2027 Distinguished Graduate Award

Nomination Package Guidelines and Cover Page

General Guidelines

For nominators submitting a nominee for consideration by the panel for the first time, follow the guidelines provided in this document exactly.

For nominators submitting a package that was considered at the previous year's panel (a "re-nomination"), any class, chapter, or Alumni Association-sanctioned shared interest group president is required to indicate endorsement of a re-nomination by checking the box labeled "this is a re-nomination" on the cover page to the package, using the template on page 4 of this document. At a minimum, re-nominations require an updated cover page from the previous year's submission.

For re-nominations, nominators are encouraged to update the rest of the package as appropriate from the previous year's submission, keeping in mind that page restrictions and formatting guidelines remain the same as for a new package. Individuals are eligible to be nominated for three consecutive DGA cycles, and if not selected, are not eligible for the next cycle. After that one-year break, they are eligible again for another three-year cycle.

Every package requires the endorsement of any class, chapter, or Alumni Association-sanctioned shared interest group president. That endorsement is inferred from class, chapter or shared interest group's president's name provided as the endorser on the cover page. No separate endorsement letter from the endorsing class, chapter, or shared interest group president is required for the package. If the endorsing class, chapter, or shared interest group president chooses to write a letter of endorsement for the package, it counts as one of the three letters of endorsement allowed in pages 4-6 (*Letters of Endorsement of Nomination*) of the package (see below).

If the package endorsement is provided by a chapter or shared interest group president, the nominator must inform and provide a copy of the

package to the candidate's class president for their information. Nominators are always encouraged to inform the nominee's class president of their intent to nominate the nominee as early in the process as possible, to prevent duplicate submissions on the same nominee.

Nomination Window

The window to submit nomination packages for the 2027 DGA cycle is 1 November 2026 to 15 February 2027. Please do not submit packages before the window opens. Late submissions will not be accepted.

Package Emailing Instructions

Please scan and email nomination packages as a single PDF document to **DGA@usna.com**. If desired, you can also mail original package to DGA Program Manager, U.S. Naval Academy Alumni Association and Foundation, 301 King George Street, Annapolis, MD 21402.

Nomination Package Contents

Please carefully observe all page and formatting guidelines and restrictions below. Packages that do not conform with below guidelines will be returned.

Total package page count is strictly limited to 15 pages, including cover page.

Packages must consist of the following sections and page counts:

Page 1 – *Cover Page*. Page 4 of this document is required as the cover page for the package. Providing the name and class year of the class, chapter, or shared interest group president endorsing the package on the cover page signifies the endorsement of the nomination or re-nomination.

Page 2 – *Nomination Letter*. This one-page letter is written by the Alumni Association member nominating the nominee (the 'nominator'). If the nominator is also the class, chapter, or shared interest group president who is endorsing the package, their nomination letter as page 2 of the package does *not* count against the three endorsement letters allowed in the *Letters of Endorsement of Nomination* section, and the package does not require any other endorsement. If the nominator is not the nominee's class

president, chapter president, or shared interest group president, the nomination letter and entire package must be routed through any class president, chapter president, or shared interest group president for endorsement.

Page 3 – *Executive Summary.* Refer to p. 5 of this document for formatting and content guidelines for the executive summary. This section is limited to one page.

Pages 4-6 – *Letters of Endorsement for Nomination.* These three pages are reserved for anyone wishing to endorse the nomination via letter. This section is limited to three total pages. At least two letters of endorsement are recommended. The package must not include more than three letters of endorsement.

Pages 7-11 – *Narrative*. These five pages expand on the bullets listed in the Executive Summary and provide the justification for the nomination. Refer to pp. 5-6 of this document for guidance on this section. This section is limited to five pages.

Pages 12-14 – *Miscellaneous.* These three pages may include items that provide additional depth to the narrative, such as a formal biography, excerpts of newspaper or magazine articles, or selections of the nominee's personal writings or published work. This section is limited to three pages.

Page 15 – *Short Biography.* This final page is a short biography of nominee no more than 200 words to be used if the nominee is selected as a DGA.

Page Formatting Requirements

- Margins: 1-inch minimum left margin, .5-inch minimum right margin, .8-inch minimum top and bottom margins.
- Font Size: Minimum 11
- Line Spacing: single or double-spaced
- Footer: Nominee's name and page numbers required in the footer on each page. Number cover page as Page 1.
- Total number of pages in package shall not exceed 15, including cover page.

2027 DISTINGUISHED GRADUATE AWARD NOMINATION
Cover Page

(Nominator must complete and include this page in its entirety as the package cover page)

Package Information

Date of package submission (email date to dga@usna.com)

Is this a first nomination or re-nomination for this nominee? ◉ First Nomination ○ Re-nomination

Name and USNA class year of class, chapter or shared interest group president endorsing nomination

Does the nominee agree to be nominated and make every effort to attend the DGA ceremony in fall 2027 in Annapolis? ○ Yes ◉ No

Does the nominee consent to a background check as part of the selection process? ○ Yes ○ No

Nominator Information

Name of nominator(s)

USNA class year of nominator(s)

Email address of nominator(s)

Best contact phone of nominator(s)

Nominee Information

Name of nominee

USNA class year of nominee

Email address of nominee

Best contact phone of nominee

Executive Summary Section Format

Use the below categories to create the Executive Summary in a bulleted list. The summary is limited to one page.

Categories (include all that are applicable):

1. USNA and military career highlights
2. Military awards and medals
3. Government/Civilian/Business/Community career highlights and awards/certificates
4. Summary of sustained and active service to USNA and/or the Brigade of Midshipmen
5. Summary of sustained and active service to the Alumni Association, Foundation, or affiliated groups (gifts of “time, talent, and/or treasure”)
6. Other notable achievements

Narrative Section Format

The narrative section shall be no longer than five pages and address the three selection criteria from the DGA Program Guidelines:

1. Distinctive contributions to their field
2. Person of utmost integrity
3. Sustained and active support of USNA, the Alumni Association, the Foundation, or affiliated groups

expanding on the bullets in the Executive Summary.

Miscellaneous Section Format

This section is no longer than three pages. It should provide additional depth to the narrative.

Dynamic Links to Additional Web-based Content

The Narrative and Miscellaneous sections may include dynamic links to written or audio/video web-based content as follows:

- Links to written web-based content is allowed on a one-for-one page swap toward total page count, using a conversion of 500 words per page, rounded up. For example, if the web-based linked written content is 800 words, that counts as 2 pages toward total page count.

- Links to audio/video web-based content is allowed, with each 3 minutes of audio/video content counting as 1 page toward total page count, rounded up. For example, if the web-based linked audio/video content is 5 minutes, that counts as 2 pages toward total page count.