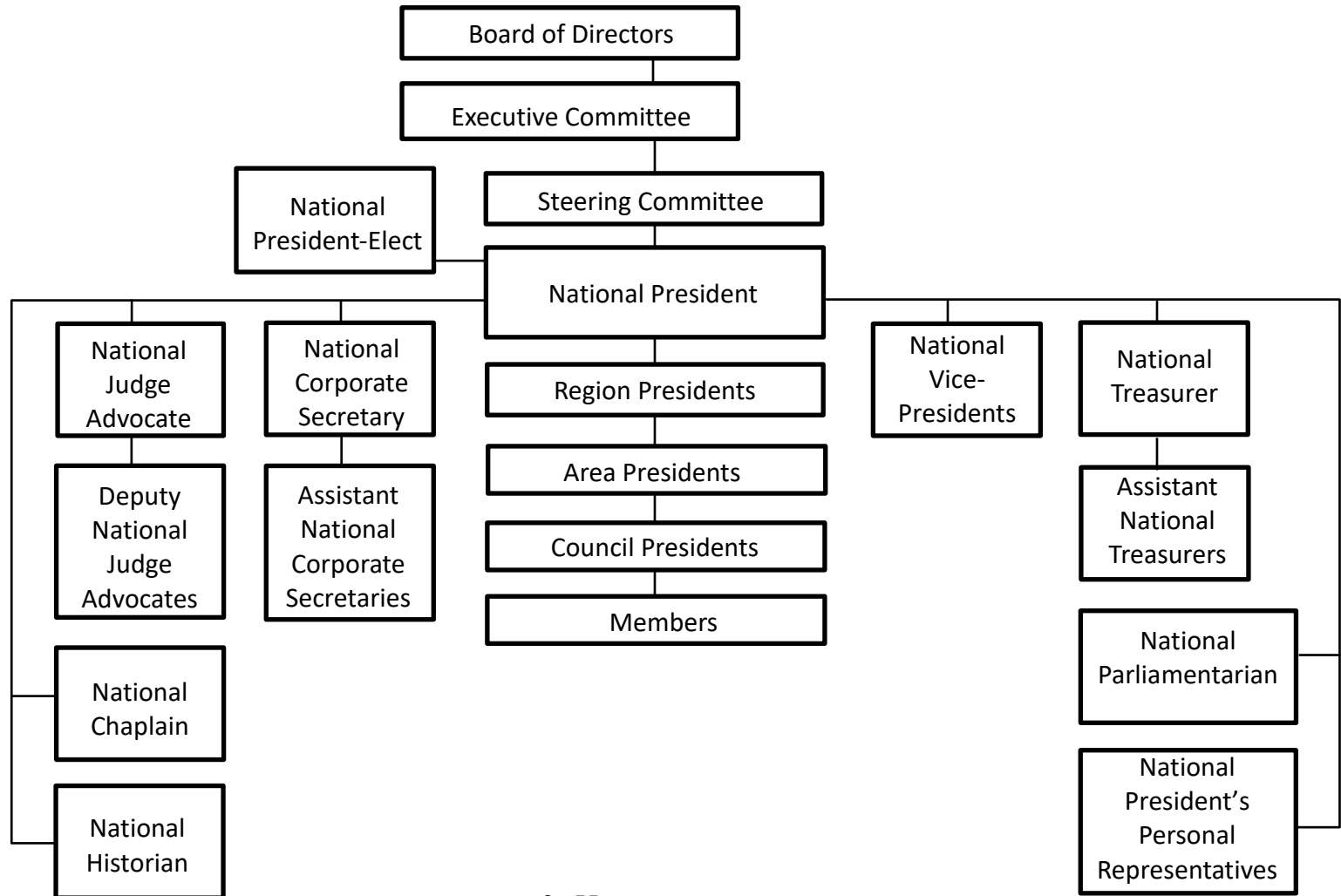


Table 2-15

*This is to certify that*

**Name Here**

*was appointed to serve as a*

*National Director Emeritus*

*of the Navy League of the United States*

*in 2018.*

*In accordance with the Bylaws of the Navy League,  
National Directors Emeritus are entitled to all rights  
and privileges of National Directors  
with the exception of voting.*

*National Corporate Secretary*

*National President*

## **IV. Executive Services**

### **A. National Nomination and Elections**

#### **1. The National Nominating Committee**

- a. The National President shall appoint the Chairman for the Nominating Committee at least one hundred eighty (180) days prior to the Annual Meeting and the remaining Committee not less than ninety (90) days prior to the Annual Meeting. The Committee shall be composed of: A Chairman who shall not be a candidate for any office; all Region Presidents or an alternate designated by the Region Nominating Committee of any Region whose Region President declines or is unable to serve; and up to seven (7) additional Navy League members in good standing appointed by the National President. Additionally, the National Judge Advocate or a Deputy National Judge Advocate shall be appointed to serve in a non-voting capacity. The Chairman shall not serve in that capacity for more than two consecutive one-year (1) terms. The National President shall set the time and place for the meeting of the Nominating Committee.

The Nominating Committee shall nominate candidates deemed qualified for each elective office and at least thirty-four (34) apportioned National Directors.

- b. In years when a National President-Elect is to be elected, the Nominating Committee shall meet, usually at the Fall Board of Directors Meeting, to consider all candidates who have been nominated. Each candidate for National President-Elect shall be interviewed and given an opportunity to discuss his plans for the Navy League if he is elected. Upon completion of its deliberations, the Committee shall present its nomination to the Board of Directors.
- c. No action of the Nominating Committee shall preclude nominations from the floor (See floor nominations procedures in 4-b of this section).
- d. Members of the National Nominating Committee shall not serve on this committee if seeking election to any office higher than the member currently be holding.
- e. All nominations for offices are considered with the understanding that the nominee has consented to the nomination and will serve if elected.

2. The Nominating Procedure

- a. The Board of Directors is composed of non-apportioned National Directors (those who are not charged to any region) and apportioned directors. The non-apportioned directors are the National President, National President-Elect, National Vice Presidents, National Corporate Secretary, National Treasurer, National Judge Advocate, Region Presidents, Past National Presidents who choose to serve, Chairman of the Naval Sea Cadet Corps, if a member of the Navy League of the United States, Chairman of the Navy League Foundation, and members of the Executive Committee. The apportioned number of National Directors is limited to two hundred ten (210).
- b. The number of apportioned National Directors, two hundred ten (210), is then divided into the total members (not membership) to produce a figure referred to as the "magic number" which determines the number of members required for one national directorship. This "magic number" is then divided into the member (not membership) count of each region to produce the authorized number of apportioned National Directors for that region.

The formula for determining the number of apportioned National Directors assigned to each region is as follows:

- (1) A "magic number" is produced by dividing the total number of members\* (not memberships) assigned to regions as reported on November 30th by the maximum number of apportioned National Directors allowed as stated in the National Bylaws Article 5.3 which currently is set at two-hundred ten (210). This "magic number" represents the ratio of the number of members to each National Director.
  - (2) The number of Apportioned National Directors assigned to each region is determined by dividing the total number of members for the region as reported on November 30th by the magic number (decimal or fractional number is rounded to the nearest integer).
- c. The Chair of the National Nominating Committee annually provides material to each Region, Area and Council President, National Director Emeritus and to each incumbent National Director, giving details of the nominating procedures. The Region President is charged with the responsibility of implementing the nominating procedure within his

region, including the establishment of a Regional Nominating Committee and to encourage his Council Presidents to solicit their members' input in formulating the nominations from the councils. The region's slate of nominees along with a completed *Candidate Information Profile* Form (Table 2-18) and the *Volunteer Acknowledgement and Pledge* form (Table 2-7) for each nominee shall be forwarded to the chairman of the National Nominating Committee prior to the date specified in the directive. In the event there remain unresolved controversies within any region, the National Nominating Committee will hold a hearing before making its determination.

*\*Member in good standing as set forth in Part Two, Section II "Membership", Article H "Rights and Privileges"; meet requirements of an individual Regular or Life Member as set forth in Part Two, Section II "Membership", Article C "Types of Membership, Dues, and Rebates" of this Operations Manual.*

### 3. National Nominating Committee Procedures

- a. The committee meets in closed session. However, persons wishing to appear before the committee regarding regional issues may contact Executive Services to arrange an appointment.
- b. As a member of the committee, the Chairman has the right to vote on all proceedings. However, a Chairman may choose to abstain from voting but to vote only in case of a tie in order to protect his impartiality.
- c. If a Region President declines or is unable to serve on the Committee, his Region Nominating Committee will designate an alternate to the National Nominating Committee. The name for the alternate shall be submitted on the Regional Nominating Form along with the names of the people being nominated for offices by the Regional Nominating Committee. The deadline for the submission of the form is to be determined by the Chairman of the National Nomination Committee each year.
- d. Use of electronic teleconference equipment is allowed as long as it is in compliance with Article 4.5 of the Bylaws and procedures set forth in the Operations Manual.
- e. The committee reviews all nominations, recommendations, candidate information profiles, qualifications, and other pertinent documents. After careful deliberation, the committee determines the nominees it will present to the Board of Directors for each of the offices considered. If the

Committee finds no qualified candidate for an office, the nomination for that office shall remain vacant.

- f. All deliberations of the committee shall be held in confidence. The names of the nominees shall not be revealed until the Chairman has contacted the nominees and the recommended slate has been posted in a public area.
- g. As heretofore indicated, no action of the committee shall preclude nominations from the floor (See floor nominations procedures in 4-b of this section).

#### 4. National Elections

- a. Elections of National Directors, National Officers, and Region and Area Presidents shall be in accordance with the National Bylaws, reviewed in brief below:
  - (1) National Directors are to be elected at the Annual Meeting of Members by a majority of those voting in person, or by proxy, for one-year terms or until their successors are elected or appointed, and qualified\*.
  - (2) All National Officers are to be elected by the Board of Directors, by a majority vote of those directors in person voting for terms listed in Bylaws Article 8 or until their successors are elected or appointed, and qualified\*. The quorum for the election of National Officers is one-fourth (1/4) of the total number of Directors.
  - (3) Members of the Steering Committee, Region Presidents, and Area Presidents may not serve concurrently as Council President. Council Presidents may serve as National Directors if a citizen of the United States.

\*Member in good standing as set forth in Part Two, Section II "Membership", Article H "Rights and Privileges"; meet requirements of an individual Regular or Life Member as set forth in Part Two, Section II "Membership", Article C "Types of Membership, Dues, and Rebates" of this manual; and satisfy requirements as set forth in the Candidate Information Profile form.



- b. Floor nomination procedures
- (1) All nominations from the floor must be seconded.
  - (2) Every nominee from the floor must have completed, signed a Candidate Profile Form, and agreed to serve if elected before his nomination can be accepted.
  - (3) Nominations for National Director can only be made and seconded by Navy League members in good standing and from the same region as the nominee.
  - (4) Nominations for Area President or Region President can only be made and seconded by National Directors or National Directors Emeritus from the same region as the nominee.
  - (5) The respective Region President, the Chairman or a member of the respective Region Nominating Committee shall have the opportunity to speak about a nominee for National Director in front of the membership before a vote is taken.
  - (6) The respective Region President, the Chairman or a member of the respective Region Nominating Committee shall have the opportunity to speak about a nominee for Area President, or Region President in front of the Board of Directors before a vote is taken.
  - (7) The Chairman or a member of the National Nominating Committee shall have the opportunity to speak about a nominee for National President, National President Elect, National Vice Presidents, National Corporate Secretary, National Treasurer, National Judge Advocate, or Region President in front of the Board of Directors before a vote is taken.
  - (8) Nominations for positions which require certain pre-certifications, e.g., criminal record check, credit report, professional qualifications, et al, may proceed with the understanding that such nominee if elected may not take office until all required certifications are completed and the candidate is deemed to be without impediment to serving. Approval or rejection of the electee to serve will be made by the Steering Committee within forty-five (45) days of the election.
  - (9) Headquarters staff should be available to facilitate necessary procedures and documentations during floor nominations.

**B. Regional Nominating Committee Requirements and Procedures**

The Executive Committee has approved the following requirements and procedures for implementation by Region Presidents and Regional Nominating Committees.

1. The Region President shall:
  - a. Appoint an experienced Navy League member as Chair of the Region Nominating Committee.
  - b. Appoint the members of the Region Nominating Committee.
    - (1) It is recommended that members are Council Presidents or designated Council Officers from a majority of councils which are active and in good standing.
    - (2) Area Presidents may also be appointed to the committee.
    - (3) Membership on the committee shall represent a cross section of the regional leadership and be geographically balanced.
    - (4) The Region President may not serve as a member or chair of the committee.
    - (5) Members may not serve more than three consecutive terms.
    - (6) Members are not eligible to seek offices higher than they are currently holding.
  - c. Submit a list of the names and titles of the Region Nominating Committee members to the National Nominating Committee Chairman by the deadline as established by the Chairman and also circulate the list to all Council Presidents, Area Presidents, National Directors, and National Directors Emeritus within the Region.
  - d. Solicit nominations from Council Presidents, Area Presidents, National Directors, and National Directors Emeritus using the Nominations to the Region Nominating Committee Form (Form 2) (Table 2-17).
  - e. Endorse and forward the completed Region Nominating Form (Form 1) (Table 2-16) and all accompanying Candidate Profile Forms and Volunteer Acknowledgement and Pledge forms to the Chairman of the National Nominating Committee by the established deadline date and circulate the

Region Nominating Form to all Council Presidents, Area Presidents, National Directors, and National Directors Emeritus in the Region.

2. The Committee shall:
  - a. Allow the opportunity for all candidates to be interviewed in person or via telephone or to submit a written statement to the committee in support of his candidacy.
  - b. Compare the number of National Directors allowed to the membership in the Areas/Councils to ensure fair national leadership representation.
  - c. Ensure all candidates have submitted a completed Candidate Information Profile form (Table 2-18) and the Volunteer Acknowledgement and Pledge form (Table 2-7).
  - d. Ensure residence membership requirements are met per Bylaws Articles 6.7 and 6.8.
  - e. Check with all Past National Presidents in the Region to determine their willingness to serve as a non-apportioned National Director and meet the attendance requirements for National Directors. (Past National Presidents are nominated as apportioned National Directors by Region. Per the Bylaws, they automatically become non-apportioned if elected as National Directors).
  - f. Make no nomination as a National Director if the candidate fails to meet the qualifications in the National Bylaws (in specific Bylaw Article 5.7).
  - g. Make nominations of only qualified candidates, not candidates just to fill allocated National Director positions.
  - h. Ensure that all candidates have consented to the nomination and are willing to serve if elected.
  - i. Designate an alternate to represent the Region to serve on the National Nominating Committee if the Region President declines or is unable to serve on the Committee. The alternate must reside in the same region and be a member of a council in the region. If the Region President declines or is unable to serve on the committee and an alternate is not designated, the Region is considered to be absent from the Committee.
  - j. The Chair of the Region Nominating Committee will notify any incumbent office holder who is not re-nominated.

- k. Quorum for the meeting is one half of the appointed committee members. Meeting via electronic means is allowed per procedures prescribed in this Operations Manual Part Two, Section IV, Article C4.

Table 2-16

Form 1

**Region Nominations for Submission to the  
National Nominating Committee  
(For Regional Nominating Committee use only)**

**Return to: Chairman, National Nominating Committee  
Via: Region President**

**National President** \_\_\_\_\_

**National Vice Presidents**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**National Corporate Secretary** \_\_\_\_\_  
**National Treasurer** \_\_\_\_\_  
**National Judge Advocate** \_\_\_\_\_

**Region President\*** \_\_\_\_\_

**Area Presidents\* (Indicate Area)**  
\_\_\_\_\_  
\_\_\_\_\_

- National Directors\* (In order per the instructions)**
- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

Table 2-16 (cont.)

Form 1

**Alternate National Directors \* (in order of preference)**

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

**Region President's Alternate to the National Nominating Committee\***

\_\_\_\_\_

\*These nominations are to be from your Region only

Chairman, Region Nominating Committee (print name) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Region President's Certification:**

As President of the \_\_\_\_\_ Region, I certify that this slate of Nominees have been arrived at in compliance with existing regulations and directives and has been properly circulated to the Area Presidents, Council Presidents, National Directors, and National Directors Emeritus of this Region.

Note: The National Nominating Committee will not accept the regional Nominating Committee's slate without the above certification by the Region President.

Table 2-17

Form 2

**Nominations to the  
Region Nominating Committee**

**(For Council Presidents, Area Presidents, National Directors, and National Directors Emeritus use only)**

**Return to: Chairman, Region Nominating Committee**

**National President** \_\_\_\_\_

**National Vice Presidents**

_____	_____
_____	_____
_____	_____
_____	_____

**National Corporate Secretary** \_\_\_\_\_

**National Treasurer** \_\_\_\_\_

**National Judge Advocate** \_\_\_\_\_

**Nominees for the following must be from your region only**

**Region President** \_\_\_\_\_

**Area Presidents (Indicate Area)** \_\_\_\_\_

_____	_____
-------	-------

**National Directors**

_____	_____
_____	_____
_____	_____
_____	_____

**Signed** \_\_\_\_\_

**Name/Title** \_\_\_\_\_

**Note: Region President must reside in the Region and be a member of a Council in the Region. Area Presidents must reside in the Region and be a member of a Council in the Area. Council Presidents may only nominate Area Presidents for their Area. National Directors must reside in the Region and be a member of a council in the Region.**

Table 2-18

### 2018 NLUS Candidate Information Profile

As a candidate for office, you must understand the commitment that you are making when elected to that office. Duties and responsibilities are defined in the Operations Manual. This form should be filled out completely, signed and dated prior to submitting it to the Regional President, who then submits it to the Region and National Nominating Committees. Use additional sheets if needed.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Member Since \_\_\_\_\_  
Council \_\_\_\_\_ Region \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
Mobile \_\_\_\_\_ Email \_\_\_\_\_

Have you served as a National Director, if yes how many terms have you served? \_\_\_\_\_

Are you currently a National Director? \_\_\_\_\_

List the last three National Board of Director Meetings you have attended?  
\_\_\_\_\_  
\_\_\_\_\_

Did your Region hold a Region Meeting, if so did you attend? \_\_\_\_\_

List the offices you have held at each level including committee memberships:  
National \_\_\_\_\_  
Region \_\_\_\_\_  
Area \_\_\_\_\_  
Council \_\_\_\_\_

Describe any particular skill sets that you can bring to the Navy League:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What areas do you feel that you can contribute to the Navy League?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List other organizations or clubs in which you have had an active leadership:  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate your preference(s) of which National Committees(s) you would like to serve:  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby authorize the Navy League of the United States to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am a candidate. I understand that the Navy League will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for office will not be processed further. I attest that I have the time and financial resources to serve. I consent to the nomination and will served if elected.



**C. Meetings and Minutes**

1. Annual Meeting

- a. The Annual Meeting of Members is held each year as part of the National Convention. National Conventions are usually held at such sites as recommended by the National Meetings Committee and approved by the Steering Committee.
- b. Details concerning the operations of the National Meetings Committee, including how sites are selected for national meetings, are contained in the Navy League's "Guide to Hosting National Conventions." National Headquarters will provide, upon request, a copy of that document to Councils considering hosting a convention or to any member having an interest in this matter.
- c. At least sixty (60) days prior to the date of the Annual Meeting, all Members shall be notified of the time, date and place of the Annual Meeting and also shall be notified of the matters to be considered at the Annual Meeting.
- d. The Members shall elect the Board of Directors at the Annual Meeting.
- e. The quorum for the transaction of any business at the Annual Meeting of Members shall be a minimum of 300 members as established in the Amendment to the Certificate of Incorporation. Voting at the Annual Meeting of Members may be in person or by proxy. Undirected proxies received will be voted by the Proxy Committee in proportion to the votes cast by those voting in person at the Annual Meeting of Members.
- f. The National President, National Corporate Secretary, and National Treasurer shall submit annual reports to the Members. Such reports shall also be posted to the national NLUS site accessible by password within thirty (30) days following the Annual Meeting. Password can be obtained by written request to the National Corporate Secretary or his designated staff member at the National Headquarters. Such reports shall also be made available to all Members in printed form upon written request to the National Corporate Secretary or his designated staff member at the National Headquarters.

2. Board of Directors Meeting

- a. Upon call by the National President, and upon fifteen (15) days written notice, the Board of Directors will hold such meetings as the National President deems necessary. One-quarter (1/4) of the Board of Directors shall constitute a quorum, except for action to amend or revise the Bylaws.
- b. The Board of Directors meets at the call of the National President. Unless there is a call for a special meeting, the Board normally meets three (3) times annually. The first meeting is held immediately after the Board members are elected at the Annual Meeting of Members. The primary purpose of that meeting is to elect the new national officers for the coming year and to conduct other appropriate business. A second meeting is usually held approximately six months after the Annual Meeting of Members. The third board meeting may be held before the Annual Meeting of Members at the National Convention to permit the Board to address any business it may wish to conclude before a new Board is elected.
- c. Upon written request to the National President by any seven (7) members of the Executive Committee, the National President shall call, within twenty-one (21) days of the request, a special meeting of the Board of Directors, and should the National President fail to call such meeting within the prescribed time, the requesters may issue such call, reciting the failure of the National President to act. In such a case, the requesters will select one amongst themselves to serve as Chair pro temp of the called special meeting. Any special meeting held pursuant to such call shall be a legal meeting, and its acts and proceedings will be valid and binding so long as a quorum was established and maintained at the time of action as though such meeting had been called by the National President. Quorum requirements for a special meeting shall follow quorum requirements listed in the National Bylaws.

3. Steering and Executive Committee Meeting

- a. Upon call with at least 72 hours' notice by the National President, the Steering and Executive Committee will hold such meetings as the National President deems necessary. For matters deemed of extreme urgency, the National President may call a meeting with at least 24 hours' notice. All such meetings shall be legal meetings and resulting acts will be valid and binding so long as a quorum was established and maintained at the time of such action. One-half (1/2) of the Executive Committee shall constitute a quorum. Two-thirds (2/3) of the Steering Committee shall constitute a quorum.

4. Electronic Meetings

- a. Except for the Annual Meeting, and Regular Board of Directors Meetings held in conjunction with the National Convention or with an election of National Officers, electronic meetings shall be permitted as long as they are consistent with procedures, provisions, and/or rules in this Operations Manual.
- b. Unless otherwise specifically prohibited by the bylaws, meetings such as those which all or some of the participating members are not physically present in one room or area are allowed to be conducted through electronic means such as the internet or by telephone are permitted as long as conditions of opportunity for simultaneous aural communication among all participating members are available (deliberative process in writing such as postal mail, email, chat room, texting, or fax does not satisfy the “simultaneous aural communication” condition and thus not allowed).
- c. Equipment or computer software required for participation in the meeting, unless specially provided by the Chairman, must be easily accessible by participants of the meeting. The Chairman must also provide contingencies for technical difficulties and malfunctions of such equipment or software.
- d. Participants in an electronic meeting are considered as present as in a physical face to face meeting.
- e. Quorum for an electronic meeting shall be the same as if the meeting were held in a face to face physical location.
- f. The notice of an electronic meeting must include adequate description of how to participate; i.e., the telephone number to call, the web address and password for log-on or a physical location if certain members can participate in person, must be provided.
- g. The chairman of an electronic meeting may set conditions for a member to seek recognition, obtaining the floor, by which motions may be submitted, and methods for taking and verifying votes. Such conditions shall be circulated to all participants at the commencement of the meeting.

- h. The chairman of an electronic meeting may adopt provisions to ensure only invited members can participate in the meeting, especially during any meeting or portion of a meeting held in executive session.

5. Minutes

- a. Minutes shall be taken of all meetings of the Annual Meeting of Members, the Board of Directors, the Steering Committee, and the Executive Committee. Such [draft or approved] minutes shall be made available to all National Directors within thirty (30) days of following such meeting.
- b. Minutes for an Annual Meeting of Members, a Board of Directors Meeting, a Steering Committee, or an Executive Committee Meeting (either in draft or approved form) shall be posted to the national NLUS site accessible by password within thirty (30) days following such meeting. Password can be obtained from the National Corporate Secretary or his designated staff member at the National Headquarters with written request. Such minutes shall also be made available to all National Directors in printed form upon written request to the National Corporate Secretary or his designated staff member at the National Headquarters.

**D. Procedure for Bylaws Review**

The quorum for amending the Bylaws shall be two-fifths (2/5) of the total number of National Directors. The Bylaws may be amended only at a meeting of the Board of Directors, and by a two-thirds (2/3) vote of those present and voting.

- 1. A proposed amendment to the Bylaws shall be submitted to the National President at least sixty (60) days\* prior to the next scheduled meeting of the Board of Directors. This submission shall include the submitter's name (individual/committee), and the reason for the proposed change. Submission lacking any of the aforementioned elements shall be returned to the submitter with the reason of return.
- 2. The National President, within ten (10) days\* of receipt of a complete proposed Bylaws submission, shall forward the proposed amendment to both the National Judge Advocate and the Bylaws Committee for review of form (structure, how the proposal is put together) and substance (the content of the proposal) concurrently.
  - a. The review shall also take into consideration if the proposed bylaws amendment is in conflict with other articles or sections of the Bylaws, and if it conforms to federal, state, local, or any other applicable laws.

- b. If discrepancies are discovered, the proposed amendment will be returned to the submitter with such discrepancies noted, and the submitter shall have the option to amend his proposal to correct such discrepancies for resubmission within seven (7) days\*.
      - c. If the submitter declines to correct such discrepancies or to withdraw his submission, the proposed Bylaws amendment will go forward with such discrepancies noted.
      - d. The review by the National Judge Advocate and the Bylaws Committee, including resubmission by the submitter if necessary, shall be completed within twenty (20) days\* of the National President's initial submission to the National Judge Advocate and Bylaws Committee.
3. The National President shall then submit the proposed Bylaws amendment to the Steering Committee and the Executive Committee for their review and recommendations after the review process is done by the National Judge Advocate and the Bylaws Committee.
4. The National President shall submit the proposed Bylaws amendment to the Board of Directors in writing at least thirty (30) days\* prior to the next regular meeting of the National Directors for their consideration.

*\*All days mentioned in this section are defined as calendar days.*

#### **E. Program Resources**

Guidelines for programs supported by the NLUS are available at National Headquarters and online on the Navy League web site under "Council Resources"

#### **F. Awards**

Refer to NLUS Awards Manual – Appendix I

Refer to NSCC/NLCC Awards Manual – Appendix II



# **Navy League of the United States**

## **Operations Manual**

### **Part Three**

#### **Council Handbook Policies and Organization**

Revised  
June 9, 2018

## Table of Contents

<b>I.</b>	<b>Introduction</b>	3-1
<b>II.</b>	<b>Council Formation and Charters</b>	3-2
	<b>A. Formation</b>	3-2
	<b>B. Name</b>	3-3
	<b>C. Charter</b>	3-4
	<b>D. Compliance</b>	3-4
	<b>E. Prohibition</b>	3-4
	<b>F. Revocation</b>	3-4
<b>III.</b>	<b>Council Organization</b>	3-5
	<b>A. Council Officials</b>	3-5
	<b>B. Board of Directors</b>	3-6
	<b>C. Operating Committees</b>	3-7
<b>IV.</b>	<b>Council Administration</b>	3-8
	<b>A. Membership</b>	3-8
	<b>B. Elections</b>	3-8
	<b>C. Fiscal Year</b>	3-9
	<b>D. Annual Report</b>	3-9
	<b>E. Council Meetings</b>	3-9
	<b>F. Employer Identification Number</b>	3-11

<b>G.</b>	<b>Tax-Exempt Status</b>	<b>3-11</b>
<b>H.</b>	<b>Council Insurance Coverage</b>	<b>3-13</b>
<b>I.</b>	<b>Communications</b>	<b>3-14</b>
<b>J.</b>	<b>Program</b>	<b>3-16</b>
<b>V.</b>	<b>Attachments</b>	<b>3-22</b>
<b>A.</b>	<b>Sample Council Articles and Bylaws</b>	<b>3-22</b>
<b>B.</b>	<b>Sample Navy League Theodore Roosevelt Youth Medal Certificates</b>	<b>3-32</b>
<b>C.</b>	<b>Sample Sailor of the Month/Quarter/Year Certificate</b>	<b>3-35</b>
<b>D.</b>	<b>Sample Adoption Certificate</b>	<b>3-36</b>



## **I. Introduction**

The general membership of the Navy League is structured into councils located throughout the United States and overseas. Each council is responsible for the recruitment and retention of its members, and for carrying out activities and programs that enhance the purpose of the Navy League. The council is the grassroots of the Navy League, and its activities indicate the strength of the National Organization in furthering the objectives of the Navy League.

The Navy League of the United States Bylaws call for a Council Handbook to be established and maintained as part of the Operations Manual.

Councils shall be governed by and conduct their business in accordance the Operations Manual which includes the Part I - Navy League Bylaws; Part II – National Policies and Organization; and Part III – the Council Handbook Policies and Organization and Attachments. Should any conflict arise between the contents of the Operations Manual, and the Navy League’s Bylaws, the National Bylaws will take precedence.

## II. Council Formation and Charters

### A. Formation

A request to form and charter a council can be made by a written submission to the National Corporate Secretary via the Area and Region Presidents when twenty-five (25) or more persons, who are members in good standing\*, or potential members of the Navy League, indicate their intention to become charter members of the new council. The charter request may be submitted by email.

The follow steps should be followed prior to submission of an application to form a council:

1. Obtain Council Formation Guide from National Headquarters.
2. Hold Council formation meeting(s) with the anticipated charter members (and the Area and/or Region Presidents, if feasible) in attendance. This meeting should discuss the Navy League's policies, objectives and organization and how the individual will achieve the Navy League's goals.
3. Ensure the twenty-five (25) or more potential members meet membership requirement as set forth in Part Two, Section II, Article H "Rights and Privileges"; meet requirements of an individual Regular or Life Member as set forth in Part Two, Section II, Article C "Types of Membership, Dues, and Rebates" of this Operations Manual.
4. A current Navy League member who is already a member of an existing council must indicate if he wants:
  - a. To be transferred to the new council when chartered.

OR

- b. To purchase an additional Navy League membership for assignment to the new council while keeping his existing membership with his current council.

*\*Member who is not placed in suspension status, or being removed from the Navy League of the United States, and meets requirements of an individual Member as set forth in Part Two, Section II, Article C "Types of Membership, Dues, and Rebates" of this Operations Manual.*

5. Draft Council Article or Corporate Charter\* and Council Bylaws
  - a. Although not required (unless required by state law), it is strongly recommended that a council be incorporated in its state of residence for legal protection and limitation of personal liability for the Council Board of Directors.
  - b. It is recommended that the Council Article or Corporate Charter be drafted by an attorney and be processed in accordance with the legal requirement of the council's residing state.
  - c. Draft samples of the Council Article or Corporate Charter, and the Council Bylaws are in the appendix of this section.

*\*The Corporate Charter may be called the Certificate of Incorporation, Article of Incorporation, Articles of Association, etc. in different states variously.*

6. Submit the request to form and charter a council to the National Corporate Secretary at National Headquarters and it must be accompanied by the following:
  - a. Completed membership application form from potential members.
  - b. Completed membership application from a member who chooses to purchase a second membership or a statement from the member requesting to be transferred to the new council.
  - c. Copy of draft Council Article or Corporate Charter.
  - d. Copy of draft Council Bylaws.

**B. Name**

It is recommended the councils be named after the community, geographical area or a ship where the new council is located, e.g. Seattle Council, Greater Austin Council. To facilitate IRS registration, the official Council name must be "Navy League of the United States XYZ Council." The council can still be referred to informally as the "XYZ Council."

**C. Charter**

Once the application is favorably endorsed by the Area and Region Presidents and a final review of the Corporate Charter and Council Bylaws completed by the National Judge Advocate, the National President has the final authority to grant the request for chartering a council. All Navy League members who participated in the council formation meeting(s) by indicating their intent to become members of the new council shall be known as charter members.

**D. Compliance**

Council must operate in compliance with all applicable federal, state, and local laws in addition to the Operations Manual Part One (NLUS Bylaws), Part Two (National Policies and Organization) and Part Three (Council Handbook Policies and Organization). Refer to Part Two, Section III, Article L "Council" of this Operations Manual for conditions a council must meet in order to maintain its active status.

**E. Prohibitions**

Specific prohibitions outlined in the Operations Manual in respect to declaration of policy, political influence, communications, and use of Navy League indicia are equally applicable to Navy League Councils.

**F. Revocation**

The National President shall have the authority to amend, rescind, or cancel a council charter, for cause, in accordance with the Operations Manual.

### III. Council Organization

#### A. Council Officials

##### 1. Council President

- a. The Council President directs the activities of the council; presides at meetings including those of the Board of Directors; appoints committee chairmen; assure compliance with National Bylaws and all federal, state, local laws and regulations; maintains the council to be in good standing as prescribed in Part Two of this Operational Manual; submits the council's annual report and other reports required; represents the council in public relations and in Navy League national, region, and area organization activities.
- b. The Council President shall not serve more than two (2) consecutive one (1) year terms, or more than a total of four (4) terms. Service beyond two (2) successive one (1) year terms must be approved in writing by the Region President.
- c. No National Officer, Region President or Area President, while holding any of those offices, shall serve as a Council President.
- d. An individual shall not serve simultaneously as Council President of more than one council unless specially authorized by the National President upon recommendation by the Region President under certain circumstances such as the formation of a new council or the attempted resurrection of a failing council.
- e. A Council President Turnover Guide is available to assist in the relief process.

##### 2. Council Vice-President(s)

The Council Vice-President(s) assist the Council President as approved by the Council Board of Directors; coordinate the activities of assigned committee chairmen; may serve as chairmen of major committee; and should be willing to serve as Council President if called upon. The office of the Council Vice President(s) is the training ground for future Council Presidents.

3. Council Secretary

The Council Secretary maintains council records such as bylaws, minutes of meetings, election results, and an accurate membership roster; prepares an annual report to the council membership; assures that timely notice of meetings is given to all members.

4. Council Treasurer

a. The Council Treasurer maintains financial records of the council including a record of all receipts and expenditures of council funds; establishes the council's bank account; prepares and oversees the council's budget; submits to the membership an annual report on the finances of the council; arranges for an annual audit of council financial matters.

b. The Council Treasurer must file all required tax reports with the IRS, state and local tax authorities. Failure to do so may result in the council suffering significant financial penalties, loss of granted tax-exempt status, or be placed in probation status by the National President.

5. The Council President or the Board of Directors may establish from time to time as needed other council officials, such as Council Judge Advocate or Council Chaplain, by appointment or through election.

6. Individual states may have different requirements on the minimum number of council officials. Councils are advised to check with their resident states on such requirements.

**B. Council Board of Directors**

1. The Council Board of Directors, consisting of the council officers and council directors, shall manage and control the affairs of the council.

2. The Board may adopt bylaws and regulations or delegate its authority to the elected council officers and such other council members as it so desires.

3. Council Bylaws and amendments must be consistent with the National Bylaws and with the policies, purposes and objectives of the Navy League. (A sample set of Council Articles and Bylaws are at the end of this Part Three of the Operations Manual).

4. Some councils follow the National practice of having the membership elect the Council Directors who then elect the Council Officers. Other councils have both Council Directors and Council Officers elected by the members. Either method is acceptable.
5. An advisory or honorary group of outstanding community leaders, former national or council officers also may be formed and invited to attend board meetings.

**C. Operating Committees**

1. The Council President shall appoint members to committees approved by the Board of Directors for the conduct of business.
2. Committees may determine their own rules of procedure subject to Board approval.
3. A Council should at its minimal establishes the following committees: Membership, Retention, Finance and Budget, Legislative Affairs, Programs and Public Affairs.
4. Committee Chairs are assigned management responsibilities for council programs. Depending on council bylaws, committee Chairs may be ex-officio members of the Board of Directors who may also be council officers.
5. Committee reports are valuable in the preparation of the council's annual report to National Headquarters and for providing guidance to successor chairs.
6. Council management should encourage member participation by assigning as many members as practical to committee activities.

## **IV. Council Administration**

### **A. Membership**

1. To be eligible for membership in a local council, the individual must be a member of the Navy League national organization. Eligibility, dues, and council rebates for the various categories of membership are covered in the National Bylaws Article 3 and Operation Manual Part Two, Section II “Membership”
2. A council may establish local dues or membership fees as it may deem to be appropriate, but such dues or fees must be in addition to, not in lieu of, the National dues.

A council may, with special authorization from the National President, collect [national] dues directly from its members for remittance to the National Treasurer. Refer to Operations Manual Part Two, Section II, Article D “Collection of Dues and Rebates to Councils” for further details.

### **B. Elections**

1. All council officers and council directors must be members of the Navy League of the United States in good standing\* and shall be elected by a majority vote of those council members present and voting at a meeting called for the purpose of holding such election. The Officers and Directors elected shall serve one (1) year terms or until their successors are elected. A suggested “Oath of Office” for elected council members is in Table 3-1.
2. Variations from the aforementioned procedures are acceptable but must be stipulated in Council Bylaws. A few examples of variations are:
  - a. Voting by a written mail-in ballot.
  - b. Councils members elect the council directors, who then elect the council officers.
  - c. Including Past Council Presidents, current and Past National Officers, as members of the Council Board of Directors.
3. Council elections must be held during the last quarter of the Navy League’s fiscal year (calendar) and council officers and council directors installed by the end of the following January. Waivers may be requested from and approved by the



Region President. Such requests shall contain written justification and be submitted to the Region President not later than 1 December each year.

*\*Member who is not placed in suspension status, or being removed from the Navy League of the United States, and meets requirements of an individual Member as set forth in Part Two, Section II, Article C "Types of Membership, Dues, and Rebates" of this Operations Manual.*

**C. Fiscal Year**

All councils are encouraged to establish a fiscal year coinciding with the national fiscal year, which is the same as the calendar year.

**D. Annual Report**

Each council must submit an annual report covering the previous calendar year. Failure of a Council President to submit this annual report, due on January 31, will result in the withholding of council dues rebates by National Headquarters. Those rebates shall revert to the general fund of the Navy League at the close of each 6 months period and shall not be reissued even in the event the report is submitted after that date. Failure to submit the annual report on time will disqualify a council for council performance awards.

**E. Council Meetings**

1. The Board of Directors should meet at least once each quarter.
2. General membership meetings and events are encouraged to be held at least 4 times per year.
3. Meeting quorums will be determined by Council Bylaws.
4. Minutes of all meetings should be kept, and the current version of Robert's Rules of Order Newly Revised should apply for the conduct of the meeting in all instances not covered in the National or Council Bylaws.

**Table 3-1**

## **The Oath of Office**

*Would the Officers and Board of Directors of the Council please come forward.*

The Navy League of the United States was incorporated in 1902 with President Theodore Roosevelt as a benefactor. He donated a portion of the monies he received from his Nobel Peace Prize and we should be reminded of our objectives.

The Navy League:

- Is a civilian organization which is dedicated to educating the American people and our government that the United States is a maritime nation.
- Fosters and maintains an interest in a strong Navy, Marine Corps, Coast Guard and Merchant Marine.
- Supports those who wear the uniform of our armed forces and their families.
- Educates and trains the youth of America in the customs and traditions of the Maritime Services by actively supporting the youth programs.

It is the responsibility of the Officers and Board of Directors of the Council to ensure that programs and initiatives are established to accomplish these objectives and give their enthusiastic support.

*Please hold up your right hand:*

**“I do solemnly swear that,  
during the term of office for which I have been elected,  
I shall faithfully serve, to the best of my ability,  
the interest of our nation,  
its maritime services  
and the Navy League of the United States.”**

**F. Employer Identification Number (EIN)**

Each council must have an Employer Identification Number (EIN). It is considered identity theft if a council use another council's or National Headquarters' EIN. This identity theft may lead to tax fraud charges. EIN can be obtained by submitting a completed IRS Form "SS-4" to the Internal Revenue Service.

**G. Tax-Exempt Status**

The Internal Revenue Service has classified the Navy League of the United States (National) as tax-exempt under the provisions of Section 501(c)(3) of the Internal Revenue Code. Contributions to the Navy League (National) are tax-deductible.

NLUS (National) has obtained a group tax exempt ruling whereby those councils that have applied to National for such inclusion AND have been accepted under the group tax-exempt ruling, will be afforded the same exemption and tax deductibility for federal tax purposes. Both National and the IRS encourage councils that are eligible to apply for inclusion in this group tax-exempt ruling, for which there is no charge.

1. Each council electing to be included in this group tax-exempt ruling will be required [normally only once] to submit to the Corporate Counsel at Headquarters, the following IRS required documentation:
  - a. A letter, signed by a principal officer of the council, indicating that the council's accounting period ends on December 31, and that the council desires and agrees to recognition of exemption from federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 under the Navy League's group tax exemption program.
  - b. A copy of the Council Bylaws or Articles of Incorporation if such articles function as its Bylaws as well (Individual states may impose additional requirements to incorporate in their jurisdiction and qualify for tax exemption).

If the council's name does not comply with the naming requirement of "Navy League of the United States XYZ Council" (See Part III, Section II, Article B "Name"), the council must submit an amendment to its Articles of Incorporation to reflex such change. If the council is incorporated, the amendment must show the date-filed stamp of the state officer authorized to file corporation amendments in the official state records

- c. The council's permanent mailing address (either a physical address or a post office box number). Councils must keep Headquarters advised if their permanent address changes.
  - d. A brief narrative of the council's activities, receipts and expenditures for the past fiscal year. Headquarters will utilize this information to determine that the council's activities are consistent with the Navy League's Bylaws and policies.
  - e. A copy of the IRS issued employer identification number (EIN).
  - f. If the council has previously been individually recognized as exempt from federal income taxation under Section 501(c)(3) of the Code, a principal officer of the council must include a copy of the council resolution indicating that the council relinquishes that direct exemption as of the date that it wishes to be included in national group tax-exemption program. Sending a copy of the original exemption letter is recommended but not required.
3. Councils that are not exempt from federal income taxation under Sections 501(c)(3) of the Internal Revenue Code are not eligible for deductibility of contributions and all council income will be taxable unless a separate exemption has already been established.
  4. Councils choosing to participate in the group tax-exempt program will still have full responsibility for their activities in the event of an Internal Revenue Service audit of the council. Inclusion in the group ruling will not relieve the council of its obligation to file Form 990 *Return of Organization Exempt from Income Tax* or any other filings that the IRS may require of tax exempt organizations.
  5. Councils not recognized as exempt under Section 501(c)(3) of the IRS Code are strongly advised to participate in the NLUS national group tax-exempt program. This service will keep the council better informed and in compliance with non-profit tax laws while reducing the burden of independently keeping track of future changes in law. Participation in the group exemption is free.
  6. Only councils located on U.S. territory may participate in the NLUS group exemption. Councils located on foreign soil may apply separately for individual tax exemption to that country. (Contributions to foreign councils are not tax-deductible on U.S. Income Tax returns.)

7. To obtain an individual exemption, the council must apply directly to the IRS on IRS Form 1023. The council should contact the Corporate Counsel at National Headquarters for further information.
8. A domestic council is considered to be not in good standing if it fails to maintain tax-exempt status as recognized by the IRS.

## **H. Council Insurance Coverage**

National Navy League has an insurance policy in which its coverage is made available to the affiliated councils within the United States and its US Territories and/or Possessions. Insurance premiums are based on the size of the council and are deducted from the first semi-annual rebate check each year. All premiums are determined annually based upon the insurance costs to National Headquarters. The policy covers the period of January 1 through December 31. A current Certificate of Insurance is provided annually to the Council President after renewal.

The insurance afforded by the policies described below are subject to all the terms, exclusions, and conditions of such policies. Questions should be directed to the Corporate Counsel at Headquarters.

### **1. General Liability**

This policy is afforded to the Councils. It includes:

- a. **Bodily Injury and Property Damage.** Provides coverage for bodily injury to others and property damage to other people's property.
- b. **Personal & Advertising Injury Liability.** Provides coverage for injury to others arising out of libel, slander, false arrest, or wrongful eviction.
- c. **Medical Payments.** Provides coverage for medical expenses for bodily injury to others caused by an accident on your premises or arising out of your operations.
- d. **Auto Liability.** Provides coverage for bodily injury or property damage to others when operating hired or non-owned autos.
- e. **Liquor Liability.** Provides for coverage for bodily injury or property damage arising from the serving of liquor at meetings or functions. There is a separate liquor liability coverage for events for which you may need

coverage. If requested by the host facility, a rider can be obtained by contacting the Corporate Counsel at Headquarters.

2. Umbrella Coverage

This policy is afforded to the Councils. It provides additional monetary coverage which is above the monetary limits of the General Liability Policy.

3. Directors and Officers (D & O) Coverage

The National Headquarters does have a D & O Insurance Policy; however, this coverage is not extended to the Councils. This coverage only covers acts based on the service of any National Officer, National Director, National Employee and National Volunteer and if the service is performed at the direction of the NLUS Board of Directors. As a result, the acts of the Officers and Directors of a Council are not covered unless it is resulting from a directive of the NLUS Board of Directors.

If a Council would like to cover the actions of its Officers and Directors, the Council should consider obtaining its own Directors and Officers Insurance Policy.

4. Workers Compensation Coverage

The National Headquarters does have a Workers Compensation Policy for its employees; however, coverage does not extend to Councils. A Council should consult with their state should Workers Compensation be required and obtain such type of insurance policy.

5. Personal Property Coverage

The National Headquarters does not have a policy which would cover the property of a Council. This type of property coverage would include fire or theft of property owned by a Council. If a Council would like to cover its own property, the Council should consider obtaining its own insurance policy.

**I. Communications**

Communication is essential to a council's operation. The Navy League's missions and a council's activities should be shared both internally among its members and externally to the general public. Here are the most common tools a council can employ to communicate with its constituents.

1. Website

A website is a great place for a council's constituents to look up information about the council, i.e. its purposes, missions, officers, meeting place and time, activities, past events, news. A council can also use its website to take reservations and payments for upcoming events, and/or donations to the council. A council website must display the official NLUS logo and must indicate that it is a component of the national Navy League organization. It is recommended that a council uses "NavyLeagueXYZCouncil" as its website domain name. Consult the Mackie Award Web Site Initial Screening Evaluation Form by the IT Committee available on the national website for further information in setting up a proper template to conform with national website standards.

2. Newsletter

Newsletter is the easiest tool a council can use to reach its members and the local community. It is also a great marketing tool to reach potential members and donors. Newsletters can be either hardcopy, e-version or both. It should be featured on the council website and share on the social media. E-version of the newsletter has the added advantage of embedding links. A council may want to manage the emailing of newsletter with online email marketing software which some offer free categories.

3. Social media

Social media has become the de facto tool for communication for many people and business in the past decade. The Navy League maintains its social media presence at [www.facebook.com/NavyLeagueUS](http://www.facebook.com/NavyLeagueUS) and [www.twitter.com/NavyLeagueUS](http://www.twitter.com/NavyLeagueUS). It is recommended that a council sets up its Facebook account as a "page" and labels it as "Navy League XYZ Council" and the twitter as "[www.twitter.com/XYZCouncil](http://www.twitter.com/XYZCouncil)". This naming format conforms with the NLUS national Facebook page standard and identify the council as part of the national organization. It also aids a council to be easily found with Google search. Councils should also use "Non-Government Organization (NGO)" to identify itself when setting up the social media accounts.

4. The Navy League HQ holds periodic training sessions for councils on using and managing communication tool. Watch out for email announcements on such session. For further information, contact the Field Service and Membership Department at [training@navyleague.org](mailto:training@navyleague.org).

5. The Navy League awards excellence in website, newsletter, and social media with the annual Mackie Awards. Consult the Appendix I - Awards Manual for further information.

**J. Programs<sup>1, 2</sup>**

1. General Programs

The vitality of a council is measured by its participation in local and nationally sponsored programs following the mission and objectives of the Navy League. These programs can include guest speakers of interest to the council members, local community and the sea service commands.

The Navy League has produced program guides outlining various subjects which are available through National Headquarters and online at the Navy League web site under Council Resources. Reports of successful council's programs can be sent to National Headquarters via [communications@navyleague.org](mailto:communications@navyleague.org) for consideration for Navy League publications.

2. Youth Programs

The Navy League is committed to the support of youth programs. A member of the council may be selected as the Youth Chairman. The Navy League supports youth organizations such as the US Naval Sea Cadet Corps (USNSCC) along with the Navy and Marine Corps Junior Reserve Officer Training Corps (JROTC) programs.

- a. The USNSCC was established by the Navy league in 1958 at the request of the Department of the Navy. It was federally chartered by Congress in 1962 as a non-profit civilian organization and is comprised of two programs. The Naval Sea Cadet Corps (NSCC) for age 13 through completion of high school and the Navy League Cadet Corps (NLCC) for age 11 through 13. Cadets in both programs learn citizenship, skill in seamanship and seagoing subjects. These subjects build a strong moral character in a drug- alcohol- and gang-free lifestyle.
- b. The JROTC is a federally funded program sponsored by US armed forces in high school and middle schools. Cadets in the JROTC program are instructed by [retired] military officers and senior non-commissioned officers from the respective branch of a unit's affiliation.



- c. Councils are encouraged to actively support USNSCC units, Navy and Marine Corps JROTC units through unit adoptions and participating in awards ceremonies and special events.
- d. The Navy League of the United States Theodore Roosevelt Youth Medal recognizes excellence on cadets participating in USNSCC, NJROTC and MCJROTC programs. Awardees are nominated by their respective unit's Commanding Officer with the Medal awarded by the supporting council. Samples of the award certificates are attached in the Attachment section at the end of this Part Three of the Operations Manual. Award certificates can be downloaded from the Navy League website or purchased through the Navy League approved vendor. For more information contact: [membership@navyleague.org](mailto:membership@navyleague.org).

### 3. Public Relations

Public Relations activities is of fundamental importance to the Navy League in carrying out its mission of educating the public on the importance of a strong maritime presence and national defense. Through study of information concerning defense and maritime affairs, efforts can be made to acquaint the public with such matters as personnel and materiel requirements, national defense strategy and doctrine, and threat sources. A Public Relations Guide available online on the Navy League website under Council Resources.

Councils are encouraged to build relationships with local sea services units, community organizations, and groups of similar interests via speaker program, outreach, or collaborate works.

Outreach offices for respective sea services which council may seek additional information for public relations matters or to request speakers. For additional information, contact the outreach office or the Public Affairs Officer for each respective service.

### 4. Legislative Affairs

A key aspect of the Navy League's legislative advocacy is the grassroots initiative, executed at the council level to ensure that political leaders at the local, city and state levels are aware of the importance of sea power and maintaining strong sea services. Each Navy League Region should have a Region Vice-President for Legislative Affairs who works with the councils in providing guidance and training in providing presentations to political leaders. It is important that each council work closely with the Region Vice-President for Legislative Affairs. For more information on the Legislative Affairs Grassroots Initiative, go to

[www.cqrcengage.com/navyleague/](http://www.cqrcengage.com/navyleague/) or contact NLUS Headquarters at [legislativeaffairs@navyleague.org](mailto:legislativeaffairs@navyleague.org).

5. Other Programs

Other programs include and are not limited to:

- a. The Councils are encouraged to present programs to local service, civic, fraternal, and educational groups and other military supporting groups, or hold joint meetings with such organizations.
- b. The establishment of an “enlisted person of the month, quarter or year” program, working with local commanding officers for nominations is encouraged. Invite sea service personnel to council events and/or to make presentations. A sample of the award certificates is attached in the Attachment section at the end of this Part Three of the Operations Manual. The award certificate can be downloaded from the Navy League website or purchased through the Navy League approved vendor. For more information contact: [membership@navyleague.org](mailto:membership@navyleague.org).
- c. Sponsor a Public Education Seminar to educate the community about the important resources found in the sea service.
- d. Support of the Navy, Marine Corps, Coast Guard and Maritime Services, Coast Guard Auxiliary, and NROTC programs.
- e. Provide support and outreach to sea service families.
- f. Assist in Fleet Weeks, Navy Weeks, and Marine Corps Weeks.
- g. Adopt-a-ship, station or unit. Further information is available in the Ship Adoption Guide. A sample of adoption certificates is attached in the Attachment section at the end of this Part Three of the Operations Manual. The adoption certificates can be downloaded from the Navy League website or purchased through the Navy League approved vendor. For more information contact: [membership@navyleague.org](mailto:membership@navyleague.org).
- h. Celebrate the following:

Armed Forces Day - the third Saturday in May of each year  
Maritime Day - May 22  
Coast Guard Birthday - August 4

Navy Birthday - October 13  
Navy Day – October 27  
Marine Corps Birthday - November 10  
Veterans Day – November 11

- i. *Seapower* magazine is the official publication of the Navy League of the United States. Navy League members with membership above the Electronic Membership level receive the *Seapower* in hard copy published 10 times a year. Online version of the magazine is also available on the website [seapowermagazine.org](http://seapowermagazine.org). Councils are encouraged to subscribe to the magazine for donations to local community groups, veteran organizations, libraries and schools.

## 6. International Programs

The Navy League's *International Council Operations Guide*, found on the Navy League's web site, explains how to promote a positive image for Americans residing in the host country. Identifying with the community, along with its leaders is critical to planning successful activities that encourage interaction between the U.S. Sea Services and the host nation.

The operation of a Navy League International Council provides unique challenges such as operating in compliance with all the host country's laws and customs as well as significant opportunities like being a "goodwill ambassador" for the United States.

## 7. Scholarship

Scholarships are available to children and grandchildren of former and current sea services members and members of the US Naval Sea Cadet Corps administrated by the Navy League Foundation, a Navy League wholly owned 501(c)(3) subsidiary. Councils are encouraged to actively support the Foundation by publicizing the scholarships, holding fund raising events and making donations. For further information on the Foundation, eligibility for scholarships and donation opportunities, visit: [www.navyleague.org/scholarship](http://www.navyleague.org/scholarship).

## 8. STEM

The mission for the Navy league STEM Institute is to put science, technology, engineering and mathematics into the minds of America's youth focusing on middle and high school youth and to instill interest in developing basic skill sets for career opportunities. The STEM Institute and the Office of Naval Research co-

sponsor the Naval STEM Expo each year prior to the Sea Air Space Expo which is free to attend.

Councils are encouraged to generate an interest in the STEM program by sponsoring or assisting in the science fairs, and other events. For more information, contact the Navy League STEM Institute at [STEM@navyleague.org](mailto:STEM@navyleague.org). Council can apply for an internal grant from The STEM Institute to support its STEM educational efforts. For further information:  
<http://navyleague.org/stem/index.html>.

9. Sea Air Space Expo

The Sea Air Space Expo is the Navy League's premier global maritime exposition bringing the defense industry, private-sector companies and key military decision makers under one roof. Attendance is free for all Navy League members. Councils are encouraged to take part in this event with organized trips to visit the exposition.

10. Council Performance Awards

The Council Performance Awards are presented annually at the National Convention.

- a. Councils which have superior performance for the preceding year are awarded as "Outstanding" or "Meritorious". An "Honorable Mention" may also be awarded on a case by case basis to a council which may not have met the criteria for "Outstanding" or "Meritorious" but have demonstrated above average or unique accomplishment.

The judging criteria are:

- i. Council Activities
- ii. Youth Support
- iii. Sea Services Activities
- iv. Public Education Activities
- v. Legislatives

Because of their unique situations, many of the criteria established may not apply to overseas councils, therefore the selection committee is authorized to judge overseas councils on the strength and vitality of their overall programs.

To qualify for consideration for the awards, a council must be in good standing as defined in Part Two, Section III, Article L “Council” of this Operations Manual and have submitted the Council Annual Report by its deadline date.

- b. Retention Awards are to recognize councils which have achieved the highest percentage of membership retention for the preceding calendar year.
- c. The Donald M. Mackie Awards recognize excellence in print or online communications. The award is named after Donald M. Mackie who was instrumental in establishing the *Seapower* magazine. Consult the Appendix I - Awards Manual for further information.
- d. The Public Relations Recognition Program Awards recognize councils which are active in promoting public events. Consult the Appendix I – Awards Manual for further information.

*<sup>1</sup>The Navy League of the United States is a Department of Defense designated approved national military association. Refer to DoD Instruction 5410.19 or contact Navy League National Executive Director for more information.*

*<sup>2</sup>Federal regulations have set strict rules on gifts (including awards, meals, lodging, etc.) for government employees, military personals and their family members. Council are advised to consult with a service member’s host command Judge Advocate, legal counsel or ethics officials when setting up programs which government employees, service members, or their family members are invited or to receive benefits.*

## **V. Attachments**

### **A. Sample Council Articles and Bylaws**

This attachment includes samples of Council Articles and Council Bylaws and is intended as guidance only for councils drafting new articles and/or bylaws, or revising those currently in existence. The samples may be modified in order to meet the requirements of an individual council. Such modifications, however, may not conflict with federal, state or local laws or Navy League National Bylaws, policies, or other authorized directives.

Since council Articles and Bylaws may have legal consequences, it is highly advisable to have any drafts or revisions reviewed by a qualified attorney admitted to practice in the council's home state.

In order to meet both state and IRS requirements for tax-exempt status, councils should have articles (of incorporation or association) that are separate from bylaws. The determination as to whether the "articles" referred to herein should be Articles of Incorporation or Articles of Association should be made in consultation with the council Judge Advocate and/or an attorney knowledgeable in such matters.

**Sample Council Articles**

**Navy League of the United States  
\_\_\_\_\_ Council**

**Articles of Incorporation**

**ARTICLE I            NAME**

The name of the council shall be the Navy League of the United States,  
\_\_\_\_\_ Council.

**ARTICLE II            ADDRESS**

The principle office of the Council shall be located in the State of \_\_\_\_\_,  
And City of \_\_\_\_\_.

The official address for the Council shall be: \_\_\_\_\_  
\_\_\_\_\_

**ARTICLE III            PURPOSE**

This council is organized and shall be operated exclusively for educational purposes including, for such purposes, the making of distributions to organizations qualifying as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue law. In carrying out the foregoing purposes, the council shall have the power to acquire and disseminate to citizens of the United States information concerning the condition of the naval forces and equipment of the United States and to increase interest and cooperation in all matters tending to improve maritime efficiency. The council shall make no declaration of policy in contravention of the policy of Navy League National Headquarters. In all matters of policy, the council shall carry out the aims and purposes of the Navy League as established by the National Board of Directors.

**ARTICLE IV            MEMBERS AND DIRECTORS**

The council shall have members. Officers shall be elected in the manner provided in the Bylaws. The council shall have Directors. The number of Directors and their manner of selection shall be provided in the Bylaws.

The names and addresses of the persons who shall be the initial Directors of the council are:

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

**ARTICLE V                    PROHIBITED ACTIVITIES**

No part of the net earnings of the council shall inure to the benefit of, or be distributable to, its members, directors, Officers, or other private persons, except that the council shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes as stated in these Articles. No substantial part of the council’s activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the council shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these Articles, the council shall not carry on any other activities not permitted to be carried on (a) by an organization, exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code, as amended, or the corresponding provisions of any future United States Internal Revenue law, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, as amended, or the corresponding provisions of any future United States Internal Revenue Code, as amended or the corresponding provisions of any future United States Internal Revenue law.

**ARTICLE VI                    DURATION**

The period of existence of this Corporation shall be perpetual.

**ARTICLE VII                    POWERS**

The Corporation shall have and possess all of the powers which may be lawfully exercised by a nonprofit corporation under the Laws of the State of \_\_\_\_\_ so long as the exercise of such powers is not inconsistent with the powers of the Navy League of the United States and the provisions of Article III.

**ARTICLE VIII                    AMENDMENTS**

These articles shall not be amended unless the amendment has been approved by the Board of Directors and subsequently confirmed by a two-thirds vote of the members present at a general meeting, in the call for which notice of the proposed amendment has be included.



**ARTICLE IX                    LIMITATION OF LIABILITY**

To the maximum extent permitted by applicable law and effective immediately, no director of the Corporation shall be personally liable to the Corporation or its members, if any, for monetary damages for conduct as director, except for acts or omissions that involve intentional misconduct by a director, a knowing violation of law by a director, or for any transaction from which the director will personally receive a benefit in money, property or service to which the director is not legally entitled.

**ARTICLE X                    DISSOLUTION**

In case of revocation of the council charter, or dissolution of the council for any reason, the Council President shall cause to be transferred to the National Treasurer of the Navy League of the United States all funds remaining in the treasury of the council at the time it ceased to exist, provided that the national Headquarters is in existence at that time and is then exempt under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue law.

In the event that the National Headquarters had ceased to exist at the time of the dissolution or is not then exempt, all remaining assets of the council shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future United States Internal Revenue law, or shall be distributed to the Federal Government, or to a state or local government exclusively for public purposes.

Any such assets not so disposed of shall be disposed of by a court or competent jurisdiction for the district in which the principal office of the council is then located exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE XI                    RATIFICATION**

These Articles have been adopted by vote of the Navy League of the United States

\_\_\_\_\_ Council on \_\_\_\_\_

(Date)

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## Sample Council Bylaws

### Navy League of the United States \_\_\_\_\_ Council

#### BYLAWS

#### 1 Name

The Name of the council shall be the Navy League of the United States, \_\_\_\_\_ Council.

#### 2 Objective

This council is organized and shall be operated exclusively to follow the objectives of the Navy League of the United States, which is educational and to that end to acquire and spread before the citizens of the United States and international friends and allies information as to the conditions of the naval and maritime forces and equipment of the United States, and to awaken interest and cooperation in all matters tending to aid, improve or develop their efficiency, and any other purpose which is legal under the provisions of Section 501(c)(3) of the Internal Revenue Code and any provisions of the State of \_\_\_\_\_'s Not for Profit Code. The council shall make no declaration of policy in contravention of the policy of Navy League of the United States. In all matters of policy, the council shall carry out the aims and purposes of the Navy League of the United States as established by the National Board of Directors.

#### 3 General Provisions

In addition to supplementing the Council Articles, these bylaws are intended to supplement the National Bylaws of the Navy League of the United States, and regulations governing local councils as promulgated by the Navy League of the United States.

#### 4 Membership

Classes of membership are as established in the National Bylaws. To be eligible for membership in this council, one must be a member of the national organization. No person shall be denied membership due to sex, race, color, religion, or national origin.

An individual's membership shall be terminated for failure to pay required dues or assessments within 30 days of the due date. In addition, a member may resign by forwarding a resignation in writing to the National Corporate Secretary, with a copy to the council President. Such resignations shall be effective when received by the National Corporate Secretary unless otherwise indicated in the letter of resignation.

**5 Dues**

Dues shall be in the amount set by the national organization for each established class of membership; such dues are to be paid directly to the National Headquarters. Council dues may be established and collected by the council Board of Directors.

Members whose dues payments are current shall be considered Members in Good Standing, and shall have all resulting rights and privileges of membership, including the right to vote and to serve as Council Officers and/or on the council Board of Directors.

**6 Prohibitions**

No officer or member of the council shall undertake in the name of the council or the Navy League any action intended to prejudice the aims of and the established policies of the council or the Navy League and no member shall communicate with any department of the United States Government in the name of the Navy League on general policy matters without the approval of the council President and the National President.

No use may be made of the Navy League name, logo, seal, or other symbol or indicia of the League, including lists of members' names and addresses, for any purpose other than direct fulfillment of the mission of the Navy League.

**7 Officers and Directors**

**7.1 Officers**

This council shall have the following elected Officers: President, one or more Vice Presidents, Secretary, Treasurer, and Judge Advocate. Additional Vice Presidents may be elected for functional areas as required. During the year, the President may propose to the Board any new Vice President required. After Board approval, a confirmation by membership vote at the next meeting will be required

**7.2 Board of Directors**

The Board of Directors shall consist of the Officers, and a minimum of ten (10) elected Directors. During the year, the President may propose to the Board any new Directors required. After Board approval a confirmation by membership vote at the next meeting will be required.

**7.3 Term of Office**

The Officers and Directors of this council shall be elected for a term of one year or until their successors are elected. The President shall not serve more than two (2) consecutive one (1) year terms, or more than a total of four (4) terms.

#### **7.4 Election of Board**

Officers and Directors shall be elected by a majority of those members present and voting by secret ballot unless there is but one candidate for an office, in which case election may be by voice vote. Elections will be held at the Annual Meeting. Installation of new Officers and Director and may follow the elections at the Annual Meeting, or be conducted at a subsequent meeting or event. The President shall have the authority to fill a vacancy should one arise, subject to ratification by the Board of Directors at its next meeting.

*NOTE: Some councils follow the national practice of having the membership elect the Directors, who then elect the Officers. Either method is acceptable.*

#### **7.5 Vacancies on the Board**

In the event of the death, resignation, or removal of an officer, such vacancy shall be filled by approval of the Board of Directors with a candidate proposed by the President at the next regular meeting of the Board or at a special meeting called for that purpose.

### **8 Duties of Officers and Directors**

The control and management of this council's assets and affairs shall be vested in the Board of Directors. The Board may adopt bylaws and regulations or delegate its authority to the elected Officers and such other council members as it so desires. Council bylaws and amendments must be consistent with national bylaws and with the policies, purposes and objectives of the Navy League of the United States.

#### **8.1 President**

The President shall direct the activities of the council; preside at meetings including those of the Board of Directors; appoint committee chairmen; assure compliance with National Bylaws and Regulations governing local councils; submit the council's annual report and other reports requested by higher authority; represent the council in public affairs and in national, region, and state organization activities.

#### **8.2 Vice Presidents**

Vice Presidents shall assist the President as approved by the Board of Directors. Vice Presidents may serve as chairmen of major committees, represent the council at events, which the council President is unable to attend, and generally be understudying the duties of the council President.

#### **8.3 Secretary**

The Secretary shall maintain council records such as Bylaws, minutes of meetings, election results, and an accurate membership roster, prepare an annual report to the council membership; handle correspondence as designated by the President; and provide appropriate notice of meetings.

#### **8.4 Treasurer**

The Treasurer shall maintain all financial records of the council including a record of all receipts and expenditures of council funds; establish the council's bank account; prepare and oversee the council's budget; submit to the membership an annual report on the finances of the council; and arrange for an annual audit/review of the council financial matters.

#### **8.5 Judge Advocate**

The Judge Advocate shall advise the council President and Officers on legal matters affecting the council and interpret bylaws and regulations.

### **9 Committees**

#### **9.1 Nominating Committee**

A Nominating Committee shall be established annually. It shall be comprised of the following:

- A member appointed by the President;
- two members selected by the Board of Directors; and
- two members selected by the membership.

Notice of membership of this Committee shall be announced sixty (60) days in advance of the annual meeting and a report of the Committee shall be made to the membership at least thirty (30) days prior to the annual meeting. The Nominating Committee shall select at least one nominee for each office and nominations may be made from the floor at the election meeting. No member of the Nominating Committee shall be eligible for nomination to any elective office.

#### **9.2 Standing Committee**

The President shall appoint the members of such standing committees as may be provided for by the Board of Directors from time to time with such powers and duties as may be delegated by the Board of Directors. Each Committee shall determine its own rules of procedure, subject to approval by the Board of Directors.

#### **9.3 Advisory Committee**

The Board of Directors may, at its discretion, create an Advisory Committee of representative citizens to support the work of the council.

## **10 Meetings**

### **10.1 Board Meetings**

The Board shall meet at least once each quarter upon call by the President. One-third of the Board of Directors shall constitute a quorum. Upon written request to the President by any three members of the Board of Directors, the President shall call, within three weeks, a meeting of the Board of Directors. Should the President fail to call such meeting so requested within the prescribed time, the requestors may issue such call, reciting the President's failure, and any meeting held pursuant to such call shall be a legal meeting, and its acts and proceedings will be considered as valid and binding as though such meeting had been called by the President.

### **10.2 General Meetings**

The general membership of this council shall meet at least once each quarter upon call by the President. At least \_\_\_% of the membership shall constitute a quorum. The Annual Meeting of Members shall be held during the last quarter of the fiscal year. At this meeting, the President, Treasurer, and Secretary shall submit their annual reports to the members. (Copies of these reports must be sent to National Headquarters with copies to the appropriate Area and Region Presidents.) Elections for council Officers and Directors for the subsequent fiscal year also shall be held at this meeting.

### **10.3 Minutes**

Minutes of all meetings of the Board and general membership will be recorded by the Secretary, or an Acting Secretary, and copies thereof provided upon request.

### **10.4 Robert's Rules**

The rules set forth in the current edition of Robert's Rules of Order Newly Revised shall govern the council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and/or any special rules of order that the council may adopt.

## **11 Fiscal Year and Reviews**

### **11.1 Fiscal Year**

The fiscal year of the council shall conform to that of the Navy League of the United States National Headquarters (the calendar year).

**11.2 Financial Reviews**

The financial books of the council must be audited or reviewed each year.

**12 Expenditures**

No money shall be authorized to be expended and no contract or obligation incurred in the name of or on behalf of this council beyond the money actually in hand, appropriated, and set aside for the purpose.

**13 Gender**

Whenever the masculine form is used herein, the feminine form is intended to be included.

**14 Amendments**

These Bylaws shall not be amended unless the amendment has been approved by the Board of Directors and subsequently confirmed by a two-thirds vote of the members present at a general meeting, in the call for which, notice of the proposed amendment has been included.

**15 Dissolution**

In case of revocation of the council charter, or dissolution of the council for any reason, the Council President shall cause to be transferred to the National Treasurer at the National Headquarters of the Navy League of the United States all funds remaining in the treasury of the council at the time it ceased to exist. Dissolution must follow the Dissolution Article contained in the Council's Articles of Incorporation.

**16 Ratification**

These Bylaws have been adopted by vote of the Navy League of the United States

\_\_\_\_\_ Council on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

B. Sample Navy League Theodore Roosevelt Youth Medal Certificates





Sample Navy League Theodore Roosevelt Youth Medal Certificates (cont)

**Navy League of the United States**



This is to certify that  
the Navy League of the United States  
has awarded the

**Theodore Roosevelt Youth Medal**  
to

for  
**Outstanding Performance of Duty**

Given this      day of      20

---

Navy League  
Council President

---

Senior Naval Science Instructor

Sample Navy League Theodore Roosevelt Youth Medal Certificates (cont)

**Navy League of the United States**



This is to certify that  
the Navy League of the United States  
has awarded the

**Theodore Roosevelt Youth Medal**  
to

for  
**Outstanding Performance of Duty**

Given this      day of      20

Navy League  
Council President

MCRRDTC  
Senior Marine Instructor

C Sample Sailor of the Month/Quarter/Year Certificate



Navy League of the United States

The \_\_\_\_\_  
of the \_\_\_\_\_  
Navy League of the United States

proudly presents the \_\_\_\_\_  
of the \_\_\_\_\_ award to \_\_\_\_\_

in recognition of \_\_\_\_\_ achievement and  
Outstanding Service to the United States \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council President

**D Sample Adoption Certificate**



**Certificate of Adoption**

WHEREAS, *The Navy League of the United States is the civilian arm of the Maritime Services and*

WHEREAS, *we believe that the security of our nation and the people of the world depends on a well balanced American Defense Team which includes a strong Navy - Marine Corps - Coast Guard - Merchant Marine and*

WHEREAS, *as such civilian arm of the Maritime Services it is incumbent upon us to do all things necessary to promote the rapport between the military and civilian arms of the Maritime Services and in following that principle, we, the members of the \_\_\_\_\_ Council of the Navy League of the United States desire to adopt as our personal responsibility to enhance the above mentioned rapport the \_\_\_\_\_ to do all things necessary within our power to aid in any way we can the officers and crew of said \_\_\_\_\_.*

NOW, THEREFORE, *we the members of the \_\_\_\_\_ by the authority we have granted to our incumbent President and with the full knowledge and approval of \_\_\_\_\_, do hereby adopt the \_\_\_\_\_.*

*Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_*

*Signed \_\_\_\_\_*

*Acknowledged \_\_\_\_\_*



# **Navy League of the United States**

## **Operations Manual**

### **Appendix I**

#### **Awards Manual**

Revised  
June 9, 2018

## Table of Contents

<b>Annual Professional Excellent Awards</b>	I-1
Navy and Marine Corps Selections	I-2
The John Paul Jones Award	I-2
The Admiral Claude V. Ricketts Awards	I-2
The Captain Winifred Quick Collins Awards	I-2
The Lieutenant General John A. Lejeune Award	I-2
The General Gerald C. Thomas Award	I-3
The General Holland M. Smith Award	I-3
The Robert M. Thompson Award	I-3
The Rear Admiral William S. Parsons Award	I-3
The Stephen Decatur Award	I-3
The Alfred Thayer Mahan Award	I-4
The Honorable J. William Middendorf II Award	I-4
The Admiral Ben Moreell Awards	I-4
Coast Guard Selections	I-4
The Douglas A. Munro Award	I-4
The Captain David H. Jarvis Award	I-4
Merchant Marine Selections	I-5
The Captain Arthur L. Johnson Award	I-5
The Able Seaman Oscar Chappell Award	I-5
Other Awards	I-6
The Vincent T. Hirsch Maritime Award	I-6
The Naval Intelligence Professionals Award	I-6
<b>Special Awards</b>	I-6
The Fleet Admiral Chester W. Nimitz Award	I-6
The Albert A. Michelson Award	I-7
The Secretary Gordon R. England Safety Awards	I-7
The Admiral Arleigh Burke Leadership Award	I-8
The Vice Admiral Robert F. Batchelder Awards	I-8
The Nicholas Brango Award	I-8
The Big Stick Awards	I-9
<b>National Awards Committee</b>	I-10
Meritorious Citation	I-10
Distinguished Service Award	I-11
Hall of Fame	I-11
Scroll of Honor	I-11
Certificate of Appreciation	I-12
Honorary Memberships	I-12
<b>National President's Recognition Program</b>	I-13
Annual President's Award	I-13
National President's Medal	I-13

<b>Youth Awards Sponsored by the Navy League of the United States</b>	I-14
Naval Reserve Officers Training Corps (NROTC)	I-14
The Admiral James L. Holloway, Jr. Award	I-14
Naval Junior Reserve Officers Training Corps (NJROTC)	I-14
The Theodore Roosevelt Youth Medal	I-15
Junior Reserve Officer Training Corps (JROTC)	I-15
Naval Sea Cadet Corps (NSCC)	I-15
United States Naval Academy	I-16
The Navy League of the United States Physics Award	I-16
Cooke Memorial Football Trophy	I-16
United States Coast Guard Academy	I-16
The Navy League of the United States Electrical Engineering Award	I-16
United States Merchant Marine Academy	I-16
The Emory Scott Land Award	I-16
Outstanding Recruit Awards	I-17
Outstanding Navy Recruit Award	I-17
Outstanding Coast Guard Recruit Award	I-17
Outstanding Marine Corps Recruit Award	I-17
<b>Youth Program Awards Sponsored by the United States Naval Sea Cadet Corps</b>	I-18
<b>Other Awards Sponsored by the Navy League of the United States</b>	I-19
Naval War College	I-19
Stephen B. Luce Award	I-19
William S. Sims Award	I-19
The Navy League of the United States Research and Writing Award	I-19
Industrial College of the Armed Forces	I-19
The Navy League of the United States Research and Writing Award	I-19
United States Marine Corps Command and Staff College	I-20
The General Clifton B. Cates Award	I-20
Naval Justice School	I-20
<b>Council Awards</b>	I-21
Council Performance Awards	I-21
Outstanding, Meritorious, and Honorable Mention Council Awards	I-21
Recruiting Awards	I-21
Retention Awards	I-21
Mackie Awards	I-22
<b>Certificates</b>	I-23
<b>Headquarters Contact Information</b>	I-29

## **Annual Professional Excellence Awards**

The following awards are presented annually at the Navy League's National Convention. Recipients of the Navy and Marine Corps awards are selected by an Awards Board appointed by the National President. Appointees are retired Navy and Marine Corps flag officers. The composition of the Board is unpublicized. Ninety (90) days prior to the deadline for submission of nominations nine (9) months prior to the organization's National Convention, the Navy League requests directives be issued by the Navy and the Marine Corps inviting nominations for those individuals who have made outstanding contributions to the naval service in specific fields of endeavor during the preceding year. The Awards Board meets five (5) months prior to National Convention to consider the nominations. The Awards Board Chairman may determine the voting procedure the Board is to follow, however, all voting must be conducted at a single meeting. The Board shall select one recipient for each award.

Recipients of the Coast Guard awards are selected by an Awards Board appointed by the Commandant of the Coast Guard. The Coast Guard is contacted in January and provided with information regarding the schedule and presentation of the current year's awards and asked to provide the names of the recipients ninety (90) days prior to presentation.

Recipients of the Merchant Marine awards are selected by a committee appointed by the Commander of the Military Sealift Command. The Military Sealift Command is contacted in January and provided with information regarding the schedule and presentation of the current year's awards and asked to provide the names of the recipients ninety (90) days prior to presentation.

The recipient of the Vincent T. Hirsch Maritime Award is selected by the Merchant Marine Committee of the Navy League. The Committee Chairman is contacted in January and provided with information regarding the schedule and presentation of the current year's awards and asked to provide the name of the recipient at ninety (90) days prior to presentation.

The Naval Intelligence Professionals Award is presented annually at the Navy League's National Convention. The Director of Naval Intelligence is contacted in January and provided with information regarding the schedule and presentation of the current year's awards. Nominations are solicited from Navy, Marine Corps, and Coast Guard fleet and shore-based commands and forwarded to the Director of Naval Intelligence. The recipient is selected by a Board appointed by the Director of Naval Intelligence.

Each winner receives a certificate and an engraved watch which are presented at the Awards Luncheon during the National Convention. Awardees are guests of the Navy League at the National Convention. Hotel accommodations and meals for the awardees and spouses are paid for by the Navy League. Travel costs for active duty awardees are covered by the military, however, the awardees must pay travel costs for their spouses. If an awardee is unable to attend



the Awards Luncheon, arrangements will be made for presentation of the award at an appropriate event.

## **Navy and Marine Corps Selections**

### **The John Paul Jones Award**

The John Paul Jones Award is named for the Father of the U.S. Navy, the Navy's first indomitable sea fighter whose spirit of personal sacrifice, patriotic devotion, and courage further added to his reputation as an inspirational leader. Presented since 1957, this award for inspirational leadership is awarded to a Navy officer who has made an outstanding contribution to the high standards of leadership traditional in the naval service.

### **The Admiral Claude V. Ricketts Awards**

The Admiral Claude V. Ricketts Award is named for a the great naval leader, strategist, and statesman who gained respect for his inspirational leadership, determination and positive actions to preserve the maritime strength of the nation. Presented since 1967, this award for inspirational leadership is awarded to a Navy enlisted person who, by traditional performance of duty, has demonstrated outstanding leadership and the professional competence required by his or her rank (2 awards - E-7 and above, E-6 and below).

### **The Captain Winifred Quick Collins Awards**

The Captain Winifred Quick Collins Award is named for the former Assistant Chief of Naval Personnel for women who provided inspirational leadership and performed her demanding duties in an exemplary and highly professional manner. Presented since 1973, this award for inspirational leadership is awarded to both a woman officer and an enlisted woman whose exceptional leadership and performance in their military duties have been accomplished by outstanding contributions that have brought them recognition and reflected credit on women in the naval service (2 awards - 1 officer, 1 enlisted).

### **The Lieutenant General John A. Lejeune Award**

The Lieutenant General John A. Lejeune Award is named for the thirteenth Commandant of the Marine Corps, often referred to as the greatest of all Leathernecks, who was self-educated, fought in three wars, and was one of the most respected officers ever produced by the Corps. Presented since 1982, this award for inspirational leadership is awarded to a Marine Corps officer who has made an outstanding contribution to the high standards of leadership traditional in the naval service.

### **The General Gerald C. Thomas Award**

The General Gerald C. Thomas Award is named for the first Marine in history to rise from the enlisted ranks to retire as a four-star general and whose spirit of personal sacrifice, patriotic devotion, and boundless courage further added to his reputation as an inspirational leader. Presented since 1969, this award for inspirational leadership is awarded to a Marine Corps enlisted man or woman who, by traditional performance of duty, has demonstrated outstanding leadership and the professional competence required by his or her rank.

### **The General Holland M. Smith Award**

The General Holland M. Smith Award is named for the Father of Modern U.S. Amphibious Warfare whose bold, daring and imaginative leadership led to the establishment of an operational competence which still provides guidance for the U.S. naval services. Presented since 1982, this award for operational competence is awarded to a Marine Corps officer or enlisted person who has made an outstanding personal contribution that has advanced the readiness and competence of the naval service in the course of actual operations.

### **The Robert M. Thompson Award**

The Robert M. Thompson Award is named for the Father of the Navy League who related the compelling need for U.S. sea power and whose message has served as an inspirational reminder of the importance of vigilance in maintaining the nation's maritime strength. Presented since 1957, this award for outstanding civilian leadership is awarded to a civilian, government official, retired Navy or Marine Corps officer or retired enlisted person who has made a personal contribution to furthering the importance of sea power through his or her efforts as a civilian. (Civilian nominees for this award do not have to be Navy or Marine Corps employees.)

### **The Rear Admiral William S. Parsons Award**

The Rear Admiral William S. Parsons Award is named for Admiral Parsons in recognition of his dedication to all aspects of scientific and technical advances and who was responsible to a marked degree for ensuring that the U.S. Navy remained in operational consonance with the ever-shifting and increasing demands of the changing world. Presented since 1957, this award for scientific and technical progress is awarded to a Navy or Marine Corps officer, enlisted person or civilian who has made an outstanding contribution in any field of science that has furthered the development and progress of the Navy or Marine Corps.

### **The Stephen Decatur Award**

The Stephen Decatur Award is named for the hero of the Barbary Wars whose bold and daring resolution gave birth to an operational competence that still remains a guiding star for the U.S. naval service. Presented since 1957, this award for operational competence is awarded to a Navy

officer or enlisted service member who has made an outstanding personal contribution in the course of actual naval operations that has advanced the readiness and competence of the naval service.

#### **The Alfred Thayer Mahan Award**

The Alfred Thayer Mahan Award is named for the famous naval theorist who, through his writing, provided vital stimulus and guidance to those who share in the defense of the nation. Presented since 1957, this award for literary achievement is awarded to a Navy officer, Marine Corps officer, enlisted service member, or civilian who has made a notable literary contribution that has advanced the knowledge of the importance of sea power in the United States.

#### **The Honorable J. William Middendorf II Award**

The Honorable J. William Middendorf II Award is named for the distinguished former Secretary of the Navy who provided outstanding leadership in furthering the national defense and naval/maritime policies of the United States government. Presented since 1984, this award for engineering excellence is awarded to a Navy petty officer who, by traditional performance of duty, has demonstrated outstanding leadership and professional competence required while attached to a deployed ship of the operating fleet.

#### **The Admiral Ben Moreell Awards**

The Admiral Ben Moreell Award is named for the Admiral who is remembered for his exceptionally meritorious service in World War II whereby, through extraordinary foresight, judgment, initiative, and energy, he directed the expansion of the Naval Shore Establishment in the United States and the building of advanced bases overseas. Presented since 1984, this award for logistics competence is awarded to a Navy or Marine Corps officer and a Navy or Marine Corps enlisted service member who has made an outstanding personal contribution that has advanced the logistics readiness and competence of the naval service (2 awards - 1 officer, 1 enlisted).

### **Coast Guard Selections**

#### **The Douglas A. Munro Award**

The Douglas A. Munro Award is named for the United States Coast Guard's only Congressional Medal of Honor recipient, who displayed supreme leadership when he gave his life while leading the evacuation of a battalion of Marines trapped on a beach at Guadalcanal during World War II. By his magnificent performance and dauntless devotion to duty, this heroic Coast Guardsman exemplified the highest level of leadership and professional competence. Presented since 1971, this award for inspirational leadership is awarded to a Coast Guard enlisted man or woman who, by traditional performance of duty, has demonstrated outstanding leadership and professional competence required by his or her rank.

### **The Captain David H. Jarvis Award**

The Captain David H. Jarvis Award is named for the hero of the Arctic who displayed exceptional leadership and professional ability in conducting a mission to save several hundred stranded men from starvation. His outstanding leadership was responsible for providing the guidance and discipline essential to their survival. Captain Jarvis was awarded a Gold Medal by a special Act of Congress for his outstanding service. Presented since 1971, this award for inspirational leadership is awarded to a Coast Guard officer who has made an outstanding contribution to the high standards of leadership traditional in the Coast Guard

### **Merchant Marine Selections**

#### **The Captain Arthur L. Johnson Award**

The Captain Arthur L. Johnson Award is named for the Master of SS Virginia Dare who in 1942 bravely and successfully fought off enemy submarines, dive-bombers and torpedo planes in a blazing battle lasting for seven days and nights. Captain Johnson, the Master of a gallant ship and a gallant crew, exhibited qualities of leadership and courage in keeping with the finest traditions of the United States Merchant Marine. This award has been presented since 2000 to a Military Sealift Command civil service licensed officer in the deck or engineering departments or staff officer in the supply department who has made significant and innovative contributions to the American maritime defense team.

#### **The Able Seaman Oscar Chappell Award**

The Able Seaman Oscar Chappell Award is named for the Able Seaman on SS Dixie Arrow who showed heroism beyond the call of duty. In 1942, Oscar Chappell served on an oil tanker that was struck by three torpedoes that resulted in the ship and surrounding sea being engulfed by fire and explosions. Seaman Chappell, injured by the explosions, heroically stayed at the helm of the ship and saved seven of his shipmates from burning to death by turning the ship into the wind and redirecting the flames from his trapped shipmates onto himself and the wheelhouse. Placing his own safety beyond all considerations, his last thought and act was to assure the survival of his imperiled shipmates. His magnificent courage and selfless disregard of his own life constitute a degree of heroism, which is an enduring inspiration to seamen of the United States Merchant Marine. This award for outstanding maritime stewardship has been presented since 2000 to a Military Sealift Command civil service unlicensed crewmember who displays selfless dedication to shipmates.

## **Other Awards**

### **The Vincent T. Hirsch Maritime Award**

The Vincent T. Hirsch Maritime Award is named for a patron of the Merchant Marine and past National President of the Navy League. This award is presented to an individual in private or public life whose efforts and/or achievements have contributed substantially to an increased public awareness of the vital role of a privately-owned U.S.-flag merchant fleet, both to the United States defense establishment and to the nation's economic well-being.

### **The Naval Intelligence Professionals Award**

The Naval Intelligence Professionals Award for Exceptional Leadership in Intelligence Support to the Fleet is sponsored in cooperation with Naval Intelligence Professionals in an effort to preserve, extend, and extol the culture and heritage of Naval Intelligence, the oldest intelligence service in the United States. Its purpose is to advance knowledge and recognize achievement in the art and science of naval and maritime intelligence, and to develop in our citizens an understanding and appreciation of the importance of intelligence activities. Further, this award advances the Navy League's mission of education and support for those serving in a professional field which is so vital to the success of sea service operations. The award has been presented since 2001 to that officer of the sea services in the grade of O-4, O-5, or O-6 who has demonstrated exceptional leadership in providing excellence in operational intelligence support to the fleet.

### **The Project Handclasp Award**

The Project Handclasp Humanitarian Service Award is named after the United States Navy's Project Handclasp where men and women of the Sea Services have gone ashore in foreign lands to engage in disaster relief, humanitarian service, distribute donated supplies from American companies and charities, and engage in community relations projects. Commenced in honor of the programs 50<sup>th</sup> anniversary, it is awarded annually to a member of the Navy, Marine Corps, or Coast Guard of any rank, active or reserve, who has exhibited outstanding individual achievement in achieving the Navy's missions of Humanitarian Assistance and Disaster Relief (HA/DR).

## **Special Awards**

### **The Fleet Admiral Chester W. Nimitz Award**

The award is presented annually at the Banquet during the Navy League's Sea-Air-Space Exposition. Four months prior to the Sea-Air-Space Exposition, corporate members are invited to submit a package nominating an employee of their company, or another company. Three months

prior, the nominations are reviewed and a recipient is selected by a committee appointed by the Navy League National President, and chaired by the National Vice President for Sea Services.

The Fleet Admiral Chester W. Nimitz Award is named for a visionary leader of World War II. This award, first presented in 1981, honors a leader of industry who has made a major contribution to our nation's maritime strength and/or enhanced our national security, and who best exemplifies the leadership, statesmanship and dedication to our country that was exhibited by the award's namesake, Fleet Admiral Chester W. Nimitz.

### **The Albert A. Michelson Award**

This award is presented annually during the Navy League's Sea-Air-Space Exposition. Four months prior to the Sea-Air-Space Exposition, corporate members are invited to submit a package nominating a civilian scientist or scientific team of their company. Three months prior, the nominations are reviewed and a recipient is selected by a committee appointed by the National President and chaired by the National Vice President Sea Services.

The Albert A. Michelson Award is named for a Naval Academy graduate (Class of 1873) and recipient of the Nobel Peace Prize for his work calculating the speed of light. This award has been presented since 1990 to a civilian scientist, technical innovator or technical organization for scientific or technical achievement that results in a significant improvement in the strength of our maritime forces or to the enhancement of our industrial technology base. In selecting the Michelson Award recipient, consideration is given to single event contributions, such as inventions and technological innovations, or long-term scientific development work.

### **The Secretary Gordon R. England Safety Awards**

These awards are presented annually during the Navy League's Sea-Air-Space Exposition. The Awards are presented to an individual (active duty, reserve or civilian) from the Navy and to a Navy command and to an individual from the Marine Corps (active duty, reserve or civilian), and to a Marine Corps unit. Announcement of the nomination requirements and submission deadline is coordinated between the Navy League and the DASN Safety in the fall, and promoted by the Navy. Information is also available on the Navy League web site. The submissions are based on FY activities from the preceding year. Winners are selected by a review panel led by the Navy League and comprised of representatives from the Navy Safety Command, Marine Corps Safety Command, Lockheed Martin, Bell Helicopter/Textron and General Dynamics. Winners are contacted individually by the Navy League and formally announced by the Assistant Secretary of the Navy Installations through an ALNAV communiqué. The winners are guests of the Navy League at the Sea-Air-Space Exposition, and the hotel accommodations and meals are paid for by the Navy League. The awards are presented during the Sea-Air-Space Exposition Secretary of the Navy Luncheon by the Secretary and the Navy League National President. Winners receive a citation and a financial stipend: \$1,000 each to the individual winners and \$100 each to the MWR fund of the winning command and unit.

The Secretary Gordon R. England Safety Awards are named for the 72<sup>nd</sup> and 73<sup>rd</sup> Secretary of the Navy. The awards were created at the request of former Secretary England and Mrs. England, who also donated personal funds to endow the awards. Their monetary contribution was matched by donations from Lockheed Martin Corporation, Bell Helicopter Textron, and General Dynamics Corporation. The Safety Awards are intended to stimulate naval safety through ideas and programs which will reduce avoidable injuries and fatalities by providing special recognition to individuals, teams, or organizations, whether active or reserve duty military members and/or Department of the Navy civilians, who best exemplify and advance a culture of safety. The awards have been presented to deserving naval personnel since 2005.

### **The Admiral Arleigh Burke Leadership Award**

This award is presented at an appropriate event determined by the Navy League National President. The recipient is selected by a committee appointed by the National President. The recipient receives an engraved bronze medallion and a plate engraved with his or her name is added to the USS Arleigh Burke replica displayed at Navy League Headquarters.

The Admiral Arleigh Burke Leadership Award is named for a great naval leader and three-term Chief of Naval Operations. Admiral Burke was a true American hero whose professional achievements, ethical standards, and unselfish dedication to his calling and his country personify all that is noble in the American character. This award is presented to an outstanding leader from government (civilian or military), industry, or academia whose life is in keeping with the example set by Admiral Burke.

### **The Vice Admiral Robert F. Batchelder Awards**

These awards are presented annually at an appropriate Navy League function. The Navy League National President appoints a Selection Board consisting of retired Supply Officers to meet in the spring. The Board selects five recipients who all receive a certificate and clock presented at an appropriate event. The National President or his designee presents the awards.

The Vice Admiral Robert F. Batchelder Awards are named in memory of the former Inspector General of the Bureau of Supplies and Accounts (now the Naval Supply Systems Command). These awards, presented since 1984 for operational competence, are awarded to Officers in the Supply Corp levels O-1 through O-4 who have made the most significant personal contributions to the supply readiness of the operating forces.

### **The Nicholas Brango Award**

Naval Sea Cadet Corps officers may be nominated by: their Commanding Officers; Presidents of sponsoring organizations; Navy League Region Presidents; and NSCC Headquarter Representatives. A nominee is selected by a Naval Sea Cadet Corps Awards Committee. The Award, consisting of a clock and a certificate, is formally presented during a Navy League's Board of Directors' Meeting or National Convention.

The Nicholas Brango Award for Inspirational Leadership is named for the former Executive Director of the Naval Sea Cadet Corps. This award is presented to a Naval Sea Cadet Corps officer who has excelled in all phases of Cadet Corps training, and whose outstanding leadership has made a significant contribution toward attainment of Navy League goals in the training and education of American youth during the preceding year.

### **The Big Stick Awards**

The National Vice President for Legislative Affairs and the Legislative Affairs Committee are responsible for selecting the recipients (1 Democrat and 1 Republican), and may consult with the Legislative Advisory Board, and the congressional liaison offices of the maritime services in doing so. The selectees subsequently are presented to the National President and the Steering Committee for approval. The process of researching and identifying deserving Members of Congress occurs following the final adjournment of each annual session of Congress. Following final approval of the recipients, the National Vice President for Legislative Affairs and the staff Legislative Director confer with the offices of both recipients for the purpose of coordinating public announcement of the award and identifying a suitable date for a reception honoring the recipients. The recipients are presented with an engraved walnut or mahogany walking stick and a plaque, a master version of which will be mounted at NLUS National Headquarters.

The Big Stick Award is presented to selected Members of Congress to recognize excellence in legislative stewardship of the maritime services. The award takes its name from former President Theodore Roosevelt's affinity for the West African proverb, "speak softly and carry a big stick, you will go far" and is presented annually to one Democrat and one Republican, irrespective of which house each serves.



## **National Awards Committee**

### **Mission statement**

Awards are important symbols of recognition and a means of publicly recognizing and rewarding exemplary and/or meritorious acts in the performance of duty or heroism that are above and beyond that normally expected and that distinguish the individual from others performing similar acts or services.

The National Awards Committee provides assistance and advice in all matters of policy, procedure, and administration of Navy League Awards. The Committee:

- Recommends policy and procedures for awards;
- Maintains liaison with other committees of the Navy League and with the sea services regarding policy and procedure for Navy League awards;
- Maintains historical records of Navy League awards;
- Provides advice and assistance to the National President of the Navy League regarding awards; and
- Thoroughly examines all requests for establishing new awards in order to prevent proliferation and degradation of the value of existing awards, and recommends appropriate action by the Board of Directors when necessary.

### **Meritorious Citation**

The Meritorious Citation is the highest award under the cognizance of the Navy League's National Awards Committee. It is awarded to government employees, uniformed or civilian, who have made significant contributions to the maintenance and improvement of the national security of the United States and to the strengthening of its maritime forces; individuals, companies, or corporations making similar significant contributions to national programs of the League at the national level; and/or any member of the Navy League who has made a significant contribution to national programs of the League at the national level.

Recommendations for this award may be made by any National Director or Council President. The basis of the recommendation should be set forth in a detailed letter and include the name of the proposer, nominee, address, Navy League title, the nominee's Navy League background, and his/her specific contributions. If approved by the National Awards Committee, the recommendations are forwarded to the Executive Committee for final approval. Only five Meritorious Citations may be awarded in any one calendar year, and all are at the national level. Meritorious Citations are prepared by Navy League Headquarters, and the National President or his designee makes the presentation at an appropriate event.

### **Distinguished Service Award**

The Distinguished Service Award can be awarded only to members of the Navy League and is the highest award that falls into this limited category. It is presented annually at an appropriate event during the National Convention to a member who has made outstanding contributions to the Navy League, especially during the preceding calendar year. The National President, the Chairman of the National Advisory Council, the National Vice Presidents, the National Judge Advocate, the Corporate Secretary and the National Treasurer shall not be eligible for this award while in office, nor shall any member of the National Headquarters Staff be eligible. Recommendations for this award are solicited from National Directors and Council Presidents. The basis of the recommendation should be set forth in a detailed letter and include the name of the proposer, nominee, address, Navy League title, the nominee's Navy League background, and his/her specific contributions. The recommendations are forwarded to the National Awards Committee for consideration prior to the National Convention. The Committee's selectee for this award must be approved by the Navy League's Executive Committee. The recipient receives an engraved medal and a certificate.

### **Hall of Fame**

The Hall of Fame award has been presented since 1988 to Navy Leaguers who have been members for twenty-five (25) or more years and who have served in a volunteer capacity throughout that time, making significant contributions, particularly on the national level. Past National Presidents, the National President, and the Chairperson of the National Advisory Council are not eligible for this award. The National Vice Presidents, the National Judge Advocate, the Corporate Secretary, and the National Treasurer are not eligible for this award while in office. Nominations for the Hall of Fame shall be submitted only by the National President and Past National Presidents. The basis of the recommendation should be set forth in a detailed letter and include the name of the proposer, nominee, address, Navy League title, the nominee's Navy League background, and his/her specific contributions. Selection is made by the National Awards Committee and must be approved by the National Executive Committee. Approved selectees are inducted into the Hall of Fame during the Navy League's National Convention. Selectees receive a certificate and their names are added to a bronze plaque displayed at Navy League Headquarters.

### **Scroll of Honor**

The Scroll of Honor is the second highest award of the Navy League on the national level, and the highest award on the region, area, and council levels. It may be awarded to government employees, uniformed or civilian, who have contributed in an outstanding manner to the furtherance of Navy League programs; and/or individuals (including Navy League members), companies, or corporations that have made similar contributions.

During any fiscal year, the maximum numbers of Scrolls of Honor that can be awarded are as follows: Council-1; Area-1; Region-2; and National-5. Approval for awards in excess of the above

maximums may be requested from the National Chairman of the National Awards Committee. At the national level, this award must be approved by the National Awards Committee; at the region level by the Chairman of the Awards Committee; at the area level by the Region President; and at the council level by the council's Board of Directors. National Scrolls of Honor are prepared by Navy League Headquarters for presentation at an appropriate event. Regions, areas, and councils are provided with the certificate template for preparation locally. There is no charge for these awards. (See Certificates section for template)

### **Certificate of Appreciation**

The Certificate of Appreciation may be awarded by the Navy League on the national, region, area and council levels to government employees, uniformed or civilian, who have contributed in an outstanding manner to the furtherance of Navy League programs; and/or individuals (including Navy League members), companies, or corporations who have made similar contributions.

During any fiscal year, the maximum number of Certificates of Appreciation that can be awarded are as follows: Council-12; Area-2; Region-5; and National-10. Approval for awards in excess of the above maximums may be requested from the National Chairman of the National Awards Committee. At the national level, this award must be approved by the National Awards Committee; at the region level by the Chairman of the Awards Committee; at the area level by the Region President; and at the council level by the council's Board of Directors. National Certificates of Appreciation are prepared by Navy League Headquarters for presentation at an appropriate event. Regions, areas, and councils are provided with the certificate template certificate for preparation locally. There is no charge for these awards. (See Certificates section for template)

### **Honorary Memberships**

Honorary Members may be named by the National Board of Directors as provided for in the National Bylaws. Honorary Members pay no dues, may not hold any elective office, and have no voting rights. The National Board of Directors, however, may prescribe such other rights, privileges and limitations, as it deems appropriate for this type of membership.

## **National President's Recognition Program**

### **Annual President's Award**

The Annual President's Award is presented to that member of the Navy League who has given the President the most support during the past year. It is presented to an individual selected by the National President at an appropriate event or meeting during the National Convention. The type of award given varies and is at the discretion of the National President.

### **National President's Medal**

The National President's Medal is presented on appropriate occasions at the discretion of the National President for special recognition to foreign dignitaries who exemplify the highest ideals of the Navy League through their significant contributions to world peace, national security, and/or outstanding service to their country and/or fellow citizens. This medal is not intended for internal award to members of the Navy League or other U.S. citizens. Recipients receive a full size medal with ribbon, as well as a miniature medal.

## **Youth Awards Sponsored by the Navy League of the United States**

### **Naval Reserve Officers Training Corps (NROTC)**

#### **The Admiral James L. Holloway, Jr. Award**

The Admiral James L. Holloway, Jr. Award, named for an outstanding former Chief of Naval Personnel, is presented annually to the most outstanding NROTC midshipman in the nation. The recipient is selected by the Navy, and the award is presented at commissioning by the appropriate Region President or a designated representative. The award consists of an engraved watch and a certificate.

### **Naval Junior Reserve Officers Training Corps (NJROTC)**

The Navy League of the United States NJROTC Awards, are presented annually to units participating in the Navy JROTC's two major national competitions: the NJROTC National Academics, Athletics & Drill Championships held at a location selected by the Navy (currently Pensacola, FL) and the NJROTC area manager's evaluation of the overall performance of the units, in their 11 respective areas from which the "Most Outstanding in Nation" and "Most Improved in Nation" units are ultimately chosen.

The Navy League provides all of the various awards for both competitions. These awards shall be presented by appropriate Navy League Region Presidents, Area Presidents, National Directors or Council Presidents.

The NJROTC National Academics, Athletics & Drill Championships, which take place in April is a three day event that is a comprehensive test of NJROTC training and performance. It includes an academic exam, athletic events, drills and a unit personnel inspection. Units are selected for this national competition by the 11 area managers based on similar competitions in their respective areas. The NJROTC area managers' evaluation also takes place in April. One unit is chosen "Most Outstanding in Area" and another as "Most Improved in Area" for each of the NJROTC areas. The names of these units and supporting documentation are forwarded to the Headquarters Naval Service Training Command (NSTC). There a board evaluates them and determines first-, second- and third-place winners for "Most Outstanding in Nation" along with one "Most Improved in Nation". For all these competitions the Navy League funds the trophies, plaques and medals as appropriate for the type and level of achievement. The design, size and characteristics of the "Most Outstanding and Most Improved" awards (Area and National) shall be the responsibility of the Chairman JROTC Subcommittee of the National Youth Programs Committee, who will also select a qualified manufacturer for their production.

The awards for the National Academics, Athletics & Drill Competition are determined by the Navy. The chairman will coordinate as necessary with the designated NLUS HQ Staff office and the NSTC NJROTC Program office that provides school names and ceremony dates, to ensure effective award program implementation and cause the estimated costs of the awards for all the competitions to be submitted to the NLUS headquarters staff office for inclusion in the Navy League annual budget.

## **The Theodore Roosevelt Youth Medal**

The Navy League has established a Youth Medal that is awarded to outstanding Navy and Marine Corps Junior Reserve Officers Training Corps (JROTC) cadets, Navy National Defense Cadet Corps (NNDCC) cadets, US Naval Sea Cadet Corps, and Young Marines. The award consists of a medal, ribbon bar, certificate, and pamphlet on President Theodore Roosevelt whose visage is on the medal. These can be ordered by contacting the National Headquarters. When ordering, specify that the award is either for NJROTC, NNDCC, MCJROTC, Sea Cadet/League Cadet, or Young Marines. (See Certificates section for these templates – NJROTC and NNDCC use same certificate)

### **Junior Reserve Officer Training Corps (JROTC)**

Navy League Councils that adopt or are otherwise in contact with a high school JROTC unit(s) should award the Youth Medal annually to a deserving cadet, normally a junior, at an appropriate awards ceremony. This will permit the cadet to have a year in which to wear the medal showing Navy League support for the program.

Eligibility criteria for the NJROTC award are determined in conjunction with the Navy and are contained in a Naval Service Training Command (NSTC) instruction that addresses awards to NJROTC cadets. For MCJROTC cadets the criteria is contained in a similar instruction at the Marine Corps Training and Education Command. If there is no Navy League Council in contact with a High School JROTC unit the Senior Naval Science Instructor (SNSI) is directed in the NSTC instruction to order the medal through the Navy League's Ships Store web site and contact Navy League Headquarters for additional information. The same directions are provided to the Senior Marine Instructor. In this event the Navy League Headquarters Office shall contact the appropriate Region and Area President who will determine if Navy League presence at the award ceremony is feasible and provide any other assistance to the unit that is reasonable within their capabilities.

### **Naval Sea Cadet Corps (NSCC)**

The Sea Cadet award consists of the Youth Medal and Ribbon Bar with 5/16" Silver Star (must be affixed locally), certificate and pamphlet. The medal is awarded annually by a representative of the Navy League Council that sponsors the Sea Cadet unit. Naval Sea Cadet Headquarters defines the criteria for selection of Sea Cadets to be honored. Navy League Councils may also award the NLUS Youth Ribbon Award (affixed locally) and certificate to the unit NLCC Cadet of the Year for each sponsored Navy League Cadet Corps (NLCC) training ship. These awards can be ordered on-

line through the Navy League's Ships Store or directly from the Navy League supplier. Contact Navy League Headquarters for additional information.

## **United States Naval Academy**

### **The Navy League of the United States Physics Award**

This award is presented annually to the midshipman of the graduating class who is judged by the Chairperson of the Physics Department to be the most outstanding student in the Engineering Physics major program. The award, an engraved sword, belt and knot is purchased by the Naval Academy on behalf of the Navy League and presented by the National President or his or her designee at an Awards Ceremony held in conjunction with graduation events. (Administered by the U. S. Naval Academy)

### **Cooke Memorial Football Trophy**

This award is presented in commemoration of the deceased football great, Commander Lemuel D. Cooke, USNA '39. It is awarded annually to a graduating midshipman who is a member of the Varsity "A" football squad, and who, during the year, is deemed to be outstanding and has done the most to promote team spirit within the squad. The recipient's name is added to a trophy which is exhibited at the Naval Academy Athletic Association, and the recipient receives a smaller version of the permanent trophy. The National President or his or her designee makes the presentation at an Awards Ceremony held in conjunction with graduation events. (Administered by the Naval Academy Athletic Association)

## **United States Coast Guard Academy**

### **The Navy League of the United States Electrical Engineering Award**

This award is presented annually to the cadet who attains the highest proficiency in Electrical Engineering. The recipient receives an engraved Navy League watch which is presented by the National President or his or her designee at an event in conjunction with graduation exercises. (Administered by the U. S. Coast Guard Academy)

## **United States Merchant Marine Academy**

### **The Emory Scott Land Award**

The Emory Scott Land Award is named in memory of Vice Admiral Emory Scott Land, a past chairman of the U.S. Maritime Commission and former head of the War Shipping Administration.

It is presented annually to the Deck or Deck-Engineer Midshipman in each graduating class who is most outstanding in the engineering courses. The award, an engraved Navy League watch, is presented by the National President or his or her designee at an event in conjunction with graduation exercises. (Administered by the U. S. Merchant Marine Academy)

### **Outstanding Recruit Awards**

The following awards are presented on a weekly basis. Each recipient receives an engraved plaque. (Administered by the training center, command or depot)

#### **Outstanding Navy Recruit Award**

The Outstanding Navy Recruit Award is presented to the outstanding recruit in each graduating class at the Naval Training Command in Great Lakes, Illinois.

#### **Outstanding Coast Guard Recruit Award**

The Outstanding Coast Guard Recruit Award is presented to the outstanding recruit in each graduating class at the Coast Guard Training Center in Cape May, New Jersey.

#### **Outstanding Marine Corps Recruit Award**

The Outstanding Marine Corps Recruit Award is presented to the outstanding recruit in each graduating class at the Marine Corps Recruit Depots in San Diego, California, and Parris Island, South Carolina.



**Youth Program Awards Sponsored by the United States Naval Sea Cadet Corps**

Please refer to the NSCC/NLCC Awards Manual in Appendix II.

## **Other Awards Sponsored by the Navy League of the United States**

### **Naval War College**

These awards are presented annually to graduates of the Naval War College. Selection is made by the Naval War College based on outstanding academic performance, participation in Naval War College activities, participation in outside civilian activities, and promotion of the maritime services to the public. Each recipient receives a certificate and a gift (which varies from year to year – usually an engraved clock), and his or her name is recorded on a commemorative plaque at the College. The awards are presented by the National President or his or her designee. (Administered by the Naval War College)

#### **Stephen B. Luce Award**

The Stephen B. Luce Award is named for one of the Navy's outstanding officers in many fields including strategy, seamanship, education, and professional development. Because of Luce's urgings and exhaustive reports, the Naval War College at Newport, Rhode Island, was established in October 1884 with Rear Admiral Luce as its first superintendent.

#### **William S. Sims Award**

The William S. Sims Award is named for a past President of the Naval War College. This award honors outstanding academic performance, participation in Naval War College activities, participation in outside civilian activities; and promotion of the Maritime Services in the public interest.

#### **The Navy League of the United States Research and Writing Award**

The Navy League of the United States Research and Writing Award is presented annually to a graduate for excellence in student research and writing. The recipient receives a certificate and a \$500 savings bond. The National President or his or her designee presents the award.

### **Industrial College of the Armed Forces**

#### **The Navy League of the United States Research and Writing Award**

The Navy League of the United States Research and Writing Award is presented annually to a graduate for excellence in student research and writing. The recipient receives a certificate and a \$500 savings bond. The National President or his or her designee presents the award. (Administered by the Industrial College of the Armed Forces)

## **United States Marine Corps Command and Staff College**

### **The General Clifton B. Cates Award**

Named for the nineteenth Commandant of the Marine Corps, this award is presented annually to a student whose sustained demonstration of problem-solving capabilities far exceeds his military experience and who is considered most outstanding as exhibited by written assignments and participation in wargames, practical exercises and the exchange of ideas. The first place recipient receives a certificate and an engraved watch; the second place recipient receives a certificate and an engraved clock or other gift as deemed appropriate. (Administered by the Marine Corps Command and Staff College)

### **Naval Justice School**

The Naval Justice Awards are presented to those students graduating first in each of the six Military Justice Legal Officer Courses held each year at the Naval Justice School in Newport, Rhode Island; they also are presented to that student graduating first in each of the six Non-Lawyer Legal Officer Courses held in San Diego, California. Each recipient receives a certificate. (Administered by the Naval Justice School)

## **Council Awards**

### **Council Performance Awards**

These awards are presented annually during the Navy League's National Convention. Recipients are selected by an Awards Committee appointed by the NLUS National President.

#### **Outstanding, Meritorious, and Honorable Mention Council Awards**

Selection for a council award will be based on the degree to which a competing council meets the established criteria as outlined in the Navy League Operations Manual, Part Three Council Handbook. A Council may be considered for a Meritorious or Honorable Mention Award even though it may not have met all of the criteria required for an Outstanding Council Award. Because of their unique situations, many of the criteria established may not apply to overseas councils; therefore, the selection committee is authorized to judge overseas councils on the strength and vitality of their overall programs. Council performance for the previous calendar year is evaluated using Council Annual Reports and any supplemental materials provided by the council in the following major areas:

- Council Activities
- Youth Support
- Sea Services Activities
- Public Education Activities
- Legislatives

Following receipt of Council Annual Reports and prior to 31 March each year, Region Presidents may submit recommendations to the Senior Director of Membership for forwarding to the Council Performance Awards Committee. These recommendations to the Council Performance Awards Committee may support or not support council performance awards for specific councils under the oversight of the submitting Region President. To preserve the independence of this Committee, the recommendations shall be non-binding, but should be given full consideration as the observations of the Region Presidents, whose direct coordination and oversight of the Councils are of significant value in assessing performance.

#### **Recruiting Awards**

Individual members are recognized for their superior efforts in recruiting new members to the Navy League through presentation of a unique lapel pin by the National President.

#### **Retention Awards**

Councils achieving the highest percentage of membership retention for the calendar year receive an engraved plaque recognizing their efforts.

## **Mackie Awards**

These awards are presented annually at the National Convention for newsletters, websites, and social media judged to be the best for the previous calendar year. Judges are selected on the basis of their expertise in the field of journalism, newsletter and web publishing or a related field.

The Donald M. Mackie Awards honor excellence in both print and web based communication. The award is named after Donald M. Mackie, who was instrumental in establishing *Seapower* magazine, then called "Navy - The Magazine of Sea Power," and has been presented to the best region, state, and council newsletters since 1964. In 2007, the website competition category was added and in 2016 the social media category was created. This inclusion better represents present and future communication standards. For all categories, councils are divided into three judging categories based upon the size of the council: Small (up to 125 members), Medium (126 - 499 members) and Large (500+ members). A first, second, and third place are chosen for each subcategory. The newsletter, website, and social media winners each receive the same type of award, which may vary from year to year.

## Certificates

Scroll of Honor	I-24
Certificate of Appreciation	I-25
NJROTC Youth Medal	I-26
MCJROTC Youth Medal	I-27
NSCC Youth Medal	I-27

# Navy League of the United States



## Scroll of Honor

The Navy League of the United States  
presents this Award to



In testimony and tribute to outstanding service to the Navy League of the United States and in recognition of achievements which exemplify our highest ideals

Presented this            day of

President

# Navy League of the United States



## Certificate of Appreciation

The Navy League of the United States  
presents this Award to



In testimony and tribute to outstanding service to the Navy  
League of the United States

Presented this      day of

President



# Navy League of the United States



This is to certify that  
 the Navy League of the United States  
 has awarded the

**Theodore Roosevelt Youth Medal**  
 to

for  
**Outstanding Performance of Duty**

Given this      day of      20

---

Navy League  
 Council President

---

PAROC  
 Senior Naval Science Instructor

**Navy League of the United States**



This is to certify that  
the Navy League of the United States  
has awarded the

**Theodore Roosevelt Youth Medal**  
to

for  
**Outstanding Performance of Duty**

Given this      day of      20

---

Navy League  
Council President

---

MCBDDC  
Senior Marine Instructor

**Navy League of the United States**



This is to certify that  
 the Navy League of the United States  
 has awarded the

**Theodore Roosevelt Youth Medal**  
 to

for  
**Outstanding Performance of Duty**

Given this      day of      20

---

Navy League  
 Council President

---

Commanding Officer

## Headquarters Contact Information

AWARDS	LEVEL	PRESENTATION TIME	DEADLINE FOR NOMINATIONS	AWARD	DEPARTMENT
PROFESSIONAL EXCELLENCE AWARDS (SEA SERVICE AWARDS)	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	MARCH 31	WATCH AND CERTIFICATE	EXECUTIVE SERVICES
FLEET ADMIRAL CHESTER W. NIMITZ AWARD	NATIONAL	ANNUALLY DURING SEA-AIR-SPACE EXPOSITION	LATE-JANUARY	BRONZE MEDALLION AND CERTIFICATE	CORPORATE DEVELOPMENT
ADMIRAL VERN CLARK AND GENERAL JAMES JONES SAFETY AWARDS	NATIONAL	ANNUALLY DURING SEA-AIR-SPACE EXPOSITION	FEBRUARY 1	CASH AWARD AND CERTIFICATE	CORPORATE DEVELOPMENT
ALBERT A. MICHELSON AWARD	NATIONAL	ANNUALLY DURING SEA-AIR-SPACE EXPOSITION	LATE-JANUARY	BRONZE MEDALLION AND CERTIFICATE	CORPORATE DEVELOPMENT
VADM ROBERT BATCHELDER AWARDS	NATIONAL	ANNUALLY IN AUGUST	DETERMINED BY NAVAL SUPPLY CORPS	CLOCK AND CERTIFICATE	EXECUTIVE SERVICES
NICHOLAS BRANGO AWARD	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	JANUARY 1	CLOCK AND CERTIFICATE	NSCC
ADMIRAL ARLEIGH BURKE AWARD	NATIONAL	FREQUENCY AND VENUE VARY	VARIES	BRONZE MEDALLION	EXECUTIVE SERVICES
BIG STICK AWARDS	NATIONAL	ANNUALLY/VENUE VARIES	VARIES	ENGRAVED WALKING STICK AND PLAQUE	COMMUNICATIONS
DISTINGUISHED SERVICE AWARD	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	MID- TO LATE MAY	ENGRAVED MEDAL AND CERTIFICATE	EXECUTIVE SERVICES
HALL OF FAME	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	MID- TO LATE MAY	CERTIFICATE	EXECUTIVE SERVICES
MERITORIOUS CITATION	NATIONAL	FREQUENCY AND VENUE VARY	VARIES	CERTIFICATE	EXECUTIVE SERVICES
SCROLL OF HONOR	NATIONAL, REGION, AREA, AND COUNCIL	FREQUENCY AND VENUE VARY	VARIES	CERTIFICATE	EXECUTIVE SERVICES
CERTIFICATE OF APPRECIATION	NATIONAL, REGION, AREA, AND COUNCIL	FREQUENCY AND VENUE VARY	VARIES	CERTIFICATE	EXECUTIVE SERVICES
HONORARY MEMBERSHIP	NATIONAL	FREQUENCY AND VENUE VARY	VARIES	CERTIFICATE	EXECUTIVE SERVICES
YOUTH MEDALS	COUNCIL	ANNUALLY IN APRIL-JUNE	VARIES	MEDAL, RIBBON BAR, CERTIFICATE	MEMBERSHIP
COUNCIL PERFORMANCE AWARDS	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	JUNE 1	PLAQUE	MEMBERSHIP
RECRUITING AWARDS	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	JUNE 1	LAPEL PIN	MEMBERSHIP
RETENTION AWARDS	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	JUNE 1	PLAQUE	MEMBERSHIP
MACKIE AWARDS	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	MARCH 31	VARIES	COMMUNICATIONS
ADMIRAL JAMES L. HOLLOWAY, JR. AWARD	NATIONAL	ANNUALLY IN MAY/JUNE	DETERMINED BY THE NAVY	WATCH AND CERTIFICATE	MEMBERSHIP
NJROTC AWARDS	NATIONAL	ANNUALLY IN APRIL-JUNE	DETERMINED BY THE NAVY	TROPHIES/ PLAQUES	MEMBERSHIP
UNITED STATES NAVAL ACADEMY – NLUS PHYSICS AWARD	NATIONAL	ANNUALLY IN MAY	DETERMINED BY USNA	SWORD, BELT AND KNOT	EXECUTIVE SERVICES
UNITED STATES NAVAL ACADEMY – COOKE MEMORIAL FOOTBALL TROPHY	NATIONAL	ANNUALLY IN MAY	DETERMINED BY USNA	ENGRAVED FOOTBALL TROPHY	EXECUTIVE SERVICES
UNITED STATES COAST GUARD ACADEMY – NLUS ELECTRICAL ENGINEERING AWARD	NATIONAL	ANNUALLY IN MAY	DETERMINED BY USCGA	ENGRAVED WATCH	EXECUTIVE SERVICES

NLUS Operations Manual Appendix I

<b>AWARDS</b>	<b>LEVEL</b>	<b>PRESENTATION TIME</b>	<b>DEADLINE FOR NOMINATIONS</b>	<b>AWARD</b>	<b>DEPARTMENT</b>
<b>UNITED STATES MERCHANT MARINE ACADEMY-EMORY SCOTT LAND AWARD</b>	NATIONAL	ANNUALLY IN JUNE	DETERMINED BY USMMA	ENGRAVED WATCH	EXECUTIVE SERVICES
<b>NAVAL WAR COLLEGE – STEPHEN B. LUCE AWARD</b>	NATIONAL	ANNUALLY IN JUNE	DETERMINED BY NAVAL WAR COLLEGE	SHIP’S CLOCK AND CERTIFICATE	EXECUTIVE SERVICES
<b>NAVAL WAR COLLEGE – WILLIAM S. SIMS AWARD</b>	NATIONAL	ANNUALLY IN JUNE	DETERMINED BY NAVAL WAR COLLEGE	SHIP’S CLOCK AND CERTIFICATE	EXECUTIVE SERVICES
<b>NATIONAL WAR COLLEGE – NLUS RESEARCH AND WRITING AWARD</b>	NATIONAL	ANNUALLY IN MAY/JUNE	DETERMINED BY NATIONAL WAR COLLEGE	\$500 SAVINGS BOND AND CERTIFICATE	EXECUTIVE SERVICES
<b>INDUSTRIAL COLLEGE OF THE ARMED FORCES – NLUS RESEARCH AND WRITING AWARD</b>	NATIONAL	ANNUALLY IN JUNE	DETERMINED BY ICAF	\$500 SAVINGS BOND AND CERTIFICATE	EXECUTIVE SERVICES
<b>UNITED STATES MARINE CORPS COMMAND AND STAFF COLLEGE – GENERAL CLIFTON B. CATES AWARD (WINNER AND RUNNER-UP)</b>	NATIONAL	ANNUALLY IN JUNE	DETERMINED BY USMC COMMAND AND STAFF COLLEGE	ENGRAVED WATCH AND CERTIFICATE / GIFT AND CERTIFICATE	EXECUTIVE SERVICES
<b>NAVAL JUSTICE SCHOOL</b>	NATIONAL	ADMINISTERED BY NAVAL JUSTICE SCHOOL	DETERMINED BY NAVAL JUSTICE SCHOOL	CERTIFICATE	EXECUTIVE SERVICES



# **Navy League of the United States**

## **Operations Manual**

### **Appendix II**

#### **NSCC/NLCC Awards Manual**

U.S. Naval Sea Cadet Corps Manual

# **NSCC/NLCC AWARDS MANUAL**

NSCPUB 400  
MAY 2014



National Headquarters – 2300 Wilson Boulevard, Suite 200, Arlington, Virginia 22201-5424  
Copyright © 2014 Naval Sea Cadet Corps 36 USC 154106

PAGE INTENTIONALLY LEFT BLANK





THIS PAGE INTENTIONALLY LEFT BLANK

## TABLE OF CONTENTS

### CHAPTER ONE ADMINISTRATION

SECTION	PAGE
0101 AUTHORITY.....	1-1
0102 NATIONAL AWARDS BOARD.....	1-1

### CHAPTER TWO MAJOR INDIVIDUAL AWARDS

0201 NSCC HALL OF FAME AWARD.....	2-1
0202 CHAIRMAN'S MEDAL.....	2-1
0203 NICHOLAS BRANGO AWARD.....	2-1
0204 ROBERT T.S. COLBY AWARD.....	2-3
0205 WILLIS E. REED AWARD.....	2-4
0206 KEITH T. WEAVER AWARD.....	2-5
0207 FRED D. CARL AWARD.....	2-7
0208 BRUCE B. SMITH AWARD.....	2-8

### CHAPTER THREE MAJOR UNIT AWARDS

0301 JOHN J. BERGEN AWARD.....	3-1
0302 MORGAN L. FITCH, JR. AWARD.....	3-1
0303 GEORGE S. HALAS AWARD.....	3-2
0304 NAVY LEAGUE OF CANADA CHALLENGE AWARD.....	3-2
0305 ANTHONY H. MURRAY, SR. SEAMAN AWARD.....	3-2
0306 CHAIRMAN'S AWARD FOR RECRUITING/RETENTION.....	3-3
0307 PRESIDENT'S AWARD FOR RECRUITING/RETENTION.....	3-3
0308 MOST IMPROVED UNIT AWARD.....	3-3
0309 TOP UNIT IN EACH REGION.....	3-4
0310 AWARD STREAMERS.....	3-4
0311 AWARD CERTIFICATES.....	3-5
0312 FULCRUM SHIELD AWARD FOR EXCELLENCE IN YOUTH ANTI-DRUG PROGRAM....	3-5

### CHAPTER FOUR RIBBON AWARDS AND APPURTENANCES

0401 AUTHORITY.....	4-1
0402 POLICY.....	4-1
0403 ELIGIBILITY.....	4-1
0404 RIBBON AWARDS AND CRITERIA.....	4-2
0405 RECOMMENDATION PROCEDURES.....	4-20
0406 APPROVAL OF AWARDS.....	4-21
0407 SUBSEQUENT AWARDS.....	4-21
0408 WEARING OF MEDALS AND RIBBON AWARDS.....	4-21
0409 PRECEDENCE.....	4-22
0410 APPURTENANCES.....	4-23
0411 SUBSEQUENT AWARDS.....	4-28

**CHAPTER FIVE**  
**BREAST INSIGNIA AND BADGES**

<b>SECTION</b>	<b>PAGE</b>
0501 GENERAL.....	5-1
0502 COMMAND RECOGNITION.....	5-2
0503 AVIATION WINGS.....	5-3
0504 NSCC NAVAL SPECIAL WARFARE (SEAL) DEVICE.....	5-4
0505 NSCC EXPLOSIVE ORDNANCE DISPOSAL (EOD) DEVICE.....	5-5
0506 NSCC SPECIAL WARFARE COMBAT CREWMAN (SWCC) DEVICE.....	5-6
0507 NSCC JOINT SPECIAL OPERATIONS COMMAND (JSOC) BADGE.....	5-7

**CHAPTER SIX**  
**DOD, DHS, DOT, NOAA, AND PHS AWARDS**

0601 GENERAL.....	6-1
-------------------	-----

**APPENDIX**

APPENDIX 1 EXAMPLE LETTER TO SCHOOL.....	A-1
APPENDIX 2 EXAMPLE LETTER TO HOME SCHOOL.....	A-2
APPENDIX 3 APPURTENANCE REFERENCE CHART.....	A-3

## CHAPTER 1: ADMINISTRATION

0101	AUTHORITY.....	1-1
0102	NATIONAL AWARDS BOARD.....	1-1

---

### 0101 **AUTHORITY**

1. The National Board of Directors is the approval authority for the type of and criteria for awards that may be awarded to NSCC/NLCC personnel and units.
2. Any individual or group wishing to establish an award for the NSCC/NLCC must make the proposal in writing to the National Board of Directors via the Executive Director at National Headquarters.

### 0102 **NATIONAL AWARDS BOARD**

1. The National Chairman shall appoint a National Awards Board to review existing award criteria and make recommendations on the establishment of new awards or elimination of obsolete awards.
2. The National Chairman will annually appoint a board for the purpose of selecting recipients of the Officer, Instructor, and Cadets of the year. The Executive Director will provide the Board with all pertinent data needed for use in the review process, and will promulgate the results of the Board's action at appropriate times.
3. Annually, the National Chairman will, after receiving the annual inspection scores from NHQ, instruct the Awards board to review and certify the awards prior to publication of Unit Awards.

THIS PAGE INTENTIONALLY LEFT BLANK

## CHAPTER 2: MAJOR INDIVIDUAL AWARDS

0201	NSCC HALL OF FAME AWARD.....	2-1
0202	CHAIRMAN'S MEDAL.....	2-1
0203	NICHOLAS BRANGO AWARD.....	2-1
0204	ROBERT T.S. COLBY AWARD.....	2-3
0205	WILLIS E. REED AWARD.....	2-4
0206	KEITH T. WEAVER AWARD.....	2-5
0207	FRED D. CARL AWARD.....	2-7
0208	BRUCE B. SMITH AWARD.....	2-8

---

### 0201 **NSCC HALL OF FAME AWARD**

1. Candidates for this recognition must be founders of the NSCC, or NSCC volunteers, who have provided noteworthy leadership deserving National recognition over a substantial period of time. While this time limit is generally thought as 15 years or more, no firm time limit is described to allow for inclusion of exceptional cases and or actions that have made national impact.
2. Any member of the Navy League of the United States or Naval Sea Cadet Corp may submit nominations. Nominations must be in writing, and must document the exemplary contributions that merit the award. Nominations must list all previous awards received from the Naval Sea Cadet Corps, the time the recommended individual has or had been associated with the NSCC and an outline of various capacities in which service has been provided.
3. Nominations must be sent to NHQ for review no later than 1 May of each calendar year. A committee comprised of the NSCC National Chairman, NSCC National President, and one or more NSCC National Vice Presidents as appointed by the National Chairman will provide recommendations on nominees for final selection by the Board of Directors.

### 0202 **CHAIRMAN'S MEDAL**

1. The Chairman's Medal is the highest award that may be bestowed on an individual and is approved by the National Chairman.
2. The Chairman's Medal recognizes sustained distinguished service/support on the part of individuals meeting such criteria as may be established by the National Chairman. It may be awarded to appropriate NSCC personnel; to members of the armed forces; and to individuals in the civilian community.
3. The Chairman's Medal award consists of a large medal, a small medal, a ribbon bar, a lapel pin, and a citation setting forth the services/support being recognized.

**NOTE:** Nomination for this award from within the Naval Sea Cadet Corps must be made via the chain of command to National Headquarters to the Executive Director.

### 0203 **NICHOLAS BRANGO AWARD**

1. This award honors Captain Nicholas Brango, USN (Ret) a past NSCC National Chairman and National Vice President of the Navy League and former Executive Director of the Naval Sea Cadet Corps. It recognizes the NSCC Officer of the Year.

0203 **NICHOLAS BRANGO AWARD (CONTINUED)**

2. This annual award was established by the Navy League to recognize the NSCC officer who has excelled in all phases of NSCC/NLCC training, and whose outstanding leadership has made a significant contribution toward attainment of Navy League goals in the education and training of American youth. The award serves to emphasize the fact that the NSCC/NLCC programs are among the Navy League's most important undertakings and to recognize those men and women of the NSCC officer corps, without whom the program could not exist.
3. **Qualifications.** Factors to be considered in nomination of an officer for the award are listed below. Comments on each of the factors listed below and other factors as might be considered appropriate should be included on the nomination form (NSCADM 013).
  - a. Currently enrolled.
  - b. Knowledge of the NSCC/NLCC programs.
  - c. Performance of assigned duties.
  - d. Instructing ability.
  - e. Personal conduct.
  - f. Military bearing/appearance.
  - g. Leadership/command ability.
  - h. Administrative ability.
  - i. Recruiting/Retention effectiveness.
  - j. Escort Duties.
  - k. Accomplishments that go above/beyond that give back to the unit.
4. **Nomination Procedures**
  - a. Commanding Officers will submit the nomination (NSCADM 013) with a current photo in an appropriate uniform or NSCC Alternate Uniform to the Regional Director no later than 1 December of each year. The Regional Director will establish a selection board of not less than three officers with the Regional Director serving as chairman. The selected nominee for "NSCC Officer of the Year" will be forwarded via the chain of command to arrive at NHQ no later than 1 January.
  - b. The National Chairman will establish a selection board of no fewer than three members and shall designate a Chairman of the Board. The board will review all submitted regional nominations and shall select the "NSCC Officer of the Year". Announcement of the selection will be made no later than 1 March.



0203 **NICHOLAS BRANGO AWARD (CONTINUED)**

5. **Supporting Documentation**

- a. Officer/Instructor of the year (NSCADM 013).
  - b. Current photo in an appropriate uniform or NSCC alternate uniform.
  - c. Record of Awards (NSCADM 010).
  - d. Endorsements by the Chain of Command are required.
  - e. Endorsements by the sponsoring Organization/Committee Chair are strongly encouraged, especially if the nominee is a Unit Commanding Officer.
6. **Presentation**. The officer honored will receive a suitable gift presented at an appropriate ceremony.

0204 **ROBERT T.S. COLBY AWARD**

1. This award honors Judge Robert T.S. Colby, who exemplified the NSCC's commitment to the education and training of American youth in his various positions of leadership, instruction and service in the Naval Sea Cadet Corps. It recognizes the "NSCC Instructor of the Year".
2. **Qualifications**. Factors to be considered in nomination of an instructor for this award are listed below. The criteria are intentionally not specific to allow for consideration of the various strengths the individual may bring to the unit and the billet positions they may fulfill. Comments on each of the factors listed and other factors as might be considered appropriate are required to be included on the nomination form (NSCADM 013).
  - a. Must be enrolled as an instructor through the end of the calendar year in which nominated.
  - b. Knowledge of the NSCC/NLCC programs.
  - c. Performance of assigned duties.
  - d. Instructing ability.
  - e. Personal conduct.
  - f. Military bearing/appearance.
  - g. Leadership/command ability.
  - h. Administrative ability.
  - i. Recruiting/Retention effectiveness.
  - j. Escort Duties.
  - k. Accomplishments that go above/beyond that give back to the unit.

0204 **ROBERT T.S. COLBY AWARD (CONTINUED)**

3. **Nomination Procedures**

- a. Commanding Officers will submit the nomination (NSCADM 013) with a current photo in an appropriate uniform or NSCC Alternate Uniform to the Regional Director no later than 1 December of each year. The Regional Director will establish a selection board of not less than three officers with the Regional Director serving as chairman. The selected nominee for "NSCC Instructor of the Year" will be forwarded via the chain of command to arrive at NHQ no later than 1 January.
- b. The National Chairman will establish a selection board of no fewer than three members and shall designate a Chairman of the Board. The board will review all submitted regional nominations and shall select the "NSCC Instructor of the Year". Announcement of the selection will be made no later than 1 March.

4. **Presentation**. The instructor honored by the selection of the award will be given an appropriate local ceremony and shall be presented with a suitable gift. Announcement of selection will be made no later than 1 March.

0205 **WILLIS E. REED AWARD**

1. This award honors Captain Willis E. Reed, USNR (Ret) a past NSCC National Chairman and National Vice President of the Navy League.
2. This annual award recognizes the Naval Sea Cadet who has excelled in all phases of NSCC training, and whose achievements mark him or her as the "NSCC Cadet of the Year".
3. **Qualifications**. Factors to be considered in nominating a cadet for the award are listed below. Comments on each of the factors listed and other factors as might be considered appropriate should be included.
  - a. Cadet must be currently enrolled through the selection process.
  - b. Rate cadet attained.
  - c. Number and type of advanced training activities.
  - d. Correspondence courses completed.
  - e. Contributions to unit/regional training activities.
  - f. Military bearing and appearance.
  - g. Scholastic achievements.
  - h. Outside activities.
  - i. Awards received.
  - j. Other attributes considered significant by the unit Commanding Officer to include:
    - 1) Initiative
    - 2) Reliability
    - 3) Acceptance of responsibility
    - 4) Speaking ability, etc.

0205 **WILLIS E REED AWARD (CONTINUED)**

4. **Nomination Procedures**

- a. Commanding Officers will submit the nomination using the "NSCC Cadet of the Year" nomination form (NSCADM 011) with a current photo in an appropriate uniform to the Regional Director no later than 1 December of each year. The Regional Director will establish a selection board of not less than three officers with the Regional Director serving as chair, to select the regional nominee for "NSCC Cadet of the Year". One nomination per region will be submitted via the chain of command to arrive at NHQ no later than 1 January.
- b. The National Chairman will establish a selection board of no fewer than three members and shall designate a Chairman of the Board. The board will review all regional nominations and shall select the "NSCC Cadet of the Year". Announcement of the selection will be made no later 1 March.

5. **Supporting Documentation**. The following documents are required:

- a. NSCC Cadet of the Year (NSCADM 011).
- b. A current photo in an appropriate uniform.
- c. Record of Cadet Advancement (NSCADM 009).
- d. Record of Awards (NSCADM 010).
- e. Endorsements by the chain of command are required.
- f. Letters of Recommendation.
- g. Copy of current report card if available; if not, cadet's GPA must be stated.
- h. Do not submit Administrative Remarks (NSCADM 008).

6. **Presentation**. The "NSCC Cadet of the Year" will be given a suitable gift awarded at an appropriate Ceremony.

0206 **KEITH T. WEAVER AWARD**

1. This award honors Captain Keith T. Weaver, USN (Ret), a past NSCC National Chairman and National Vice-President of the Navy League, and former Executive Director of the Naval Sea Cadet Corps.
2. This award recognizes the Navy League Cadet who has excelled in all phases of NLCC training, and whose achievements mark him or her as the "NLCC Cadet of the Year."
3. **Qualifications**. The unit Commanding Officer will nominate a NLCC cadet for selection as "NLCC Cadet of the Year" on the basis of:
  - a. Cadet must be enrolled as a NLCC Cadet through the end of the calendar year in which nominated.
  - b. Cadet rate attained.

0206 **KEITH T. WEAVER AWARD (CONTINUED)**

- c. Number and type of advanced training activities (this includes orientation, advanced training, and significant training evolutions).
- d. NLCC Syllabus progress and completion.
- e. Contributions to unit/regional training activities.
- f. Military bearing and appearance.
- g. Scholastic achievements.
- h. Outside activities.
- i. Awards received.
- j. Other attributes considered significant by the unit Commanding Officer to include:
  - 1) Initiative
  - 2) Reliability
  - 3) Acceptance of responsibility
  - 4) Speaking ability, etc.

4. **Nomination Procedures**

- a. Commanding Officers will submit the nomination using the "NLCC Cadet of the Year" nomination form (NSCADM 012) with a current photo in an appropriate uniform to the Regional Director no later than 1 December of each year.
- b. The Regional Director will establish a selection board of not less than three officers with the Regional Director serving as chair, to select the regional nominee for "NLCC Cadet of the Year". One nomination per region will be submitted via the Chain of Command to arrive at NHQ no later than 1 January.
- c. The National Chairman will establish a selection board of no fewer than three members and shall designate a Chairman of the Board. The board will review all regional nominations and shall select the "NLCC Cadet of the Year".

5. **Supporting Documentation**. The following documents are required:

- a. NLCC Cadet of the Year (NSCADM 012).
- b. A current photo in an appropriate uniform.
- c. Record of Cadet Advancement (NSCADM 009).
- d. Record of Awards (NSCADM 010).
- e. Endorsements by the chain of command are required.
- f. Letters of Recommendation.
- g. Copy of current report card if available; if not, cadet's GPA must be stated.

0206 **KEITH T. WEAVER AWARD (CONTINUED)**

- h. Do not submit Administrative Remarks (NSCADM 008).
- 6. **Presentation.** The "NLCC Cadet of the Year" will be given a suitable gift awarded at an appropriate ceremony.

0207 **FRED D. CARL AWARD**

- 1. This award honors Captain Fred D. Carl, USNR (Ret), a past NSCC National Chairman and National Vice-President of the Navy League.
- 2. This annual award was established to recognize the "Regional Director of the Year" who has excelled in all phases of directing his/her units, and whose outstanding leadership has made a significant contribution toward his/her region's attainment and meeting of National goals and objectives. This award serves to emphasize the importance of the many contributions made by the Regional Director in the NSCC organization.
- 3. The period of consideration is from 1 September of one year to 31 August of the following year. NHQ Representatives will be responsible for forwarding nominations in letter format no later than 1 October to NHQ; nominations may be made by:
  - a. Headquarters Representatives.
  - b. Other Regional Directors.
  - c. NHQ staff
- 4. Factors to be considered in nominating a Regional Director for the award are listed below. Comments on each of the factors listed and any other factors as might be considered appropriate should be made; a picture of the nominee is to be included with the nomination.
  - a. Command effectiveness in meeting/carrying out NHQ goals/objectives.
  - b. Regional recruiting/retention effectiveness.
  - c. Establishment of new units.
  - d. Performance of assigned duties.
  - e. Administrative ability.
  - f. Leadership/Command climate, and
  - g. Currently enrolled in NSCC program.
- 5. The National Chairman will annually convene a selection panel to select the winner of the Fred D. Carl Award. This will normally be in the late fall/early winter each year. The National Chairman will announce the winner at the annual Regional Directors' Conference or at an appropriate ceremony.
- 6. The selected Regional Director will receive a suitable gift to be presented at the Regional Director's Conference or at an appropriate ceremony.

0208 **BRUCE B. SMITH AWARD**

1. This award honors Captain Bruce B. Smith, USN (Ret) a past NSCC National Chairman and National Vice-President of the Navy League.
2. This award was established to recognize that Regional Director who has excelled in the recruiting and retention of the NSCC in his/her area. Recruiting and retention are the cornerstones for growth in a unit. Accordingly, the award is based on the measurable growth in personnel in units under the Regional Director.
3. Measurement of unit growth will be from 1 September of one year, to 31 August of the following year, as reflected in the monthly NSCC Sea Count report.
4. NHQ Representatives will be responsible for forwarding nominations, in letter format, no later than 1 September to NHQ; nominations may be made by:
  - a. NHQ Representatives
  - b. Other Regional Directors
  - c. NHQ Staff
5. The National Chairman will annually convene a selection panel to select the winner of the Bruce B. Smith Award. This will normally be in the late fall or early winter each year.
6. The selected Regional Director will receive a suitable gift to be presented at the Regional Director's Conference or at an appropriate ceremony.

## CHAPTER 3: MAJOR UNIT AWARDS

0301	JOHN J. BERGEN AWARD.....	3-1
0302	MORGAN L. FITCH, JR. AWARD.....	3-1
0303	GEORGE S. HALAS AWARD.....	3-2
0304	NAVY LEAGUE OF CANADA CHALLENGE AWARD.....	3-2
0305	ANTHONY H. MURRAY, SR. SEAMAN AWARD.....	3-2
0306	CHAIRMAN'S AWARD FOR RECRUITING/RETENTION.....	3-3
0307	PRESIDENT'S AWARD FOR RECRUITING/RETENTION.....	3-3
0308	MOST IMPROVED UNIT AWARD.....	3-3
0309	TOP UNIT IN EACH REGION.....	3-4
0310	AWARD STREAMERS.....	3-4
0311	AWARD CERTIFICATES.....	3-5
0312	FULCRUM SHIELD AWARD FOR EXCELLENCE IN YOUTH ANTI-DRUG PROGRAM....	3-5

---

### NOTE:

Awards in Sections 0301 through 0311 are determined by the results of each year's Annual Inspection and Evaluation.

#### 0301 **JOHN J. BERGEN AWARD**

1. This award honors the late John J. Bergen, one of the founders of the NSCC and a past National President of the Navy League.
2. The John J. Bergen Trophy is awarded annually to the outstanding NSCC unit in the nation. The award is made on the basis of the following criteria:
  - a. A qualifying and passing grade attained on the required annual inspection (defined here as 2.50).
  - b. An enrollment of not less than twenty-five (25) NSCC cadets as of the end of the calendar year.
  - c. Submission of the unit's Audit/Budget Report (NSCADM 018).
  - d. Must be a commissioned unit.

#### 0302 **MORGAN L. FITCH, JR. AWARD**

1. This award honors Morgan L. Fitch, Jr. one of the founders of NSCC and a past National President of Navy League.
2. The Morgan L. Fitch, Jr. Trophy is awarded annually to the outstanding NLCC Training Ship in the nation. The award is based on the following criteria:
  - a. A passing grade attained on the required annual inspection (defined here as 2.50).
  - b. The enrollment of not less than fifteen (15) NLCC cadets as of the end of the calendar year.
  - c. Submission of the unit's Audit/Budget Report (NSCADM 018).
  - d. Must be a commissioned unit.

0303 **GEORGE S. HALAS AWARD**

1. The award honors the late George S. Halas, one of the founders of NSCC.
2. The George S. Halas Trophy is awarded annually to the outstanding combined NSCC Unit and affiliated NLCC Training Ship in the nation sponsored by the same organization. The award is made on the basis of the following criteria:
  - a. The combined passing grades attained on the required annual inspection of the Sea Cadet Unit and the Training Ship.
  - b. The enrollment of not less than twenty-five (25) NSCC cadets in the NSCC unit and not less than fifteen (15) NLCC cadets in the NLCC Training Ship as of the end of the calendar year.
  - c. Submission of the unit's Audit/Budget Report (NSCADM 018).
  - d. Both units must be commissioned.

0304 **NAVY LEAGUE OF CANADA CHALLENGE AWARD**

1. This award symbolizes friendship between the Navy League of Canada and the Navy League of the United States and the exchange of cadets across our common border.
2. The Navy League of Canada Challenge Trophy honors the NSCC unit making the highest grade improvement over the previous year's score, and in doing so, ranks among the top ten NSCC units in the nation. The award is made on the basis of the following criteria:
  - a. Attain a passing score (2.50 or higher) on the required annual inspection.
  - b. An enrollment of not less than twenty-five (25) NSCC cadets as of the end of the calendar year.
  - c. Submission of the unit's Audit/Budget Report (NSCADM 018).
  - d. Must be a commissioned unit.

0305 **ANTHONY H. MURRAY, SR. SEAMAN AWARD**

1. This award honors Anthony H. Murray, Sr., father of past NSCC National Chairman Anthony H. Murray, Jr.
2. Awarded annually to the NSCC unit effecting the most cadet advancements to the rate of E-3 during the calendar year. This award is made on the basis of the following criteria:
  - a. Attain a passing score (2.50 or higher) on the required annual inspection.
  - b. An enrollment of not less than twenty-five (25) NSCC cadets as of the end of the calendar year.
  - c. Submission of the unit's Audit/Budget Report (NSCADM 018).
  - d. Must be a commissioned unit.



0306 **CHAIRMAN'S AWARD FOR RECRUITING/RETENTION**

1. This certificate award recognizes those NSCC units who achieve excellence in cadet recruiting and retention during the calendar year. To qualify for an award an NSCC unit must:
  - a. Have an enrollment of not less than twenty-five (25) NSCC cadets as of the end of the calendar year.
  - b. Attain a passing score (2.50 or higher) on the required annual inspection.
  - c. Rank within the top 20% of all NSCC units in the combined score of the recruiting and retention (only) grades attained on the annual inspection.
  - d. Submission of the unit's Audit/Budget Report (NSCADM 018).
  - e. Must be a commissioned unit.
2. Certificates will be forwarded to the Regional Director for presentation in concert with the sponsoring organization.

0307 **PRESIDENT'S AWARD FOR RECRUITING/RETENTION**

1. Awards certificates to those NLCC Training Ships achieving excellence in cadet recruiting and retention during the training year. To qualify for an award a unit must:
  - a. Have an enrollment of not less than fifteen (15) NLCC cadets as of the end of the training year.
  - b. Attain a passing score (2.50 or higher) on the required annual inspection.
  - c. Rank within the top 20% of all NLCC units in the combined score of the recruiting and retention grades attained on the annual inspection.
  - d. Submission of the unit's Audit/Budget Report (NSCADM 018).
  - e. Must be a commissioned unit.
2. Certificates will be forwarded to the Regional Director for presentation in concert with the sponsoring organization.

0308 **MOST IMPROVED UNIT AWARD**

1. This award recognizes the NSCC unit or the NLCC Training Ship that improved their Annual Inspection scores by 20% or more from the previous inspection year.
2. Additional qualifications are:
  - a. Attain a passing score (2.50 or higher) on the required Annual Inspection.
  - b. Units listed as one of the top ten (10) units in the Nation will not be considered.
  - c. Submission of the unit's Audit/Budget Report (NSCADM 018).
3. Certificates will be sent by NHQ to the Regional Director for presentation in concert with the sponsoring organization.

0309 **TOP UNIT IN EACH REGION**

1. Certificates will be issued to the unit based on the following criteria:
  - a. Minimum of twenty-five (25) NSCC Sea Cadets in each Sea Cadet unit.
  - b. Minimum of fifteen (15) NLCC League Cadets in each League Cadet unit.
  - c. Receive a minimum passing score of 2.50 on the Annual Inspection.
  - d. Submission of the unit's Audit/Budget Report (NSCADM 018).
  - e. Units listed in the top ten (10) are not included.
  - f. Must be a commissioned unit.
  - g. Certificates will be sent by NHQ to the Regional Director for presentation in concert with the sponsoring organization.

0310 **AWARD STREAMERS**

1. **National Award Streamers**. Denoting winners of major awards as listed below may be affixed to the upper end of the flagstaff of the unit flag by those units named as recipients. The following National Award Streamers are authorized:

- a. John J. Bergen Trophy: gold streamer
- b. George S. Hales Trophy: blue and gold streamer
- c. Morgan L. Fitch, Jr., Trophy: blue streamer
- d. Canadian Challenge Trophy: red and white streamer

Streamers will be inscribed with the year in which the award was received. Authority to carry the streamers is retroactive. Units may order from the Ship's store and carry National Award Streamers for each year in which they received an award.

2. **Additional Award Streamers**

- a. **25th Anniversary Streamer**. Silver with inscription reading "Silver Anniversary 1987". Authorized only for those units who attended the 25th anniversary ceremonies in Washington, D.C. on 15 August 1987.
- b. **25th Year Commissioned Streamer**. Silver with blue edges. Units which have been in operation with a warrant for 25 years are authorized to display a 25th year silver streamer on the unit's flag. To qualify for this streamer, the unit must have been commissioned for the full 25 years and in continuous operation (Unit Name Changes are authorized, but NO lapses in unit operation are authorized) throughout the period. The words "25th Year Commissioned" will be embossed on the streamer. Approval request in letter form must be submitted via the Chain of Command to the Executive Director.
- c. **50th Year Commissioned Streamer**. Silver with blue edges inscribed with "50th Year" signifying 50 years of continuous commissioned is authorized as of September 10, 2012, subject to the same conditions as identified in paragraph 2b above.

0311 **AWARD CERTIFICATES**

1. The following certificates are awarded as a result of the unit's Annual Inspection:
  - a. NSCC Certificate of Commendation (NSCADM 040). Awarded to units attaining an inspection score between 2.50 and 2.99, meeting minimum manning (25 Sea Cadets), and submitting the unit's Budget/Audit Report.
  - b. NSCC Certificate of Merit (NSCADM 041). Awarded to units attaining an inspection score between 3.00 and 3.49, meeting minimum manning (25 Sea Cadets), and submitting the unit's Budget/Audit Report.
  - c. NSCC Certificate of Honor (NSCADM 042). Awarded to units attaining an inspection score of 3.50 or higher, meeting minimum manning (25 Sea Cadets), and submitting the unit's Budget/Audit Report.
  - d. NLCC Certificate of Commendation (NSCADM 043). Awarded to NLCC Training Ships attaining an inspection score between 2.5 and 3.249, meeting minimum manning (15 League Cadets), and submitting the unit's Budget/Audit Report.
  - e. NLCC Certificate of Merit (NSCADM 044). Awarded to NLCC Training Ships attaining an inspection score between 3.25 and 3.749, meeting minimum manning (15 League Cadets), and submitting the unit's Budget/Audit Report.
  - f. NLCC Certificate of Honor (NSCADM 045). Awarded to NLCC Training Ships attaining an inspection score of 3.75 or higher, meeting minimum manning (15 League Cadets), and submitting the unit's Budget/Audit Report.
2. Certificates will be forwarded to the unit Commanding Officer at the completion of the inspection cycle.

0312 **FULCRUM SHIELD AWARD FOR EXCELLENCE IN YOUTH ANTI-DRUG PROGRAM**

1. This Department of Defense (DoD) Award is designed to recognize "independent" youth-based programs with a military affiliation. The nomination will demonstrate the NSCC involvement in spreading the "anti-drug" message throughout their local community for the fiscal year.
2. The award criteria will be promulgated through an NSCC Action Letter issued each March. Nominations are due to NHQ generally in the spring.
3. DoD will announce the winners in mid to late summer. A plaque will be awarded at an appropriate ceremony.

THIS PAGE INTENTIONALLY LEFT BLANK

## CHAPTER 4: RIBBON AWARDS AND APPURTENANCES

0401	AUTHORITY.....	4-1
0402	POLICY.....	4-1
0403	ELIGIBILITY.....	4-1
0404	RIBBON AWARDS AND CRITERIA.....	4-2
0405	RECOMMENDATION PROCEDURES.....	4-20
0406	APPROVAL OF AWARDS.....	4-21
0407	SUBSEQUENT AWARDS.....	4-21
0408	WEARING OF MEDALS AND RIBBON AWARDS.....	4-21
0409	PRECEDENCE.....	4-22
0410	APPURTENANCES.....	4-23
0411	SUBSEQUENT AWARDS.....	4-28

---

### 0401 **AUTHORITY**

1. The Board of Directors established the NSCC/NLCC ribbon award program in 1971. The program was extended to the officers' corps in 1977 and to instructors in 1994.

### 0402 **POLICY**

1. Ribbon awards were established as a means to recognize meritorious performance, to provide incentive for greater effort, and to enhance morale.
2. Commanding Officers must ensure that each award made or recommended to the proper approving authority meets established criteria for that particular award. It is the diligence by each unit Commanding Officer, those in the chain of command, and ultimately the approving authority, that ensures compliance to each award's criteria, and therefore that maintains the credibility of the NSCC/NLCC Awards Program.

### 0403 **ELIGIBILITY**

1. Only those NSCC officers, midshipmen, instructors, and cadets who are currently enrolled in either an NSCC or NLCC unit, assigned to a regional staff, or assigned to a training contingent, are eligible to receive ribbon awards. Personnel in retired status who perform escort evolutions are eligible for awards associated with duty performed.
2. Midshipmen are considered to be officers for ribbon award purposes.
3. Instructors are eligible to receive officer ribbon awards.
4. Presentation of awards to individuals who have left the NSCC/NLCC programs is not authorized.
5. Ribbons listed that have a NSCC/NLCC designation can be awarded to members of both organizations. Ribbons that are not designated NSCC or NLCC may be awarded to members of one or both programs as indicated by the awarding organization criteria.
6. Members transferring from NLCC to NSCC or from NSCC to officer status (which includes Midshipman and Instructors) can transfer all ribbons except for year ribbons or as noted below.

0403 **ELIGIBILITY (CONTINUED)**

7. Members can only get credit towards one ribbon award per event, events, or same time period.
8. An NLCC Cadet that is working on a ribbon award can complete the award requirements if they transfer to NSCC status and do not have a break in enrollment/service without having to start over. NSCC Cadets transferring to officer status cannot carry partial credit for completion of a ribbon award when transferring.

0404 **RIBBON AWARDS AND CRITERIA**

1. **NSCC/NLCC Honor Ribbon.** Awarded to an NSCC officer, midshipman, instructor, or NSCC/NLCC cadet who:
  - a. Is directly responsible for saving a human life at the risk of his or her own life.
  - b. **Authority.** This ribbon will be issued by NHQ ONLY upon recommendation through the Chain of Command to the Executive Director.



**FIGURE 4-4-1 NSCC/NLCC HONOR RIBBON**

2. **NSCC/NLCC Distinguished Service Ribbon.** Awarded to an NSCC Officer, Midshipman, Instructor, or NSCC/NLCC Cadet who distinguished him or herself:
  - a. By extraordinary heroism, but not to the degree justifying award of the NSCC/NLCC Honor Ribbon.
  - b. Through sustained and extraordinary service to the NSCC or NLCC in a position of responsibility. (Cadets will NOT normally qualify for this award by this requirement.)
  - c. Selected as national NSCC Officer, NSCC Instructor, NSCC Cadet or NLCC Cadet of the Year.
  - d. Those nominated for this ribbon must have made significant contributions to the Corp on a national level. For example, recognizing the contributions of those who have participated in numerous Advanced Trainings as COTC, were members of committees or working groups that improved the management and oversight of the Naval Sea Cadet Corps, or the retirement of those with long service to the Naval Sea Cadet Corps.
  - e. Service over an extended period of time (i.e. retirement of Regional Director over 5 years).
  - f. **Authority.** Issued by NHQ only upon recommendation through the Chain of Command to the Executive Director.



**FIGURE 4-4-2 NSCC/NLCC DISTINGUISHED SERVICE RIBBON**

0404 **RIBBON AWARDS AND CRITERIA (CONTINUED)**

3. **NSCC/NLCC Meritorious Recognition Ribbon**. Awarded to an NSCC/NLCC Officer, Midshipman, Instructor or NSCC/NLCC Cadet who distinguishes him or herself:
  - a. By humanitarian action or exceptionally meritorious service to the NSCC or NLCC in a position of responsibility.
  - b. By selection as the "Regional" NSCC Officer, NSCC Midshipman, or NSCC Instructor, NSCC Cadet or NLCC Cadet of the year.
  - c. By establishing and/or overseeing programs which made a significant contribution to the Naval Sea Cadets or civic/volunteer groups (Red Cross, Wounded Warriors, Tunes for Troops, etc.).
  - d. Commanding Officer at the end of tour, with significantly strong justification.
  - e. Regional Director at the end of tour (less than 5 years).
  - f. **Authority**. Approval authority is the NHQ Representative upon recommendation via the chain of command.



**FIGURE 4-4-3 NSCC/NLCC MERITORIOUS RECOGNITION RIBBON**

4. **NSCC/NLCC Commendation Ribbon**. Awarded to an NSCC Officer, Midshipman, Instructor or NSCC/NLCC Cadet who:
  - a. Distinguishes him or herself through superior service, which results in achievement of specific project(s), complex task(s) or period of sustained service, which clearly warrants recognition of the individual's achievement(s).
  - b. Award is designated to recognize cadet or unit leader who performs above that of a NSCC/NLCC Citation Ribbon, but of lesser degree than a NSCC/NLCC Meritorious Recognition Ribbon.
  - c. Commanding Officer or Regional Director at the end of tour, where the NSCC/NLCC Meritorious Recognition Ribbon award is not recommended.
  - d. Typical examples for this award would be to recognize the service of a "standard" Regional Director or Commanding Officer at their end of tour or Change of Command.
  - e. For a Commanding Officer to qualify for this ribbon, they must have met the requirements to wear the Command Badge.
  - f. Additional examples are to acknowledge those selected as a "Regional Officer/Cadet of the Year" (where NSCC/NLCC Meritorious Recognition is not authorized or warranted) and those who have made significant contributions to their region or unit.
  - g. **Authority**. Approval authority via the Chain of Command is the NHQ Representative.



**FIGURE 4-4-4 NSCC/NLCC COMMENDATION RIBBON**

5. **NSCC/NLCC Citation Ribbon**. Awarded to an NSCC Officer, Midshipman, Instructor or NSCC/NLCC Cadet who in the opinion of the unit Commanding Officer:
  - 1) Distinguishes himself or herself by exceptionally commendable service or action and meets all of the below listed criteria.
  - 2) **Cadet:**
    - 1) Excels in the normal path of advancement (has completed courses and trainings and seeks additional assignments while waiting time in rate).
    - 2) Performs normal training requirements in an outstanding manner.
    - 3) Is smart and neat in appearance and wears the uniform with pride.
    - 4) Always acts in keeping with the highest traditions of the NSCC/NLCC.
    - 5) Notes
      - a) May be awarded to each Company Honor Cadet upon completion of NSCC Recruit Training Indoctrination (RTI) or NLCC Orientation or any Advanced Training. Approval authority is the COTC of the RTC, NLO, or Advanced training.
      - b) The honor graduate of a large school such as an RTI having 100 or more initial cadets (excluding staff cadets and staff) [i.e. the Battalion Honor Graduate] receives the citation with a Large (5/16") Gold Star affixed.) See 0410.23. (Approval authority is COTC of the RTI, Advanced training, or NLCC Orientation.
  - 3) **Officer, Midshipman or Instructor:**
    - 1) Pursues professional development through participation in formal and optional courses.
    - 2) Performs training and administrative responsibilities in an outstanding manner.
    - 3) Is smart and neat in appearance.
    - 4) Always acts in keeping with the highest traditions of the NSCC and NLCC.
  - d. **Authority**. Approval authority is via the Chain of Command is the NHQ Representative.





**FIGURE 4-4-5 NSCC/NLCC CITATION RIBBON**

6. **NSCC Escort Officer Ribbon**. Awarded to an NSCC Officer, Midshipman and Instructor who meets the criteria below:
  - a. Has been issued training authorization letters/orders designating participation as escort for training scheduled by National Headquarters.
  - b. Has served successfully as an Escort Officer for an advertised and approved training as certified by the Senior Escort Officer as designated by NHQ or other authorized authority.
  - c. To recognize the significant additional responsibilities associated with this training, officers performing the duty of Commanding Officer of the Training Contingent (COTC) for training(s) having 100 or more initial cadets (excluding staff cadets and staff) e.g. NSCC Recruit Training Indoctrination, NLCC Orientation or a Combined Command (several trainings being conducted simultaneously at a common location) are authorized to wear the Large (5/16") Gold Star on the Escort Officer Ribbon. See Section 0410.23.
  - d. **Authority**. Approval authority is the COTC of the training.



**FIGURE 4-4-6 NSCC ESCORT OFFICER RIBBON**

7. **NLUS Youth Medal and Ribbon**. This award sponsored by the Navy League of the United States enables sponsoring councils to annually recognize excellence on the part of young people participating in NSCC and NLCC programs. It serves to emphasize the importance placed on education and training of American youth and recognize the importance of NSCC and NLCC as NLUS youth programs in attaining established goals and objectives.
  - a. The NLUS Youth Medal and Ribbon with a Large (5/16") Silver Star (Section 0410.24) affixed to the center of the ribbon may be awarded annually to the Unit's NSCC Cadet of the Year, and/or, the NLUS Youth Ribbon with the Gold Boot (Section 0410.5) affixed to the center of the ribbon may be awarded annually to the Unit's NLCC Cadet of the Year, as nominated by the sponsored Unit's Commanding Officer. The above award is based on the inspection year (calendar year) and shall be awarded at the end of the school year.
  - b. **Notes**
    - 1) Units not sponsored by NLUS Councils should contact the closest NLUS Region or Council.

0404 **RIBBON AWARDS AND CRITERIA (CONTINUED)**

- 2) To locate a Navy League Council ([www.navyleague.org/councils/council\\_locator.html](http://www.navyleague.org/councils/council_locator.html)) and request authorization for award of the NLUS Youth Medal to their deserving Cadet.
  - 3) This is to be at no cost to the authorizing council; the unit's designated sponsor, unit's parents group or unit assumes the cost.
  - 4) Contact the Navy League Ship's Store at (866) 640-6587 or [www.navyleagueshipsstore.com](http://www.navyleagueshipsstore.com) or The Sea Cadet Ship's Store at (866) 522-3387 or [www.seacadetshipsstore.com](http://www.seacadetshipsstore.com) to order the medal, ribbon bar, Large (5/16") Silver Star, and accompanying certificate.
  - 5) The NSCC Cadet earns the medal, ribbon with Large (5/16") Silver Star affixed, and certificate. See Section 0410.24. The NLCC Cadet earns the ribbon with Gold Boot affixed, and certificate ONLY. See Section 0410.5.
  - 6) A cadet can only earn this award once while an NLCC Cadet and only once as an NSCC Cadet.
  - 7) For those NSCC Cadets who earned the NLUS Youth Award as an NLCC Cadet and also earn it as an NSCC Cadet, the star will be affixed to the center of the suspension ribbon on NLUS Youth Medal and affixed to the outboard with a gold boot on the inboard side of the NLUS Youth Ribbon.
- c. **Authority**. Approval Authority is NLUS Regional President or Local Council.



**FIGURE 4-4-7 NLUS YOUTH RIBBON**

8. **NSCC/NLCC Community Service Ribbon**. Will be awarded to those NSCC Officers, Midshipmen, Instructors and NSCC/NLCC Cadets that distinguish themselves by accumulating 30 hours or more community service work.
    - a. This award is for true community service work, i.e. serving meals for the homeless, community clean up, work at Veteran's Homes, charity work, etc.
    - b. Attendance at parades or public events is not the purpose of this ribbon.
- c. **Notes**
- 1) Recording of service time will be on the Record of Awards (NSCADM 010).
  - 2) NLCC Cadets may carry any accumulated time over into NSCC cadet status to complete the awards requirements.
  - 3) NSCC Cadets may carry accumulated time over into midshipman status to complete the awards requirements.

0404 **RIBBON AWARDS AND CRITERIA (CONTINUED)**

- 4) Midshipman and Instructors can carry accumulated time over into officer status to complete the awards requirements.
- 5) There cannot be a break in enrollment/membership to carry credit forward.
- d. **Authority**. Approval authority is the Unit Commanding Officer.



**FIGURE 4-4-8 NSCC/NLCC COMMUNITY SERVICE RIBBON**

9. **NSCC International Exchange Program Ribbon**. Awarded to NSCC Instructors, Midshipmen, Officers and Cadets who participate in the International Exchange Program, as coordinated under the auspices of the NSCC Director, International Exchange Program.
  - a. Cadets are selected in recognition for their scholarship, contributions to the NSCC program, and citizenship attributes which serve as the basis for IEP selection.
  - b. Senior escort officers are also eligible to wear the ribbon in recognition of their contribution to the NSCC program and selection of IEP duty.
  - c. **Note**. Completion of IEP Escort duty does not infer award of the Escort Officer Ribbon.
  - d. **Authority**. Awarded upon successful completion of IEP by the IEP Director.



**FIGURE 4-4-9 NSCC INTERNATIONAL EXCHANGE PROGRAM RIBBON**

10. **NSCC/NLCC Academic Achievement Ribbon**. Awarded to NSCC/NLCC Cadets who distinguish themselves in an academic environment by meeting the below listed criteria:
  - a. For cadets enrolled in an accredited school (including an accredited home school program):
    - 1) Is officially declared on his/her school's Honor Roll for a semester.
    - 2) Makes no grade below B.
    - 3) Makes the Honor Roll during the regular school year.
    - 4) Carries the required courses to be considered a full-time student at the enrolled school.
    - 5) Provide the Commanding Officers with a letter from the school verifying the Honor Roll status.

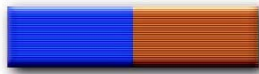
0404 **RIBBON AWARDS AND CRITERIA (CONTINUED)**

- b. For cadets that are home schooled, but not enrolled in an accredited home school program:
  - 1) Carries the required courses to be considered a full-time student.
  - 2) Makes no grade below B.
  - 3) Provides the Commanding Officer with a letter from the person conducting the home schooling verifying their course enrollments and grades.
  - 4) Provides the Commanding Officer with a copy of a standardized test showing that the student has been tested during the school year and is placed in the top 25<sup>th</sup> percentile of tested students in all areas of achievement. Acceptable standardized test include:
    - a) State designated standardized testing meeting the requirements of the No Child Left Behind Act.
    - b) The Iowa Test of Basic Skills (ITBS)
    - c) The California Achievement Test (CAT)
    - d) The Stanford Achievement Test
- c. **Notes**
  - 1) Subsequent awards can be earned by students enrolled in school or in an accredited home school program for each semester an individual is on the school's Honor Roll using the appurtenance star system (See Section 0411.2 - Subsequent Awards) with a maximum of two (2) awards per school year.
  - 2) NSCC Subsequent awards can be earned by home schooled students not enrolled in an accredited home school program for each semester in a school year in respect of which a qualifying standardized test is submitted to the Commanding Officer and the student has met all other criteria set out above using the appurtenance star system (See Section 0411.2 - Subsequent Awards) with a maximum of two (2) awards per school year.
  - 3) NLCC subsequent awards may be earned using the star appurtenance system (See Section 0411.2 - Subsequent Awards). The ribbon may be transferred when the Navy League Cadet becomes a Naval Sea Cadet; however the stars earned as a Navy League Cadet are NOT TRANSFERABLE.
  - 4) Unit Commanding Officers can compose a form letter stating the awards criteria that a school official can just sign off on, for schools that do not publish their Honor Roll list or provide a letter stating the cadet is on the school's Honor Roll. See APPENDIX 1 (school) and APPENDIX 2 (home school).
  - 5) Questions should be directed to NHQ.
- d. **Authority**. Approval authority is the Unit Commanding Officer.



**FIGURE 4-4-10 NSCC/NLCC ACADEMIC ACHIEVEMENT RIBBON**

11. **NSCC/NLCC Drug Reduction Service Ribbon**. Awarded to an NSCC Officer, Midshipman, Instructor, or NSCC/NLCC Cadet who displays outstanding skills in the area of leadership, perseverance, and courage in the community as a drug-free role model and who has fulfilled the below listed criteria:
- a. Attendance at four (4) prescribed substance abuse, anti-drug awareness lectures given by local law enforcement; State Police; Drug Abuse Resistance Education (DARE); Mothers Against Drunk Driving (MADD); or trained military personnel in the area of substance abuse and anti-drug awareness counselling. The lectures can be four one hour or eight thirty minute lectures.
  - b. Perform one (1) one hour or two (2) thirty minute substance abuse, anti-drug awareness lecture(s) to a school, civic, church, youth group, or other community-based audience.
  - c. Successfully provide substance abuse and anti-drug awareness to the community, school, church, or other youth-related organizations by way of newspaper articles, radio or television, social media, displays, or participation with other youth organizations.
  - d. The Drug Enforcement Agency (DEA) distinguishing device may be awarded to an NSCC Officer, Midshipman, Instructor, or any NSCC/NLCC Cadet who distinguishes himself or herself by presenting (2) one hour or (4) thirty minute presentations to any of the aforementioned community organizations. See Section 0410.8.
  - e. The Unit Commanding Officer or other appropriate authority must substantiate these requirements and forward via the Chain of Command to the NHQ Representative for approval.
  - f. **Authority**. Approval Authority is the NHQ Representative.



**FIGURE 4-4-11 NSCC/NLCC DRUG REDUCTION SERVICE RIBBON**

12. **The Office of Naval Research (ONR) Science Achievement Ribbon**. ONR is the recognized leader in Science and Technology in the maritime service. In order to stimulate scientific curiosity, initiative and performance in scientific method, as well as recognize outstanding achievement by cadets in scientific fields, the Office of Naval Research has initiated an awards program for cadets who distinguish themselves in educationally sanctioned science and Science, Technology, Engineering and Mathematics (STEM) competitions.
- a. Documentation will be sent via the Chain of Command to the Executive Director, Naval Sea Cadet Corps, who will endorse and provide validation of award eligibility to the Office of Naval Research.

0404 **RIBBON AWARDS AND CRITERIA (CONTINUED)**

- b. The ONR program recognizes three levels of scientific achievement:
  - 1) Navy League Cadets or Naval Sea Cadets, regardless of age or grade, who participate in educationally sanctioned science or national STEM competitions, shall receive an appropriate Certificate of Participation, signed by the Office of Naval Research Program Manager for Education. Only one certificate per science competition shall be awarded.
  - 2) Navy League Cadets or Naval Sea Cadets in Grades 7-8, who receive science or national STEM competition Placements Awards (1st, 2nd, 3rd, 4th, 5th) or Special Awards, including Naval Science Awards (U.S. Navy, U.S. Marine Corps) or other science awards from federal agencies or private institutions/ organizations, shall receive an Office of Naval Research Science Achievement Certificate, signed by the Chief of Naval Research and Vice Chief of Naval Research (RADM, USN and BGEN, USMC respectively). Only one certificate per science project shall be awarded in any competition for which a Placement or Special Award is received.
  - 3) Naval Sea Cadets in Grades 9-12, who compete regionally and place, or subsequently qualify for national completion but do not place nationally will be authorized the Office of Naval Research Science Achievement Ribbon. Competing cadets who receive science or national STEM competition placement Awards (1st, 2nd, 3rd, 4th, 5th) or special awards, including Naval Science Awards (U.S. Navy, U.S. Marine Corps) or other science awards from federal agencies or private institutions/organizations shall receive the Office of Naval Research Science Achievement Ribbon with Bronze Star. Subsequent awards are annotated by the use of a bronze star.
- c. In order to receive any level of award, cadets must submit the appropriate form - Request for Naval Research Award (NSCADM 039) via their unit Commanding Officer, and the Chain of Command to Headquarters, Naval Sea Cadets Corps for review and forwarding to Office of Naval Research.
- d. **Authority**. Approval authority is upon recommendations via the Chain of Command to the Executive Director for recommendation to ONR.



**FIGURE 4-4-12 ONR SCIENCE ACHIEVEMENT RIBBON**

- 13. **NSCC/NLCC Recruiting Incentive Ribbon**. Awarded to any NSCC Officer, Midshipman, Instructor, or NSCC/NLCC Cadet who meets the below listed criteria:
  - a. **Cadet**. Recruits NSCC Officers, Midshipmen, Instructors, and NSCC/NLCC Cadets into any NSCC/NLCC unit. One award for each person enrolled.
  - b. **Officer/Midshipman/Instructor**. Recruits NSCC Officers, Midshipmen, Instructors, and NSCC/NLCC Cadets into any NSCC/NLCC unit. One award for every two (2) people recruited.

0404 **RIBBON AWARDS AND CRITERIA (CONTINUED)**

c. **Notes**

- 1) Recruited members must remain a member of the program for at least 3 months to get credit for the recruitment/enrollment.
- 2) Subsequent awards will be recognized using the appurtenance star system (See Section 0411.2 - Subsequent Awards).

d. **Authority**. Approval authority is the Unit Commanding Officer.



**FIGURE 4-4-13 NSCC/NLCC RECRUITING INCENTIVE RIBBON**

14. **Daughters of the American Revolution (DAR) Outstanding Cadet Award**. Awarded to a cadet who has distinguished himself or herself through outstanding leadership, honor, service, courage, and patriotism.

- a. The recipient of the award will be selected and nominated to the local DAR Chapter Regent, who will normally present the award.
- b. One award per unit per year.
- c. The award consists of a bronze medal and accompanying ribbon bar.
- d. Please note, as of March 2014 the DAR stopped issuing the ROTC award to non-ROTC, military affiliated cadet programs. They established the DAR Outstanding Cadet Award in its place. Those that have been awarded the DAR/ROTC award prior to March 2014 can continue to wear that award. No ROTC awards awarded after the end of February 2014 may be worn on the NSCC/NLCC uniform.
- e. **Authority**. Approval authority is DAR as sole distributor of the award (Contact information [www.dar.org](http://www.dar.org))



**FIGURE 4-4-14 DAR OUTSTANDING CADET AWARD**

15. **Sons of the American Revolution (SAR) Good Citizenship Award**. Awarded to an NSCC/NLCC cadet who has:

- a. Attained the rate of Petty Officer Second Class or above (NSCC or NLCC) and is in good standing militarily and scholastically at the time of selection and presentation.
- b. The cadet nominated must demonstrate a high degree of merit with respect to leadership qualities, military bearing, and excellence in the performance of duties; have the potential for greater leadership responsibilities; and be recommended by the unit Commanding Officer.

0404 **RIBBON AWARDS AND CRITERIA (CONTINUED)**

- c. The recipient of the award will be selected and nominated to the local SAR Chapter President, who will normally make the award.
- d. The award consists of a bronze medal and accompanying ribbon bar (NSCC only) and a certificate of recognition (NSCC/NLCC).
- e. **Authority.** Approval authority is SAR as sole distributor of the award (Contact information [www.sar.org](http://www.sar.org)).



**FIGURE 4-4-15 SAR BRONZE GOOD CITIZENSHIP AWARD**

16. **Veterans of Foreign Wars (VFW) Naval Sea Cadet Award.** The recommended recipient of the award will be selected by the individual's Unit Commanding Officer and will be submitted to a local Veterans of Foreign War Post for their consideration and approval.
- a. It is recommended that the award be presented annually at an appropriate ceremony such as inspections, open houses, September Sea Cadet Anniversary events, etc.
  - b. It is further recommended that a Post Commander or a representative of the VFW present the award.
  - c. The award is presented to NSCC Cadets in grades PO3 through CPO and NSCC Midshipmen and must meet the following criteria:
    - 1) Be in good standing academically.
    - 2) Progressing satisfactorily in the Sea Cadet program.
    - 3) Demonstrated outstanding achievement in:
      - (a) Community Service
      - (b) NSCC Naval Education (NSCC required correspondence courses)
    - 4) Demonstrated outstanding leadership in the Naval Sea Cadet Corps.
    - 5) Must be of high moral character.
    - 6) Displays outstanding military bearing and conduct both in and out of uniform.
    - 7) Actively promotes patriotism and Americanism. Is a member of the unit's Color Guard or Drill Team or has been awarded the Color Guard Ribbon.
    - 8) Demonstrates growth potential (assumes higher levels of responsibility)
    - 9) Must not have been previous recipient of the award.



0404 **RIBBON AWARDS AND CRITERIA (CONTINUED)**

- d. A business letter with attached justification, addressing the criteria will be submitted to VFW HQ, Department of Youth Development, Scholarship and Recognition Programs, 406 West 34th Street, Kansas City, Missouri 64111, with a courtesy copy to NSCC HQ via the chain of command.
- e. Each unit is encouraged to submit ONE cadet for this award.
- f. **Authority**. Approval authority is VFW as the sole distributor of this award (Contact information [www.vfw.org](http://www.vfw.org)).



**FIGURE 4-4-16 VFW NAVAL SEA CADET AWARD**

- 17. **NSCC/NLCC Unit Commendation Ribbon**. Awarded to NSCC Officers, Midshipmen, Instructors, and/or NSCC/NLCC Cadets who, as a group of fifteen (15) or more; or 80% of unit enrollees, receive recognition for:
  - a. Acts which reflect conspicuous honor on the NSCC or NLCC.
  - b. Participation in community affairs, humanitarian actions, exceptionally commendable service, etc.
  - c. Awarded to the top ten (10) NSCC units and top five (5) NLCC units participating in the Annual Evaluation and Inspection each year.
  - d. **Notes**
    - 1) A unit must participate in two or more community affairs events to be eligible. Commanding Officers should submit a written request upon completion of the unit's participation in two or more events (they do not have to be the same events) with a description of the events via the Chain of Command to the NHQ Representative. A roster listing all of the unit personnel participating in the event should be made part of the request.
    - 2) Color Guards are not eligible for this award.
    - 3) Only those unit members participating in the two events will receive the ribbon award.
    - 4) If a unit participates in an event that lasts over eight (8) hours, the Authorizing Authority can consider each time period as a separate event.
    - 5) Can be awarded to the Honor Company cadets of a Recruit Training Indoctrination or NLCC Orientation. Approval authority is the COTC.
    - 6) Subsequent awards will be recognized using the appurtenance star system (See Section 0411.2 - Subsequent Awards).
  - e. **Authority**. The NHQ Representative, via the chain of command.



**FIGURE 4-4-17 NSCC/NLCC UNIT COMMENDATION RIBBON**

18. **NSCC/NLCC Physical Fitness Ribbon.** Awarded to NSCC Officers, Midshipmen, Instructors and NSCC/NLCC Cadets who distinguish themselves by excelling in maintaining physical fitness standards.
- a. This award is granted to any NSCC Officer, Midshipman, Instructor or NSCC/NLCC Cadet who meets the required qualifying standards of the Presidential Physical Fitness Award as outlined in the President’s Council on Physical Fitness and Sports Package available to the public each year.
  - b. The current exercises and qualifying requirements are available on the Corps’ web site <http://homeport.seacadets.org> in the NSCC/NLCC Physical Readiness Manual. There are five test items (with options for the basic items), which the NSCC Officer, Midshipman, Instructor or NSCC/NLCC Cadet must pass to qualify for the ribbon.
  - c. A certified instructor from the list below must validate the test (observing another certified instructor in giving the test can certify an instructor):
    - 1) Physical Education Teacher at cadet’s local school.
    - 2) Regional Director or his designated staff.
    - 3) Active duty staff at Department of Defense facilities.
    - 4) Designated active duty or NSCC PRT Coordinators at NSCC training sites.
  - d. **Notes**
    - 1) The President’s Challenge Physical Fitness Scorecard for the National Level must be used and be presented to the NSCC Officer, Midshipman, Instructor or NSCC/NLCC Cadet’s Commanding Officer to validate them passing the required standards.
    - 2) Using the star appurtenance system (See Section 0411.2 - Subsequent Awards), a maximum of two (2) (one during each six (6) month period) awards per year is allowed.
    - 3) If an NSCC Officer, Midshipman, Instructor or NSCC/NLCC Cadet qualifies at the Presidential Level, they will wear the “E” appurtenance on the Physical Fitness Ribbon. Only one (1) “E” can be affixed to the ribbon. See Section 0410.19.
    - 4) Ribbon is worn with the color BLUE inboard and YELLOW outboard.
  - e. **Authority.** Approval authority is the Unit Commanding Officer.



**FIGURE 4-4-18 NSCC/NLCC PHYSICAL FITNESS RIBBON**

19. **NSCC Staff Cadet Ribbon**. Awarded ONLY to NSCC Cadets who successfully serve as "staff" cadets for NSCC/NLCC training evolutions scheduled by National Headquarters, and who meet the following criteria:
  - a. Have been issued an NSCC Training Authorization (NSCTNG 005) which designates or authorizes participation as a "staff" cadet.
  - b. Served as "staff" cadet in support of a complete NSCC/NLCC training evolution authorized by National Headquarters, for which staff cadets have been authorized.
  - c. Have successfully served as "staff" cadet as certified by a COTC entry on Administrative Remarks (NSCADM 008) in the cadet's service record.
  - d. Staff cadets serving at "locally arranged NLCC Orientation and NSCC Recruit Trainings" authorized by NHQ, can receive credit for serving as a staff cadet. In NO case should it exceed a ratio of 1 staff cadet to 10 trainees.
  - e. Subsequent awards will be recognized using the appurtenance star system (See Section 0411.2 - Subsequent Awards).
  - f. **Authority**. Approval authority is the COTC of the training.



**FIGURE 4-4-19 NSCC STAFF CADET RIBBON**

20. **NSCC/NLCC Color Guard Ribbon**. Awarded to NSCC/NLCC Cadets who, as a designated member of a color guard, exhibition drill team, or ceremonial rifle squad, perform as precision ceremonial detail that requires significant practice who meet the following criteria:
  - a. Has performed as a member of the team for a minimum of six (6) months.
  - b. Has performed in a minimum of five (5) team evolutions in a public event.
  - c. Unit drills, pass-in-review and/or annual inspections, parades, and raising and lowering the colors aboard a base, NOSC, or ship DO NOT count. Each event must be recorded on the Record of Awards (NSCADM 010).
  - d. Is smart and neat in appearance, and wears the uniform with pride.
  - e. Always acts in the highest traditions of the NSCC/NLCC.
  - f. Parades were excluded since participation in these events are usually counted towards the Unit Commendation Ribbon. Remember, any event can only be counted once towards an award.

0404 **RIBBON AWARDS AND CRITERIA (CONTINUED)**

- g. Ceremonial events aboard a ship, base, or NOSC (retirement ceremonies, changes of commands, inspections, formal dinners and similar events) are encouraged and do count as civic events towards this award. But the daily raising of colors at 0800 or retiring the colors at sunset, for example, do not count.
- h. **Reference**. The Marine Corps Drill and Ceremonies Manual, Chapter SEVEN (MCO P5060.20) for Color Guard direction.
- i. The Compass Rose appurtenance can be placed on the ribbon upon successful completion of Honor Guard Training. See Section 0410.7.
- j. Subsequent awards will be recognized using the appurtenance star system (See Section 0411.2 - Subsequent Awards).
- k. **Authority**. Approval authority is the Unit Commanding Officer.



**FIGURE 4-4-20 NSCC/NLCC COLOR GUARD RIBBON**

21. **NSCC/NLCC Prior Service Ribbon**. Awarded to an NSCC Officer, Midshipman, Instructor, or NSCC/NLCC Cadet who meets the following criteria:
- a. **NSCC Cadet**
    - 1) Served as an NLCC Cadet for a period of twelve (12) months or more prior to enrollment in NSCC (there shall be no time lapse between NLCC and NSCC enrollments).
    - 2) Attained the rate of Petty Officer Third Class, or higher, while serving as an NLCC Cadet.
  - b. **Officer, Midshipman, and Instructor**
    - 1) Served as an NSCC Cadet for a period of twelve (12) months or more prior to appointment as an NSCC Officer, Midshipman or Instructor (continuous service is not required).
    - 2) Attained the rate of E-3 or higher, while serving as an NSCC Cadet.
  - c. **Notes**
    - 1) Qualifying NSCC Officers, Midshipmen, Instructors and NSCC/NLCC Cadets may wear the Bronze Boot (signifies this person having attended NLCC Orientation as a cadet) appurtenance if earned. See Section 0410.4.
    - 2) Qualifying NSCC Officers, Midshipmen, and Instructors may wear the ribbon with a Large (5/16") Silver Star (signifies that this person was both a NLCC Cadet and an NSCC Cadet), if earned. See Section 0410.23.

0404 **RIBBON AWARDS AND CRITERIA (CONTINUED)**

- 3) NSCC Cadet Chief Petty Officers who go on to be NSCC Officers, Midshipmen or Instructors are authorized to wear the Large (5/16") Gold Star. See Section 0410.23.
  - 4) NLCC Cadets upon matriculation to the NSCC, only three of the appurtenances earned as an NLCC Cadet may be carried forward, and these three are to be worn on the NLCC Prior Service Ribbon.
- d. **Authority**. Approval authority is the Unit Commanding Officer.



**FIGURE 4-4-21 NSCC/NLCC PRIOR SERVICE RIBBON**

22. **NSCC/NLCC Marksman Ribbon**. Awarded to an NSCC Officer, Midshipman, Instructor or NSCC/NLCC Cadet who attains a qualifying score with pistol and/or rifle:
- a. Since there are many different forms of qualifying on the ranges (i.e., air rifle, laser, small bore, marksmanship simulators [FATS] and range approved weapon simulators, etc.), scoring, manner of firing, distances, etc. will be in accordance with applicable standards for the range being used. Individuals will qualify for marksman, sharpshooter, or expert, based on the qualifying range requirements for these levels of experience.
  - b. There is no distinction in this award as to qualifying with pistol or rifle, and multiple awards are not given for qualifying with one and then the other.
  - c. **Notes**
    - 1) "E" Awarded to NSCC Officers, Midshipmen, Instructors, and NSCC/NLCC Cadets who qualify as Expert with pistol and / or rifle. Worn on the NSCC/NLCC Marksman Ribbon. See Section 0410.19.
    - 2) "S" Awarded to NSCC Officers, Midshipmen, Instructors, and NSCC/NLCC Cadets who qualify as Sharpshooter with pistol and / or rifle. Worn on the NSCC/NLCC Marksman Ribbon. See Section 0410.22.
    - 3) "E" and "S" may both be worn on the NSCC/NLCC Marksman Ribbon providing that one was earned with pistol and the other with rifle. Also, two (2) "E" or two (2) "S" may be worn if earned with different weapons.
  - d. **Authority**. Approval authority is the Unit Commanding Officer.



**FIGURE 4-4-22 NSCC/NLCC MARKSMAN RIBBON**

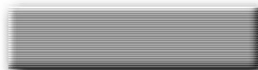
0404 **RIBBON AWARDS AND CRITERIA (CONTINUED)**

23. **International Naval Review (INR)/OpSail 2000 Ribbon**. Awarded to an NSCC Officer, Midshipman, Instructor, or NSCC/NLCC Cadet who participated in the INR in New York City, NY, during the period 29 June - 07 July 1986 or during OpSail 2000 (or as noted and approved by the Executive Director and Awards committee).
- a. This ribbon is also authorized for wear by participation in other OpSail events upon approval via the Chain of Command to National Headquarters.
  - b. **Note**. Ribbon is worn with BLUE on the inboard side and RED on the outboard side.
  - c. **Authority**. Approval authority is via the Chain of Command to National Headquarters.



**FIGURE 4-4-23 INR/OPSAIL RIBBON**

24. **NSCC 25th/50th Anniversary Ribbon**. A silver ribbon is authorized for wear by NSCC Officers, Midshipmen, Instructors and NSCC/NLCC Cadets who:
- a. **25th**. Enrolled in NSCC as of 10 September 1987
  - b. **50th**. Enrolled in NSCC as of 10 September 2012
  - c. **Note**
    - 1) A Large (5/16") Silver Star Appurtenance is authorized for wear on the 25th Anniversary Ribbon for only those personnel who attended the 25th anniversary ceremonies in Washington, DC on 15 August 1987. See Section 0410.24.
    - 2) A Large (5/16") Gold Star Appurtenance is authorized for personnel who attended the 50th anniversary ceremonies in Washington, DC on 29 September 2012 or San Diego, CA on 06 October 2012 respectively. Only one award may be earned regardless of the number of events attended. See Section 0410.23.
  - d. **Authority**. Unit Commanding Officer, based on confirmed status of awardees.



**FIGURE 4-4-24 25TH/50TH ANNIVERSARY RIBBON**

25. **25th Year Commissioned Ribbon**. A silver ribbon with blue edges is authorized for wear by NSCC Officers, Midshipmen, Instructors and NSCC/NLCC Cadets enrolled in a unit qualifying for a 25 year commissioning after one full year of enrollment in the unit. This is only awarded to units who have 25 YEARS OF CONTINUOUS OPERATION.
- a. Units will affix the Large (5/16") Silver Star to the ribbon for each additional 25 years of continuous operation in the following manner:

0404 **RIBBON AWARDS AND CRITERIA (CONTINUED)**

- 1) 25 years (NO star)
  - 2) 50 years (ONE (1) Silver Star). See Section 0410.24.
- b. **Note.** Units can order flag “streamer” for the 25th / 50th anniversaries of unit commissioning from the Sea Cadet Ship’s Store.
- c. **Authority.** Approval authority is via the Chain of Command to the Executive Director.



**FIGURE 4-4-25 25TH/50TH UNIT COMMISSIONED RIBBON**

26. **USCG Bicentennial Unit Commendation Ribbon.** Awarded ONLY to an NSCC Officer, Midshipman, Instructor, or NSCC/NLCC Cadet who served at least one day with the Coast Guard during the period 6 June 1989 through 4 August 1990.
- a. **Authority.** Unit Commanding Officer (with supporting documentation)



**FIGURE 4-4-26 USCG BICENTENNIAL UNIT COMMENDATION RIBBON**

27. **NSCC/NLCC Year Ribbons.** Awarded to an NSCC Officer, Midshipman, Instructor and NSCC/NLCC Cadets to reflect the number of years of service in NSCC/NLCC. There are five (5) ribbon awards which are awarded to NSCC Officers, Midshipman, Instructors and NSCC/NLCC Cadets as follows:

- a. **NSCC/NLCC Cadet**
- 1) 1st Year Ribbon awarded after 90 days but less than one year in the Corps.
  - 2) 2nd Year Ribbon awarded after one year but less than two years in the Corps.
  - 3) 3rd Year Ribbon awarded after two years but less than three years in the Corps.
  - 4) 4th Year Ribbon awarded after three years but less than four years in the Corps.
  - 5) 5th Year Ribbon awarded after four years but less than five years in the Corps.
  - 6) Additional years will be recognized using the appurtenance star system (See Section 0411.1 – Subsequent Awards).
- b. **Officer/Midshipman/Instructor**
- 1) 1st Year Ribbon awarded upon completion of one year of service in the Corps.
  - 2) 2nd Year Ribbon awarded upon completion of two years of service in the Corps.

0404 **RIBBON AWARDS AND CRITERIA (CONTINUED)**

- 3) 3rd Year Ribbon awarded upon completion of three years of service in the Corps.
- 4) 4th Year Ribbon awarded upon completion of four years of service in the Corps.
- 5) 5th Year Ribbon awarded upon completion of five years of service in the Corps.
- 6) Additional years will be recognized using the appurtenance star system (See Section 0411.1 – Subsequent Awards).

c. **Notes**

- 1) NSCC Officers, Midshipmen, and Instructors may wear all the current earned year ribbons, or just the most current year, or none at all.
- 2) NSCC/NLCC Cadets will wear all earned year ribbons earned as an NSCC or NLCC Cadet (start over when going from NLCC Cadet to NSCC Cadet).
- 3) NSCC Officers, Midshipmen, and Instructors are not authorized to wear year ribbon awards earned while serving as a NSCC Cadet.
- 4) NSCC Midshipmen commence earning year ribbon awards upon completion of one year of service as a Midshipman. Years of service for award purposes do not start over when appointed to Officer from Midshipman.
- 5) Instructors commence earning year ribbon awards upon completion of one year of service as an Instructor. Years of service for award purposes do not start over when appointed to Officer from Instructor.
- 6) For service awards in excess of five years on the part of NSCC Officers, Instructors, or NSCC Cadets, see Section 0411.1 - Subsequent Awards.
- 7) After 25 years, per Section 0411.1 - Subsequent Awards, there are no additional awards.

d. **Authority**. Approval authority is the Unit Commanding Officer.



**FIGURE 4-4-27 NSCC/NLCC YEAR RIBBONS**

0405 **RECOMMENDATION PROCEDURES**

1. Anyone can recommend NSCC/NLCC personnel for an award covered in this manual, in letter form, stating the person's compliance to the awards requirements or why an award should be presented.



0405 **RECOMMENDATION PROCEDURES (CONTINUED)**

2. All recommendations shall include supporting information as necessary to show justification for the award. Full names of personnel for whom the award is proposed will be included.
3. Recommendations for the NSCC/NLCC Honor Ribbon, NSCC/NLCC Distinguished Service Ribbon, Office of Naval Research (ONR) Science Achievement Ribbon, INR Ribbon and 25th/50th Year Commissioning Ribbon will be submitted in letter format via the Chain of Command to the Executive Director.
4. Recommendations for the NSCC/NLCC Meritorious Recognition Ribbon, NSCC/NLCC Commendation Ribbon, NSCC/NLCC Citation Ribbon, NSCC/NLCC Drug Reduction Service Ribbon, and the NSCC/NLCC Unit Commendation Ribbon will be submitted via the chain of command to the NHQ Representative.
5. The NSCC/NLCC Unit Commendation Ribbon is a group award; therefore, names of all NSCC Officers, Midshipmen, Instructors and NSCC/NLCC Cadets who participated in the activity for which the award is recommended must be listed in the letter of recommendation.

0406 **APPROVAL OF AWARDS**

1. Only the Executive Director shall approve recommendations for the award of the NSCC/NLCC Honor Ribbon, NSCC/NLCC Distinguished Service Ribbon, Office of Naval Research (ONR) Scientific Achievement Award, INR/OpSail Ribbon and 25th/50th Year Commissioned Ribbon.
2. Only the NHQ Representative shall approve recommendations for the award of the NSCC/NLCC Meritorious Recognition Ribbon, NSCC/NLCC Commendation Ribbon, NSCC/NLCC Citation Ribbon, NSCC/NLCC Drug Reduction Service Ribbon, and the NSCC/NLCC Unit Commendation Ribbon.

0407 **SUBSEQUENT AWARDS**

1. Second and subsequent awards of certain ribbons will be indicated by using the appurtenance star system. See Section 0411.2 - Subsequent Awards.

0408 **WEARING OF MEDALS AND RIBBON AWARDS**

1. Ribbons will be worn on dress uniform per the NSCC/NLCC Uniform Manual, Chapter FIVE, Section 5202 (Ribbons) and Section 5203 (Ribbons with Medals).
  - a. **Ribbons**
    - 1) Manner of Wearing. Ribbons are worn on the service coat or jumper of Dress Blue and Dress White, and on the shirt of Service Khaki, Summer White, Winter Blue, NLCC Summer and Winter Dress uniforms. Ribbons are not authorized on working uniforms unless the wearer is wearing DoD medals, etc. and the use or wear of "non-medal" ribbons is both authorized and expected. Wear up to three ribbons in a single row. When more than three ribbons are authorized, wear them in horizontal rows of three each. If ribbons are not in multiples of three, the top row contains the lesser number, and the center of this row sits over the center of the one below it.

0408 **WEARING OF MEDALS AND RIBBON AWARDS (CONTINUED)**

Wear ribbons without spaces between ribbons or rows of ribbons. Wear ribbons with the lower edge of the bottom row centered 1/4 inch above the left breast pocket and parallel to the deck.

- 2) Mounting. Ribbons shall be arranged on a bar(s) and attached to uniforms. Ribbons shall not be impregnated with preservatives which change their appearance, or have any transparent covering.
- 3) Arrangement. Arrange ribbons in order of precedence in rows from top down, inboard to outboard. Wear either the three senior ribbons or all ribbons if you have earned three or more.
- 4) NSCC Officers, Midshipmen, and Instructors may wear all ribbons awarded and appurtenances earned as an NSCC Cadet with the exception of year ribbons.
- 5) NSCC Cadets may wear all ribbons awarded as an NLCC Cadet with the exception of year ribbons.

b. **Ribbons with Medals**

- 1) Manner of Wearing. Wear both large medals and ribbons that do not have corresponding large medals on Full Dress Uniforms. Center ribbons on the right breast in the same relative position as the holding bar of the lowest row of medals in place of the name tag. Arrange ribbons in order of precedence in rows from top down and inboard to outboard. Wear either the senior three ribbons but no more than the top six ribbons. Center medals on the left pocket in order of precedence from inboard to outboard, no more than three per row.
- 2) Medals. Medals will be worn with the dress uniform WHEN PRESCRIBED FOR FORMAL OCCASIONS.
- 3) Note. NSCC medal wear is the same as prescribed by the DOD/DOT/DHS/NOAA/USPHS. The wearing of medals is for special occasions only and should only be worn on full dress uniforms only, never on Service Uniforms.

0409 **PRECEDENCE**

1. NSCC/NLCC ribbon awards will be worn in the following order of precedence from the top to bottom and from inboard to outboard:

Chairman's Medal Ribbon  
NSCC/NLCC Honor Ribbon  
NSCC/NLCC Distinguished Service Ribbon  
NLCC Distinguished Service Ribbon  
NSCC/NLCC Meritorious Recognition Ribbon  
NSCC/NLCC Commendation Ribbon  
NSCC/NLCC Citation Ribbon  
NSCC Escort Officer Ribbon  
NLUS Youth Award Ribbon

0409 **PRECEDENCE (CONTINUED)**

NSCC/NLCC Community Service Ribbon  
NSCC International Exchange Program Ribbon  
NSCC/NLCC Academic Achievement Ribbon  
NSCC/NLCC Drug Reduction Service Ribbon  
Office of Naval Research (ONR) Science Achievement Ribbon  
NSCC/NLCC Recruiting Incentive Ribbon  
Daughters of the American Revolution (DAR) Outstanding Cadet Award Ribbon  
Sons of the American Revolution (SAR) Bronze Good Citizenship Ribbon  
Veterans of Foreign Wars (VFW) NSCC Ribbon  
NSCC/NLCC Unit Commendation Ribbon  
NSCC/NLCC Physical Fitness Ribbon  
NSCC Staff Cadet Ribbon  
NSCC/NLCC Color Guard Ribbon  
NSCC/NLCC Prior Service Ribbon  
NLCC Merit Ribbon  
NSCC/NLCC Marksman Ribbon  
International Naval Review (INR) / OpSail 2000 Ribbon  
NSCC 25th / 50th Anniversary Ribbon  
NSCC 25th / 50th Year Commissioned Ribbon  
USCG Bicentennial Unit Commendation Ribbon  
NSCC/NLCC 5th Year Ribbon  
NSCC/NLCC 4th Year Ribbon  
NSCC/NLCC 3rd Year Ribbon  
NSCC/NLCC 2nd Year Ribbon  
NSCC/NLCC 1st Year Ribbon

2. U.S. Coast Guard personnel (active duty, reserve, or retired) who are active NSCC leaders will wear the U.S. Coast Guard Bicentennial Unit Commendation Ribbon in accordance with current USCG instructions.

0410 **APPURTENANCES**

1. **General Information**

- a. Appurtenance awards were established to recognize individual accomplishments. Unit Commanding Officers will ensure that appurtenances recommended / awarded meet established criteria, and that the appurtenances award program is not abused.
- b. Only those NSCC Officers, Midshipmen, Instructors and NSCC/NLCC Cadets, who are currently enrolled in an NSCC/NLCC unit, or as a regional staff member, may receive an appurtenance award.
- c. Appurtenances will be worn on the year ribbon for the year in which the award was earned except as noted in description of appurtenance awards.
- d. Appurtenances will be placed on ribbon awards as follows:
  - 1) When one is worn, it will be centered on the ribbon.
  - 2) When two or more are worn, they will be spaced so that the distance between each will be equal to the distance between each will be equal to the distance from end to end.

0410 **APPURTENANCES (CONTINUED)**

- e. NHQ will designate what category appurtenance will be awarded for new training as the trainings are established. Only one appurtenance can be earned per training evolution. An appurtenance is authorized for the completion of a nationally authorized training or a local training of 10 or more days. A cross reference of Training Codes to authorized Appurtenances is in APPENDIX 3.
2. **AIRCRAFT - GOLD**. Awarded to NSCC/NLCC Cadets for satisfactory completion of aviation - oriented advanced training programs. See Appendix 3. Approved by National Headquarters.
3. **ANCHOR - GOLD**. Awarded to NSCC/NLCC Cadets for satisfactory completion of seamanship - oriented advanced training. See Appendix 3. Approved by National Headquarters.
4. **BOOT - BRONZE**. Awarded to NLCC Cadets who successfully complete a NLCC Basic Orientation (LB) or NSCC Cadets who have successfully completed a Recruit Training Indoctrination (RT). Authorized by National Headquarters.
5. **BOOT - GOLD**. Awarded to the NLCC Cadet who is the recipient of the NLUS Youth Award as the unit "NLCC Cadet of the Year" and is affixed to the NLUS Youth Ribbon. Both the ribbon and the gold boot transfer to the NSCC. See Section 0404.7 for approval authority.
6. **CADUCEUS - SILVER**. Awarded to NSCC/NLCC Cadets for satisfactory completion of Hospital Corpsman or Medical Training at a Navy or other military or civilian medical facility. See Appendix 3. Approved by National Headquarters.
7. **COMPASS ROSE - SILVER**. Awarded to NSCC/NLCC Cadets who attend a career or professional - oriented advanced training program. See Appendix 3. Cadets who have earned the NSCC/NLCC Color Guard Ribbon (See Section 0404.20), can wear the Compass Rose appurtenance on the ribbon indicating they completed Ceremonial Honor Guard Advanced Training. Approved by National Headquarters.
8. **DEA DEVICE - SILVER**. Affixed to the center of the Drug Reduction Service Ribbon to signify giving four or more CDF presentations. See Section 0404.11 for approval authority.
9. **HAMMER - BRONZE**. Awarded to NSCC/NLCC Cadets for satisfactory completion of a construction - orientated advanced training programs. See Appendix 3. Approved by National Headquarters.
10. **LYRE - GOLD**. Awarded to NSCC/NLCC Cadets for satisfactory completion of advanced training at a DoD School of Music or Band (Basic Band/Music (RB), Advanced Band/Music (RC). Approved by National Headquarters.



**FIGURE 4-10-1 AIRCRAFT, ANCHOR, BOOT, CADEUSUS, COMPASS ROSE DEA DEVICE, HAMMER, AND LYRE APPURTENANCES**

0410 **APPURTENANCES (CONTINUED)**

11. **MAA SHIELD - GOLD**. Awarded to NSCC/NLCC Cadets for satisfactory completion of justice - oriented advanced training program (Maritime Interdiction (GM), NLCC Master-At-Arms and Police Sciences Training (LM), Hazardous Materials (PH), JAG/Legal (PJ), Police/Master-At-Arms (PO), Search and Rescue (PQ), Homeland Security (PS), Naval Intelligence (RN), etc.). Approved by National Headquarters.
12. **MAPLE LEAF - GOLD**. Awarded to NSCC Officers, Midshipman, Instructors or NSCC/NLCC Cadets for satisfactory completion of the US/Canada Sea Cadet Exchange Program (XE). The Maple Leaf is affixed to the NSCC/NLCC Citation Ribbon.
13. **PROPELLER - GOLD**. Awarded to an NSCC Officer, Midshipman, Instructor, and NSCC/NLCC Cadet for satisfactory completion of the Coast Guard Safe Boating Program or other safe boating course approved by National Headquarters.
14. **SUBMARINE - GOLD**. Awarded to NSCC/NLCC Cadets for satisfactory completion of a submarine seminar / orientation program (OS) approved by National Headquarters.
15. **TORCH - BRONZE**. Awarded to an NSCC/NLCC Cadet for satisfactory completion of a leadership and life style training - orientated advanced training programs, (NLCC Leadership Academy (LP), NLCC Fitness and Lifestyle (LQ), NLCC SEAL Orientation and Challenge Training (LZ), Medical Fitness/Fitness Lifestyle Training (MG), Junior Professional Development (ND), Petty Officer Leadership Academy [POLA] (NP)), or Leadership, Other as placed in this training code by NHQ (NX), SEAL Orientation/Challenge (RZ), etc.) Approved by National Headquarters. Awarded to an NSCC Officer, Midshipman, or Instructor for completion of ALL of the NSCC Officer Professional Development Courses, OPD - 101 (N1) – 201 (N2) – 301 (N3), qualifies the leader for this award.
16. **TRIDENT - BRONZE**. Awarded to NSCC/NLCC Cadets for satisfactory completion of an underwater - oriented advanced training programs (Scuba Certification, Advanced (DA), Scuba Certification, Basic (DB), EOD/Diving Operations (DO), Underwater Research (DU), or Dive, Other as placed in this training code by NHQ (DX), etc.). Approved by National Headquarters.
17. **USCG SHIELD - SILVER**. Awarded to NSCC/NLCC Cadets for satisfactory completion of basic and / or advanced training with the US Coast Guard (NLCC Coast Guard Training (LG), Coast Guard shipboard/cutter operations (GC), Coast Guard, Locally Arranged Trainings (GL), Coast Guard Shore/Boat Station (GS), or Coast Guard, Other as placed in this training code by NHQ (GX), etc.). Authorized by National Headquarters.



**FIGURE 4-10-2 MAPLE LEAF, PROPELLER, SUBMARINE, TORCH, TRIDENT, AND USCG SHIELD APPURTENANCES**

0410 **APPURTENANCES (CONTINUED)**

18. **“E” EXCELLENCE - GOLD**. Awarded to all NSCC Officers, Midshipmen, Instructors, NSCC/NLCC Cadets attached to an NSCC unit achieving a 3.50 or higher, or an NLCC Unit achieving a 3.70 or higher on the units Annual Evaluation and Inspection. Individuals must have been attached to the unit during the year of the inspection for which the award was earned, worn on the year ribbon.
19. **“E” EXPERT - SILVER**. Awarded as follows:
- a. To NSCC Officers, Midshipmen, Instructors, and NSCC/NLCC Cadets who qualify as expert with pistol and / or rifle. Worn on the NSCC Marksman Ribbon. See Section 0410.22.
  - b. To NSCC Officers, Midshipmen, Instructors, and NSCC/NLCC Cadets who qualify at the Presidential Physical Fitness Level, they will wear this appurtenance on the Physical Fitness Ribbon. See Section 0404.18.
20. **“R” RECRUITER - SILVER**. Awarded to NSCC/NLCC Cadets for satisfactory completion of advanced training in a Navy or Coast Guard Recruiting Office or Station.
21. **“S” STEM - BRONZE**. Awarded to NSCC/NLCC Cadets for satisfactory completion of advanced training in Science, Technology, Engineering and Mathematics (STEM) – oriented advanced training programs. See Appendix 3. Approved by National Headquarters.
- a. **SeaPerch**. Participation in locally arranged SeaPerch training approved by NHQ for training credit towards advancement, as well as nationally advertised SeaPerch training establishes qualification.
  - b. **CyberPatriot**. Participation as a team member of a team registered for CyberPatriot competition establishes qualification.
22. **“S” SHARPSHOOTER - SILVER**. Awarded to an NSCC Officer, Midshipman, Instructor, or NSCC/NLCC Cadet who qualifies as sharpshooter with pistol and/or rifle. Worn on the NSCC Marksman Ribbon. See Section 0404.22.



**FIGURE 4-10-3 TRIDENT, USCG SHIELD, “E”, “R”, AND “S” APPURTENANCES**

23. **LARGE (5/16”) GOLD STAR**: Awarded as follows:
- a. Awarded to an NSCC Officer, Midshipman, Instructor, or NSCC/NLCC Cadet enrolled in a unit awarded the John J. Bergen Trophy for NSCC, or the Morgan L. Finch Trophy for NLCC. Only those enrolled in the unit at the time of the required annual inspection period for which the trophy was awarded are eligible. The Large Gold Star is worn on the year ribbon for the training year covered by the inspection, or will be moved to the next highest year ribbon (NSCC Cadets) for subsequent awards of the trophy. NLCC Cadets authorized a Large Gold Star earned for winning the Morgan Fitch Award may transfer this star to their First Year NSCC ribbon. Only one ribbon star may be transferred.

0410 **APPURTENANCES (CONTINUED)**

- b. Awarded to the Honor Graduate of a large school having 100 or more initial cadets (excluding staff cadets and staff) such as an RTI [i.e. the Battalion Honor Graduate] receives the NSCC/NLCC Citation Ribbon with a Large (5/16") Gold Star affixed. See Section 0404.5.
- c. Officers performing the duty of Commanding Officer of the Training Contingent (COTC) having 100 or more initial cadets (excluding staff cadets and staff) such as NSCC Recruit Training Indoctrination, NLCC Orientation or a Combined Command (several trainings being conducted simultaneously at a common location) are authorized to wear the star on the NSCC Escort Officer Ribbon. See Section 0404.6.
- d. NSCC Cadet Chief Petty Officers who become NSCC Officers, Midshipmen or Instructors are authorized to wear the Large (5/16") Gold Star on their NSCC/NLCC Prior Service Ribbon.
- e. A Large 5/16" Gold Star Appurtenance is authorized to be worn on the NSCC 25th / 50th Anniversary Ribbon for personnel who attended the 50th Anniversary ceremonies in Washington, DC on 29 September 2012 or San Diego, CA on 06 October 2012 respectively. Only one award may be earned regardless of the number of events attended. See Section 0404.24.

24. **LARGE (5/16") SILVER STAR**. Awarded as follows:

- a. Affixed to NSCC/NLCC Prior Service Ribbon for NSCC Officers, Midshipman, or Instructors who were both former NLCC and NSCC Cadets. See Section 0404.21.
- b. Affixed to the NSCC 25th/50th Anniversary Ribbon for those NSCC Officer, Midshipmen, Instructor, and NSCC/NLCC Cadets who attended the ceremonies in Washington, D.C. on 15 August 1987. See Section 0404.24.
- c. Units will affix the Large (5/16") Silver Star to the 25th / 50th Year Commissioned Ribbon for each additional 25 years of continuous operation in the following manner:
  - 1) 25 year (NO star)
  - 2) 50 years (ONE (1) Large (5/16") Silver Star). See Section 0404.25.
- d. NSCC Cadets who earned the NLUS Youth Award will affix the Large (5/16") Silver Star to the center of the suspension ribbon on NLUS Youth Medal. See Section 0404.7.
- e. Affixed to the NSCC/NLCC Fifth Year Ribbon for NSCC adult leaders who have twenty-five (25) years of consecutive active service with the NSCC/NLCC. See Section 0411.1 - Subsequent Awards.

25. **SMALL (3/16") BRONZE STAR**. Awarded as follows:

- a. Denotes 6th year enrollment as a NSCC Officer, Midshipman, Instructor or NSCC Cadet. See Section 0411.1 - Subsequent Awards.
- b. Denotes subsequent awards of certain ribbons in conjunction with silver stars. See Section 0411.1 - Subsequent Awards.

0410 **APPURTENANCES (CONTINUED)**

26. **SMALL (3/16") SILVER STAR.** Denotes five (5) additional awards and multiples thereof. See Sections 0411.1 and 0411.2 - Subsequent Awards.



**FIGURE 4-10-4 LARGE (5/16") AND SMALL (3/16") GOLD, SILVER, AND BRONZE STARS**

0411 **SUBSEQUENT AWARDS**

1. The following appurtenances affixed to the 5th Year Ribbon indicate additional years of enrollment as NSCC Officer, Midshipman, Instructor or NSCC Cadet:

- 6th Year - one (1) Small (3/16") Bronze Star
- 7th Year - two (2) Small (3/16") Bronze Stars
- 8th Year - three (3) Small (3/16") Bronze Stars
- 9th Year - four (4) Small (3/16") Bronze Stars
- 10th Year - one (1) Small (3/16") Silver Star
- 11th Year - one (1) Small (3/16") Silver Star and one (1) Small (3/16") Bronze Star
- 12th Year - one (1) Small (3/16") Silver Star and two (2) Small (3/16") Bronze Stars
- 13th Year - one (1) Small (3/16") Silver Star and three (3) Small (3/16") Bronze Stars
- 14th Year - one (1) Small (3/16") Silver Star and four (4) Small (3/16") Bronze Stars
- 15th Year - two (2) Small (3/16") Silver Stars
- 16th Year - two (2) Small (3/16") Silver Stars and one (1) Small (3/16") Bronze Star
- 17th Year - two (2) Small (3/16") Silver Stars and two (2) Small (3/16") Bronze Stars
- 18th Year - two (2) Small (3/16") Silver Stars and three (3) Small (3/16") Bronze Stars
- 19th Year - two (2) Small (3/16") Silver Stars and four (4) Small (3/16") Bronze Stars
- 20th Year - three (3) Small (3/16") Silver Stars
- 21st Year - three (3) Small (3/16") Silver Stars and one (1) Small (3/16") Bronze Star
- 22nd Year - three (3) Small (3/16") Silver Stars and two (2) Small (3/16") Bronze Stars
- 23rd Year - three (3) Small (3/16") Silver Stars and three (3) Small (3/16") Bronze Stars
- 24th Year - three (3) Small (3/16") Silver Stars and four (4) Small (3/16") Bronze Stars
- 25th Year - one Large (5/16") Silver Star

2. Second and subsequent awards of ribbons are to be indicated by affixing the following appurtenances:

- 2nd Award - one (1) Small (3/16") Bronze star
- 3rd Award - two (2) Small (3/16") Bronze stars
- 4th Award - three (3) Small (3/16") Bronze Stars
- 5th Award - four (4) Small (3/16") Bronze Stars
- 6th Award - one (1) Small (3/16") Silver Star replaces the four (4) previous Bronze Stars
- 7th Award - one (1) Small (3/16") Silver Star and one (1) Small (3/16") Bronze Star, etc.



## CHAPTER 5: BREAST INSIGNIA AND BADGES

0501	GENERAL.....	5-1
0502	COMMAND RECOGNITION.....	5-2
0503	AVIATION WINGS.....	5-3
0504	NSCC NAVAL SPECIAL WARFARE (SEAL) DEVICE.....	5-4
0505	NSCC EXPLOSIVE ORDNANCE DISPOSAL (EOD) DEVICE.....	5-5
0506	NSCC SPECIAL WARFARE COMBAT CREWMAN (SWCC) DEVICE.....	5-6
0507	NSCC JOINT SPECIAL OPERATIONS COMMAND (JSOC) BADGE.....	5-7

---

### 0501 **GENERAL**

1. The Naval Sea Cadet Corps has several breast/badge devices, which are for the most part patterned after the U.S. Navy breast devices. Breast devices are of several varieties and denote qualifications and/or special training, which the wearer has achieved or successfully passed during his career in the NSCC. Breast devices fall into three categories; command, aviation, and warfare-type qualifications completion. As noted below, some NSCC qualification devices are authorized and provided by Navy command/associations, which have set the requirements for achieving the qualification resulting in the awarding of the device to the individual.
2. The Command Badges designate current or past command positions as a Unit Commanding Officer or Regional Director. The current Command Badge is worn above the right pocket (or name tape when worn) and former command badge is worn on the left pocket flap as described below.
3. The NSCC “warfare-type” qualification device is worn on the wearer's left side. Officers, midshipmen, and instructors may also wear a properly awarded DOD/DHS warfare-type qualification device as described in Chapter Six. Such devices however, take precedence over the wearing of NSCC devices regardless of type.
4. The NSCC “warfare-type” qualification devices are: Aviation, SEAL, EOD, SWCC (Special Boats), and JSOC. If earning more than one, the wearer may only wear TWO such devices. The wearer has the option of which qualification will be worn as the primary and which is the secondary.
5. The primary device is centered above earned ribbons (1/4”) or if no ribbons, centered above the left pocket (1/4”). A secondary qualification device is centered immediately below the top of the left breast pocket (1/4”).
6. "Other" badges are centered in the left breast pocket. In the case of a post command or Regional Director's badge, this is centered 1/4 inch below the top left breast pocket; or in case there are two qualifications devices (i.e. if one device is current and the other post), the “post” device is worn 1/4 inch below the top of the pocket.

0502 **COMMAND RECOGNITION**

1. **Regional Director Command Badge**. Provides recognition to those individuals who are currently in the position of Regional Director or individuals who have previously held the position.
  - a. NHQ will authorize the wearing of the badge upon assignment to the position and incumbents must successfully serve one year to permanently retain the badge. Only the National Chairman or the Executive Director may authorize the wearing of the Regional Director Badge.
  - b. The Regional Director Command Badge is a blue field around the NSCC crest with a star atop the anchor in lieu of an eagle, mounted on a circular badge approximately one inch in diameter.
  - c. The badge will be worn in the following manner:
    - 1) Regional Directors in command will wear the badge centered above the right pocket with the bottom edge 1/4 inch above the pocket. If a nametag is worn, the badge shall be centered with the bottom edge 1/4 inch above the tag.
    - 2) Past Regional Directors (no longer holding the position) will wear the badge centered on the left pocket flap with the top edge 1/4 inch below the upper pocket seam (measured from the top flap seam at the top of the pocket).
2. **Unit Commanding Officer Command Badge**. Provides recognition to those NSCC officers who successfully serve as Commanding Officer of either an NSCC or NLCC unit.
  - a. To be eligible to wear the Command Badge, the Commanding Officer must:
    - 1) Be a permanently appointed NSCC officer.
    - 2) Have been appointed an NSCC/NLCC unit Commanding Officer in accordance with NSCC Regulations, Section 0541.1.
    - 3) Have successfully served as a unit Commanding Officer for a period of not less than one year.
    - 4) Have commanded a unit that has successfully completed the required annual inspection with a score of 2.50 or higher.
  - b. NSCC Commanding Officers who have fulfilled eligibility requirements will submit a written request to the Executive Director in accordance with the following instructions:
    - 1) The letter will be forwarded via the President of the sponsoring organization or the NSCC Committee Chairman via the Regional Director, up the Chain of Command to NHQ.
    - 2) If a sponsoring organization representative is not available to initiate the request, the written request with notification to or "cc" to the sponsoring organization, will be forwarded via the Regional Director, up the Chain of Command to NHQ.
    - 3) A favorable endorsement is required.

0502 **COMMAND RECOGNITION (CONTINUED)**

- c. Only the National Chairman or the Executive Director can authorize the wearing of the Command Badge.
- d. The Command Badge is the NSCC crest with a star atop the anchor in lieu of an eagle, mounted on a circular badge approximately one inch in diameter. The badge will be worn in the following manner:
  - 1) Incumbent Commanding Officers will wear the badge centered above the right pocket with the bottom edge 1/4 inch above the pocket. If a nametag is worn, the badge shall be centered with the bottom edge 1/4 inch above the tag.
  - 2) Officers no longer in command will wear the badge centered on the left pocket with the top edge 1/4" inch below the "upper pocket seams" (measured from the top flap seam at the top of the pocket).
  - 3) The Regional Director Badge and Unit Command Officer Badge may be worn simultaneously, but may not be worn in the same position. An officer entitled to wear both badges, but who is no longer in command as Regional Director or Commanding Officer, may elect to wear either badge, but not both.



**FIGURE 5-2-1 REGIONAL AND UNIT COMMAND BADGES**

0503 **AVIATION WINGS**

1. The Flying Midshipman Association, a sponsor of the NSCC/FAA Aviation Program, has requested and has been given authorization to award aviation wings to NSCC personnel who meet rigid requirements of the NSCC/FAA Aviation Program. These requirements are based on Federal Aviation Requirements. No substitutions are authorized.
2. The Commanding Officer of the Training Contingent (COTC) for a NSCC Headquarters approved NSCC/FAA Aviation Ground School (private pilot or sport pilot) may award NSCC Aviation wings to Sea Cadets, Officers, Midshipmen, or Instructors.
3. NSCC headquarters may authorize aviation wings to Sea Cadets, Officers, Midshipmen or Instructors completing the following requirements and NSCC NHQ may also award these wings to NSCC personnel completing an FAA sanctioned course other than an NSCC Headquarters approved evolution, upon completion of the following requirements:
  - a. **Bronze Wings**
    - 1) Successfully complete the NSCC/FAA Ground School course or FAA course and pass the FAA Aviation exam.

0503 **AVIATION WINGS (CONTINUED)**

b. **Silver Wings**

- 1) Successfully pass the Federal Aviation Exam given at completion of the NSCC FAA Ground School Course.
- 2) Successfully Solo flight in accordance with FAA requirements.
- 3) Provide certification/validated documentation of the above requirements including passing of the FAA exam, flight logbooks and certificate indicating completion of Solo flight. NHQ will provide the silver wings.

c. **Gold Wings**

- 1) Earn private pilot license.
- 2) Provide certified documentation (logbooks and license) of passing all requirements for private pilot's license to NSCC NHQ Training Department. NHQ will provide the gold wings.

d. **Notes**

- 1) Only "One" Aviation Wings device may be worn.
- 2) If the bronze wings were earned, and then the qualifications were met for the wearing of the silver wings and NHQ has issued the silver wings, the bronze wings are no longer authorized for wear.
- 3) If the silver wings were earned, and then the qualifications were met for the wearing of the Gold Wings and NHQ has issued the gold wings, the silver wings are no longer authorized for wear.



**FIGURE 5-3-1 GOLD, SILVER, AND BRONZE AVIATION WINGS**

0504 **NSCC NAVAL SPECIAL WARFARE (SEAL) DEVICE**

1. The NSCC has authorized a device developed by the UDT-SEAL Association in conjunction with the Naval Special Warfare Command, which is awarded to the NSCC cadet for his successful completion of the current approved NSW (SEAL) Orientation Course, commencing 2001 and thereafter, offered at National Headquarters approved locations. The following policy and procedures are applicable:
  - a. The SEAL curriculum developed by the UDT-SEAL Association and Naval Special Warfare Association must be completed to qualify a cadet for the device.
  - b. No modifications to the qualifying course are authorized unless agreed and approved by NSCC NHQ. Cadets completing a course not approved by NSCC NHQ are not eligible for the device.

0504 **NSCC NAVAL SPECIAL WARFARE (SEAL) DEVICE (CONTINUED)**

- c. NHQ will maintain the master database for the device. Awarding of the device will be by the SEAL Training COTC only.
- d. Copies, reproductions, variations, etc., of the device are not authorized for wear under any circumstances. Recipients will contact NHQ for instructions regarding replacement in the event of loss, theft, or damage.
- e. Staff cadets, officers, instructors, or midshipmen acting as either COTC or in the foregoing named positions are not eligible for the award.
- f. Former cadets earning this badge may NOT wear it once transferring to midshipman, instructor or officer status.
- g. "SEAL Challenge" training does NOT qualify for this device.



**FIGURE 5-4-1 NSCC SPECIAL WARFARE (SEAL) DEVICE**

**0505 NSCC EXPLOSIVE ORDNANCE DISPOSAL (EOD) DEVICE**

1. The NSCC has authorized a device developed by the Explosive Ordnance Disposal/Mobile Diving and Salvage Unit (EOD/MDSU) Group Norfolk, VA for awarding to a cadet who completes the current approved NAVY EOD/MDSU Course. The following procedures are applicable:
  - a. The EOD/MDSU Group, Norfolk, VA maintains the qualifying courses for awarding of the device to cadets.
  - b. No substitutions or changes of the course are authorized unless agreed to by EOD/MDSU Group Norfolk, VA and the COTC. Cadets not completing the approved course are not eligible for the award.
  - c. The COTC is the approval authority for awarding of the device. NSCC NHQ will maintain the master database of eligible cadets.
  - d. Copies, reproductions, variations, of the device are not authorized under any circumstances. Recipients may contact via the Chain of Command to NHQ for instructions regarding replacement in the event of loss, theft, or damage.
  - e. Staff cadets, officers, instructors, or midshipmen involved with the instruction of the course are not eligible for the award. Only cadets attending the course are eligible.
  - f. Former cadets earning this badge may NOT wear it once transferring to midshipmen, instructor or officer status.

**0505 NSCC EXPLOSIVE ORDNANCE DISPOSAL (EOD) DEVICE (CONTINUED)**



**FIGURE 5-5-1 NSCC EXPLOSIVE ORDNANCE DISPOSAL (EOD) DEVICE**

0506 **NSCC SPECIAL WARFARE COMBAT-CRAFT CREWMAN (SWCC) DEVICE**

1. The NSCC has approved a device developed by the UDT-SEAL Association in conjunction with the Special Warfare Command which is awarded to the NSCC cadet for his successful completion of the current approved SWCC Orientation course commencing 2001 and thereafter, offered at NHQ approved locations. The following procedures are applicable:
  - a. The SWCC curriculum developed by the UDT-SEAL Association and Naval Special Warfare Command must be completed to qualify a cadet for the device.
  - b. No modifications to the qualifying course are authorized unless agreed and approved by the NSCC. Cadets completing a course not approved by NHQ, NSCC are not eligible for the device.
  - c. NHQ will maintain the master database for the device. Awarding of the device will only be by the SWCC Training COTC.
  - d. Copies, reproductions, variations of the device are not authorized for wear under any circumstances. Recipients will contact NHQ for instructions regarding replacement in the event of loss, theft, or damage.
  - e. Staff cadets, officers, instructors, or midshipmen acting as either COTC or in the foregoing named positions are not eligible for the device.
  - f. Former cadets earning this badge may NOT wear it once transferring to midshipman, instructor or officer status.



**FIGURE 5-6-1 NSCC SPECIAL WARFARE COMBAT-CRAFT CREWMAN (SWCC) DEVICE**

0507 **JOINT SPECIAL OPERATIONS COMMAND (JSOC) BADGE**

1. The NSCC has approved a badge to be awarded to cadets who successfully complete the approved NSCC JSOC course. The following procedures are applicable:
  - a. Only cadets successfully completing the course are authorized to receive the JSOC Badge. Staff cadets, officers, instructors and midshipmen assisting in and instructing the course are not eligible for the JSOC Badge.
  - b. Cadets not attending/completing this course are not authorized to wear the JSOC Badge.
  - c. The COTC of the course will be responsible for maintaining the approved course which will qualify the cadet for this badge.
  - d. The COTC is the awarding authority for the JSOC Badge.
  - e. The JSOC Device is the sole property of the JSOC Community. Copies, reproductions, variations are not authorized. Replacement devices that are lost, stolen, or misplaced shall be requested via the Chain of Command through NHQ.
  - f. Former cadets earning this device may NOT wear it once transferring to midshipman, instructor or officer status.



**FIGURE 5-7-1 JOINT SPECIAL OPERATIONS COMMAND (JSOC) BADGE**

PAGE INTENTIONALLY LEFT BLANK



## CHAPTER 6: DOD, DHS, DOT, NOAA, AND PHS AWARDS

0601 GENERAL.....6-1

---

### 0601 **GENERAL**

1. Officers, midshipmen, and instructors are authorized to wear all earned DoD, Coast Guard (DHS), Merchant Marine (DOT), National Oceanic and Atmospheric Administration (NOAA), and Public Health Service (PHS) ribbon and breast insignia awards. None of these awards may be worn unless there is a copy of the authorization in the officer, midshipman or instructor's Service Jacket which supports the wearing.
2. Other DoD "badges" that are "organizational" may not be worn, as they DO NOT reflect a personal award or qualification and/or are not authorized under DOD, etc. regulations to be worn on a Navy Uniform.
3. DoD qualification badges, such as Army Marksman, or Marine Sharpshooter MAY be worn in accordance with DOD directives.
4. DOD/DHS/DOT/NOAA/PHS ribbon and breast insignia awards take precedence over NSCC awards.
5. Cadets are not authorized to wear any DOD/DHS/DOT/NOAA/PHS awards except as specifically authorized by the awarding military service. Cadets must be specifically cited and approval must be granted by NHQ in writing.

PAGE INTENTIONALLY LEFT BLANK

APPENDIX 1

EXAMPLE LETTER TO SCHOOL

\_\_\_\_\_ is a member of the US Naval Sea Cadet Corps (or Navy League Cadet Corps) and is working towards an Academic Achievement Ribbon award.

Has this student met the following criteria during the past school semester?

For cadets enrolled in an accredited school (including an accredited home school program):

- 1) Is officially declared on his/her school's Honor Roll for a semester.
- 2) Makes no grade below B.
- 3) Makes the Honor Roll during the regular school year.
- 4) Carries the required courses to be considered a full-time student at the enrolled school.
- 5) Provide the Commanding Officer with a letter from the school verifying the Honor Roll status.

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
School Official Position/Title

\_\_\_\_\_  
Date

APPENDIX 2

EXAMPLE LETTER TO HOME SCHOOL

\_\_\_\_\_ is a member of the US Naval Sea Cadet Corps (or Navy League Cadet Corps) and is working towards an Academic Achievement Ribbon award.

Has this student met the following criteria during the past school semester?

For cadets that are home schooled, but not enrolled in an accredited home school program:

- 1) Carries the required courses to be considered a full-time student.
- 2) Makes no grade below B.
- 3) Provide the Commanding Officer with a letter from the person conducting the home schooling verifying their course enrollments and grades.

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
School Official Position/Title

\_\_\_\_\_  
Date

APPENDIX 3

APPURTENANCE REFERENCE CHART

**A - AVIATION**

AC - Aviation, Air Traffic Control	AIRCRAFT
AF - Aviation, Flight Training	AIRCRAFT
AG - Aviation, FAA Ground School	AIRCRAFT
AN - Aviation, Basic Airman	AIRCRAFT
AS - Aviation, Survival (SERE)	ANCHOR
AV - Aviation, Advanced Airman	AIRCRAFT
AX - Aviation, Other	

**C - CONSTRUCTION**

CB - Seabee, Basic	HAMMER
CD - Seabee, Advanced	HAMMER
CF - Seabee, Field Operations	COMPASS ROSE
CX - Seabee, Other	

**D - DIVE**

DA - Dive, SCUBA Certification, Advanced	TRIDENT
DB - Dive, SCUBA Certification, Basic	TRIDENT
DO - Dive, Explosive Ordnance	TRIDENT
DU - Dive, Underwater Research	TRIDENT
DX - Dive, Other	

**F - FOOD SERVICES**

FC - Food Service, Culinary Arts	COMPASS ROSE
FS - Food Service, Cook/Steward Training	COMPASS ROSE
FX - Food Service, Other	

**G - COAST GUARD**

GC - Coast Guard, Shipboard/Cutter Operations	USCG SHIELD
GL - Coast Guard, Locally Arranged	USCG SHIELD
GM - Coast Guard, Maritime Interdiction	MAA SHIELD
GS - Coast Guard, Shore/Boat Station	USCG SHIELD
GX - Coast Guard, Other	

**L - NLCC TRAINING**

LB - NLCC Orientation, Basic	BRONZE BOOT
LC - NLCC Orientation, Advanced	COMPASS ROSE
LD - NSCC Drug Education	COMPASS ROSE
LE - NLCC Exploration	COMPASS ROSE
LF - NLCC Field Operations	COMPASS ROSE
LG - NLCC Coast Guard Training	USCG SHIELD
LH - NLCC Medical Training	CADUCEUS
LJ - NLCC Photojournalism	COMPASS ROSE
LK - NLCC STEM/SeaPerch	BRONZE "S"
LM - NLCC Master-At-Arms Training	MAA SHIELD
LO - NLCC Aviation Training	AIRCRAFT
LP - NLCC Leadership Academy	TORCH
LQ - NLCC Fitness and Lifestyles Training	TORCH
LR - NLCC Regional Event (Flagship, ORI, Etc.)	COMPASS ROSE
LS - NLCC Sailing, Basic	ANCHOR
LT - NLCC Sailing, Advanced	ANCHOR
LU - NLCC Seamanship, Basic	ANCHOR
LV - NLCC Seamanship, Advanced	ANCHOR
LW - NLCC Marksmanship	COMPASS ROSE
LX - NLCC Training, Other	
LZ - NLCC SEAL Orientation/Challenge	TORCH

APPENDIX 3 (CONTINUED)

**M - MEDICAL**

MB - Medical, Basic  
MC - Medical, Advanced  
MD - Medical, Drug Education/DEFY/DARE  
MF - Medical, Field Operations  
MG - Medical, Fitness/Fitness Lifestyle Train  
MH - Medical, Surgical Technician  
MX - Medical, Other

CADUCEUS  
CADUCEUS  
COMPASS ROSE  
COMPASS ROSE  
TORCH  
CADUCEUS

**N - LEADERSHIP**

N1 - Leadership, Officer Professional Development (101)  
N2 - Leadership, Officer Professional Development (201)  
N3 - Leadership, Officer Professional Development (301)  
ND - Leadership, Junior Professional Development (JPD)  
NP - Leadership, Petty Officer Academy, (POLA)  
NX - Leadership, Other

TORCH upon completion of 101, 201 & 301  
TORCH upon completion of 101, 201 & 301  
TORCH upon completion of 101, 201 & 301  
TORCH  
TORCH

**O - SEAMANSHIP**

OA - Seamanship, Sailing, Advanced  
OB - Seamanship, Sailing, Basic  
OC - Seamanship, Basic Marlinspike  
OD - Seamanship, Advanced Marlinspike/Seaman  
OE - Seamanship, Small Boat Ops/Deck Seaman  
OL - Seamanship, Amphibious Operations  
OM - Seamanship, Mine Warfare  
ON - Seamanship, Navy, Shipboard  
OP - Seamanship, Port Operations  
OS - Seamanship, Submarine Seminar  
OX - Seamanship, Other

ANCHOR  
ANCHOR  
ANCHOR  
ANCHOR  
ANCHOR  
ANCHOR  
ANCHOR  
ANCHOR  
ANCHOR  
ANCHOR  
SUBMARINE

**P - PUBLIC SAFETY**

PF - Public Safety, Fire Fighting  
PH - Public Safety, Hazardous Materials  
PJ - Public Safety, JAG/Legal  
PL - Public Safety, Lifeguard  
PM - Public Safety, Marksmanship  
PO - Public Safety, Police/Master-at-Arms  
PQ - Public Safety, Search and Rescue  
PS - Public Safety, Homeland Security  
PX - Public Safety, Other

COMPASS ROSE  
MAA SHIELD  
MAA SHIELD  
COMPASS ROSE  
COMPASS ROSE  
MAA SHIELD  
MAA SHIELD  
MAA SHIELD

**R - NAVY SHORE**

RA - Navy Shore, Maritime Industrial Arts  
RB - Navy Shore, Music/Band, Basic  
RC - Navy Shore, Music/Band, Advanced  
RE - Navy Shore, Navy Engineering School  
RG - Navy Shore, Gunner's Mate School  
RH - Navy Shore, Ceremonial/Honor Guard  
RJ - Navy Shore, Photojournalism  
RK - Navy Shore, STEM/SeaPerch  
RL - Navy Shore, History and Heritage  
RM - Navy Shore, Navy Electronics School  
RN - Navy Shore, Naval Intelligence  
RP - Navy Shore, Religious Program Specialist  
RQ - Navy Shore, Marine Mammal Research  
RR - Navy Shore, Recruiting Office Duty  
RS - Navy Shore, Operational Specialist  
RT - Navy Shore, NSCC Recruit Training  
RV - Navy Shore, Vehicle Maintenance  
RX - Navy Shore, Other  
RZ - Navy Shore, SEAL Orientation/Challenge

COMPASS ROSE  
LYRE  
LYRE  
COMPASS ROSE  
COMPASS ROSE  
COMPASS ROSE  
COMPASS ROSE  
BRONZE "S"  
ANCHOR  
COMPASS ROSE  
MAA SHIELD  
COMPASS ROSE  
COMPASS ROSE  
SILVER "R"  
ANCHOR  
BRONZE BOOT  
COMPASS ROSE  
TORCH

APPENDIX 3 (CONTINUED)

**S - SPECIAL OPERATIONS**

SB - Special Operations, SWCC/Special Boats  
SJ - Special Operations, JSOC  
SL - Special Operations, SEAL  
SX - Special Operations, Other

ANCHOR  
ANCHOR  
ANCHOR

**X - INTERNATIONAL EXCHANGE**

XE - International Exchange, IEP  
XE - International Exchange, Canada  
XL - International Exchange, Locally Arranged  
XU - International Exchange, U.S. Hosted  
XX - International Exchange, Other

IEP RIBBON  
GOLD MAPLE LEAF