



ANNUAL AWARD POLICIES & PROCEDURES

Approved by Council *September 16, 2019*

1. INTRODUCTION

The task of the Awards Committee is to select the recipients of the Early Achievement, Superior Achievement, Distinguished PTTI Service, Weems, Hayes, Tycho Brahe and Thurlow Awards for the "award year" identified as the calendar year immediately preceding that in which the awards would be presented.

The Editor and Associate Editors of *NAVIGATION* select the winner of the Burka Award.

Up to two Distinguished Service Awards may be awarded each year. The Distinguished Service is awarded to the outgoing ION President. Other Distinguished Service Award(s) may be approved by the ION President to recognize extraordinary service to The Institute of Navigation.

2. BASIS FOR NOMINATION

Nominations for annual awards may be submitted by anyone except the nominee. All nominations must be in conformance with ION nomination standards. Neither nominees nor nominators need be ION members. Nominations received in correct form by October 15 will be considered. Duplication of nominees in more than one award category is permitted. To be considered in subsequent years, nominees not selected in the current year must be re-submitted.

Nominations shall include:

- Biographical Sketch (500 words or fewer): Contributions made by the nominee as they pertain to the eligibility requirements listed for each award, including citation of national and/or international impact(s). Include examples of what the contributions enabled, how contributions significantly improved the fundamental and/or applied art and science of positioning, navigation and/or timing; and/or what specific important technical problems and/or programs were addressed by these contributions.
- Nominee's specific role in each significant accomplishment and whether the nominee worked independently or participated in the efforts of a group, supervised, authorized, etc. Dates, by year, of accomplishment(s), stressing the most recent ones shall be provided.
- Proposed Citation (25 words or fewer): Specific documented contribution(s) of the nominee.
- References: Three professional references are required. The nomination itself serves as one of the three references. An additional two letters of reference must accompany the nomination in order for it to be considered complete. Additional references will not be accepted.

3. THE AWARDS SELECTION COMMITTEE

3.1 Chair

The Chair of the Awards Selection Committee shall be selected annually by the Council, according to the recommendation of the President. The Chair is responsible to coordinate the voting process and scoring. The Chair is also responsible for soliciting nominations to ensure that each award has a sufficient number of qualified nominees. However, the Chair may not act as the nominator for any of the nominees. In the event that the Chair is nominated for the Early Achievement, Superior Achievement, Distinguished PTTI Service, Weems, Hayes, Tycho Brahe and/or Thurlow Awards; the President is to select an alternate chair to preside over a separate committee for the award(s) for which the Chair has been nominated.

3.2. Other Members

The Chair shall propose five or more current ION members to serve on the Awards Selection Committee. Council shall approve the Awards Selection Committee membership. The Chair shall seek input from the PTTI Advisory Committee to ensure a PTTI representative serves as a member of the Awards Selection Committee.

3.3. Responsibilities of the Selection Committee

It is very important that the high standards of ION awards be maintained by exercising impartiality and fairness in the selection of recipients. Members of the Selection Committee are responsible to:

- a. Review the regulations associated with each award.
- b. Carefully scrutinize the credibility of each award submission and, if appropriate, call or correspond with one or more of the references provided with the nomination. If there is a clear discrepancy, immediately notify the Chair, so that the entire Committee can be notified.
- c. Participate in the voting process.

Committee members must advise the Chair of any potential conflicts of interest and recuse themselves from voting for a specific nominee if the Committee member is:

- a. listed as the nominator;
- b. listed as a reference on a nomination; or
- c. employed by the same organization as the nominee, unless the organization is very large and there is not a direct working relationship, in which case the Chair shall make a recusal determination.

4. NOMINATION EVALUATION CRITERIA

Selections are made from among nominations submitted in time for consideration by the Committee. If the Committee believes that none of the nominations for a given award constitutes a contribution to

navigation or guidance worthy of recognition by that award, it can direct that the award not be given that year. Some individuals may be nominated for more than one award. Their contributions relating to each award are to be considered separately as though the other awards did not exist.

4.1. Valid Considerations

- a. The nominee's actual contributions.
- b. Significance of the nominee's contributions.
- c. The contributions' relationship to positioning, navigation and/or timing.

4.2. Invalid Considerations

- a. The literary style of the nomination. This is of particular significance where an individual for whom English is a second language prepares a nomination.
- b. Personal knowledge of information not included in the nomination form unless that information is shared with other members of the Awards Committee.
- c. The type of navigation (marine, land, air, space, etc.) to which the contribution applies.
- d. Any attempt to influence the Awards Committee in making their selections other than through the procedure of formal nomination.
- e. Sentiment, prominence of the nominee, political affiliations, race, creed, color, sex and national origin.
- f. Nationality of the nominee except insofar as it might influence the magnitude of the accomplishment; i.e., a given contribution might represent a greater accomplishment in a developing nation as opposed to one that is highly developed.

5. VOTING PROCESS

All candidates shall be judged in the award category that has been selected by their sponsor. If during the selection process, if it is the Committee's consensus that any candidate is more qualified to be nominated for another award, the Committee may contact the nominator and request nominator's permission to evaluate nominee for a different award.

There are two phases in the awards selection process, 1) first pass selections; and 2) final selections. In each phase, once award selections are sent to the Chair they cannot be changed. The Chair does not vote, but may take an active role if a tie vote occurs in the final selection, including breaking a tie if consensus cannot be reached. In the event that the Chair has a conflict of interest, the President shall take the active role to resolve the tie instead.

5.1. First Pass Selections

Committee members shall choose no more than three nominees for each of the award categories. Clearly indicate your first, second and third choices. Please do not indicate any scores; the Chair performs the scoring. No candidate should be included on your list if the candidate is not qualified for the award. It is also acceptable that NO candidates are judged eligible for an award.

Send first pass selections to the Chair by the deadline for the first pass. The Chair shall score three points for your first choice, two points for your second choice and one point for your third choice.

The Chair will use the first pass submittals to prepare a final list of the top two candidates for each award. This list will contain the candidates having the two highest scores. In the event of a tie, there will be more than two candidates.

5.1. Final Selections

The Chair will provide the Committee with final slate of top two nominees for each award. The Committee shall re-read the nomination for each award candidate in the final list and, if appropriate, correspond with one or more of the references. Committee members shall then select one of the two candidates and submit their selection to the Chair by the final selections deadline.

The Chair will provide the results for each candidate back to the Committee. If there is a tie vote, a consensus shall be obtained via teleconference of the Committee with the Chair taking an active role in the selection, if necessary.

Selections shall be presented to the Executive Committee by November 15 to be submitted to the Council for approval at the January Council Meeting. Council approval requires a two-thirds majority of the voting members of the Council.

6. AWARD REGULATIONS

6.1 PER ENGE EARLY ACHIEVEMENT Award

- A. The purpose of this award is to recognize an individual for an outstanding achievement related to the art and science of positioning, navigation and/or timing early in his or her career (35 years or younger in the year of the achievement) with highest consideration given to the following criteria in descending order of importance:
 1. An innovation or invention (which has been successfully demonstrated) or a novel equipment/system development relating to positioning, navigation or timing.
 2. An outstanding method for use in positioning, navigation or timing.
 3. Outstanding research or study relating to positioning, navigation or timing.
- B. Preference in selection of the recipient shall be given to persons early in their careers for those contributions that assumed prominence and importance.

- C. Considered nominees shall not be considered for the Thurlow, Tycho Brahe, Hays, Weems or Superior Achievement Award(s) in the same year. The nominee must be age 40 or younger at the time of the scheduled award presentation in order to be considered eligible for the award.”
- D. A recipient does NOT have to be a member of the Institute of Navigation.
- E. Companies, Agencies, Bureaus, Associations, Full-Time Students or Groups of Individuals are not eligible for consideration.
- F. The Award shall be given, at most, once each year. It shall be given only in those years in which an outstanding nominee is considered worthy of such recognition.
- G. Previous recipients are not eligible for consideration.
- H. The award shall consist of a suitable plaque with appropriate wording.

6.2 SUPERIOR ACHIEVEMENT Award

- A. The purpose of this award is to recognize an individual who has demonstrated an outstanding performance as a practicing navigator of any vehicle, in any medium - marine, land, air, undersea and space.
- B. Preference in selection of the recipient shall be given to those contributions that assumed prominence and importance, or culminated during the year immediately preceding the award presentation.
- C. A recipient does NOT have to be a member of the Institute of Navigation.
- D. Companies, Agencies, Bureaus, Associations or Groups of Individuals are not eligible for consideration.
- E. The Award shall be given, at most, once each year. It shall be given only in those years in which an outstanding nominee is considered worthy of such recognition.
- F. Previous recipients are eligible for consideration again if their continuing contributions so warrant.
- G. The award shall consist of a suitable plaque with appropriate wording.

6.3 P.V.H. WEEMS Award

- A. The purpose of this award is to recognize an individual who has made continuing contributions to the advancement of navigation over a period of years, although the contribution in any one particular year did not warrant consideration for a Thurlow or Hays Award.
- B. A recipient does NOT have to be a member of the Institute of Navigation.
- C. Companies, Agencies, Bureaus, Associations or Groups of Individuals are not eligible for consideration.
- D. The Award shall be given, at most, once each year. It shall be given only in those years in which an outstanding nominee is considered worthy of such recognition.
- E. Previous recipients are eligible for consideration again if their continuing contributions so warrant.
- F. The award shall consist of a suitable plaque with appropriate wording.

6.4 TYCHO BRAHE Award

- A. The purpose of this award is to recognize an individual who has made an outstanding contribution specifically to the science of spacecraft navigation, guidance and control and whose actions have benefited civilization in any form. Contributions may include scientific advances, novel instrument development, experiments, and applications to deep space, interplanetary and near-Earth spacecraft navigation.
- B. A recipient does NOT have to be a member of the Institute of Navigation.
- C. Companies, Agencies, Bureaus, Associations, or Groups of Individuals are not eligible for consideration.
- D. The Award shall be given, at most, once each year. It shall be given only in those years in which an outstanding nominee is considered worthy of such recognition.
- E. Previous recipients are eligible for consideration again if their continuing contributions so warrant.
- F. The award shall consist of a suitable plaque with appropriate wording.

6.5 NORMAN P. HAYS Award

- A. The purpose of this award is to recognize an individual who has contributed encouragement, inspiration, and support to the advancement of navigation while engaged in management of the military services, civil government or industry, as distinguished from those whose contributions consist primarily of a specific invention, method or research, or as a practicing navigator.
- B. A recipient does NOT have to be a member of the Institute of Navigation.
- C. Companies, Agencies, Bureaus, Associations or Groups of Individuals are not eligible for consideration.
- D. The Award shall be given, at most, once each year. It shall be given only in those years in which an outstanding nominee is considered worthy of such recognition.
- E. Previous recipients are eligible for consideration again if their continuing contributions so warrant.
- F. The award shall consist of a suitable plaque with appropriate wording.

6.6 THOMAS L. THURLOW Award

- A. The purpose of this award is to recognize an individual who has made an outstanding contribution to the advancement of navigation with highest consideration given to the following criteria in descending order of importance:
 1. An outstanding invention or design of equipment that applies to the science of positioning, navigation and/or timing.
 2. An outstanding method for use in positioning, navigation and/or timing.
 3. Outstanding research or study relating to positioning, navigation and/or timing.
- B. Preference in selection of the recipient shall be given to those contributions that assumed prominence and importance, or culminated during the year immediately preceding the award presentation.
- C. A recipient does NOT have to be a member of the Institute of Navigation.

- D. Companies, Agencies, Bureaus, Associations or Groups of Individuals are not eligible for consideration.
- E. The Award shall be given, at most, once each year. It shall be given only in those years in which an outstanding nominee is considered worthy of such recognition.
- F. Previous recipients are eligible for consideration again if their continuing contributions so warrant.
- G. The award shall consist of a suitable plaque with appropriate wording.

6.7 DISTINGUISHED SERVICE Award

- A. The purpose of this award is to recognize an individual for extraordinary service to the ION.
- B. Up to two Awards may be given in each year.
 - 1. One Award shall be presented to the outgoing President of the Institute in grateful recognition of his/her leadership and achievements on behalf of the Institute.
 - 2. A second Award may be awarded to another individual based on specific efforts when an individual is deemed worthy. Nominations for this award will be submitted to the ION National Office and are approved by the ION President. While the Awards Selection Committee may propose this Award, it generally shall not be vetted through the Awards Committee.
- C. The award shall consist of a suitable plaque with appropriate wording.

6.8 THE DISTINGUISHED PTTI SERVICE Award

- A. The purpose of this award is to recognize outstanding contributions related to the management of PTTI systems.
- B. The criteria for the PTTI Distinguished Service Award are that the award shall recognize an individual for any of the following contributions to the field of PTTI:
 - 1. Provided exceptional leadership and demonstrated ability and ingenuity in the development or application of PTTI over a number of years.
 - 2. Designed or developed a significant PTTI system.
- C. The award consists of an appropriately designed clock and a certificate. The award is presented at the Annual Precise Time and Time Interval (PTTI) Systems and Applications Meeting.
- D. The award shall be given, at most, once each year. It shall be given only in those years in which an outstanding nominee is considered worthy of such recognition.