



## **REC-102: Outstanding Service Award – 14 October 2021**

### **Purpose**

Awards for outstanding service are presented to recognize INCOSE members who have contributed significant volunteer effort on behalf of INCOSE.

### **Eligibility**

Nominees for the Outstanding Service Award must have been INCOSE members for a minimum of five (5) years. Under exceptional circumstances, the Board of Directors may waive this requirement.

Candidates must have volunteered significant and arduous effort on behalf of INCOSE either in one act of outstanding service or through extended contributions in one (1) or more of the following three (3) areas:

1. Service at the international, national, or local level in an elected office as a chair, or as a leader of a task force, advisory group, or working group;
2. Service at the international level as an editorial, publication, or symposium leader; or
3. Service at the international level as an advocate or liaison with other professional, scientific, public, or humanitarian organizations.

Service compensated by INCOSE or performed to retain certification as a Systems Engineering Professional may not be used as qualification for this award.

### **Nomination**

Nominators must be INCOSE members and may not self-nominate.

Posthumous nominations will not be accepted.

The nominator shall assemble the nomination package - that consists of the following:

*Completed Nomination Form (MS Word or PDF)*

- Name of candidate
- Accomplishments vs. Outstanding Service Award Criteria
- Proposal for the citation
- List of letters of support to match the criteria



*Letters of Support provided by the nominator and at least two (2) other people. These letters are limited to two (2) typewritten pages, and should provide:*

- Name of Supporter,
- Basis of knowledge about the candidate, which provides substantiation for the award,
- Evaluation of the candidate against the Service Award Criteria.

Those writing letters of support should have the candidates' information and qualifications available to them, but all letters of support should be independently written.

The nominator shall assemble the nomination package and submit the nomination package to the Chair of the Honors & Awards Committee not later than 28 February for consideration. Nomination packages received after that date will not be considered for this award.

Nomination packages that are not awarded in the year they are submitted may be resubmitted for consideration the following year if the nominator so desires.

### **Selection**

Approval of Outstanding Service Awards shall be made by the Board of Directors upon recommendation of an Honors and Awards Committee (see CMT-100), except for awards to the retiring President, outgoing officers and directors, outgoing assistant directors, and outgoing Certification Advisory Group (CAG) members, which require no approval.

### **Presentation**

There is no limit to the number of Outstanding Service Awards that may be presented. The approval and notification process shall ensure confidentiality pending final notification as follows: The Chair of the Honors & Awards Committee will notify nominators of those who did not receive an award. Nominators and award recipients shall be informed within one month after the Q2 BOD meeting. Citations will be provided by the Chair of the Honors & Awards Committee to INCOSE Admin concurrently, in order to support preparation of the recognition award.

INCOSE will prepare a press release to coincide with the ceremonial presentation of these awards which will occur at the annual International Symposium. The recipients will be asked to keep the information confidential until presentation.

### **President's Service Award**

Upon completion of term as President, a gavel and plaque shall be presented to the retiring President.

### **Board of Director Members**

Upon leaving the Board of Directors, each member as defined in BOD-100 shall be presented with a plaque.



### **Assistant Directors and Certification Advisory Group Members**

Upon completion of their term, the individual shall be presented with a plaque. The responsible Director or Associate Director will inform the Chair of the Honors & Awards Committee of the awardee and, position and term start and end year(s).

**SUPERSEDES: REC-102 dated 29 January 2020**

**APPROVED BY: INCOSE Board of Directors, Virtual, 14 October 2021**

**POLICY OWNER (RACI RESPONSIBLE R): President-Elect**

**MAINTAINED BY (RACI ACCOUNTABLE A): President**