

NQA COMMITTEE ADMINISTRATIVE PROCEDURES	
NUMBER: A-13	TITLE: Guidelines for Honors and Awards

1. Scope

ASME provides for several honors and awards, many applicable to NQA members. This guideline only addresses those believed to be relevant to NQA members. These include ASME Achievement Awards, Appreciation Certificates, Acclamation Certificates, Dedicated Service Awards, and specific awards available to NQA Standards Committee (SC) and Subcommittee (Sc) members. Each is summarized in this guideline along with an implementing process for nominating, verifying eligibility and approving or recommending for approval.

Many ASME awards may be applicable to individuals who are members of NQA and who also hold engineering or teaching positions not associated with NQA activities. Those individuals are encouraged to consider contacting the appropriate ASME committee for consideration of the appropriate ASME honor or award.

2. General

In order to assure that the contributions of volunteers are recognized either individually or in aggregate, this guideline should be followed. The [BNCS Management and Operations Manual](#) provides for honorary membership and issuance of Certificates of Appreciation in accordance with the procedure included in [Guide to Procedures for ASME Codes and Standards Development Committees](#).

3. Summary of Awards

The ASME awards applicable for NQA members either individually or as a team fall into membership/service, and achievement/acclamation categories. Figures 1 and 2 show the hierarchy of the Awards. Table 1 provides a summary of the category, type and NQA level of approval/recommendation. Attachments A - H contain the details for each Award, a reference to the nomination form and the minimum information required for application.

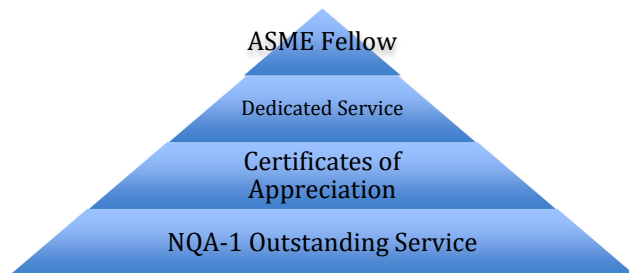


Figure 1. Membership and Service Hierarchy



Figure 2. Achievement/Acclamation Award Hierarchy

3.1 Membership and Service Awards

ASME Fellows: The ASME Fellows Award is a grade of membership distinction. It is awarded to members to recognize their outstanding engineering achievements. ASME Members and Fellows nominate candidates. A candidate must be an ASME Member for 10 or more years of active practice and at least 10 years of active corporate membership in ASME. [Attachment A](#) contains additional details and the reference to the nomination criteria.

Dedicated Service Award: This Award honors unusually dedicated voluntary service to ASME that includes outstanding performance, demonstrated effective leadership, prolonged and committed service, devotion, enthusiasm and faithfulness. The candidate must have at least ten years of service on a standards committee and be a member of ASME. Only one Dedicated Service Award can be presented to an individual. [Attachment C](#) contains additional details and the reference to the nomination form.

Certificates of Appreciation: This Award is issued to individuals for outstanding leadership and/or significant service in the development of codes and standards. Certificates of Appreciation for leadership and service to the NQA Standards Committee may be presented to the Chair at the end of his/her term of office up to one year after the end of that term. Certificates of Appreciation may also be awarded to NQA members for outstanding leadership and/or especially effective service in the development of standards and codes or in a field of research sponsored by the ASME. An individual may not receive more than one Certificates of Appreciation for the same activity. [Attachment D](#) contains additional details.

NQA Outstanding Service Award: This award is presented annually to an individual or small group (up to three individuals) for a contribution of extraordinary service to the NQA Standards Committee. Candidates for this Award shall be strong contributors to NQA-1's standards development process through outstanding service or high technical achievement. The objective of the award is to recognize outstanding service and technical contributions to the Standards Committee. The reason for establishing the award is to broaden the circle of ASME volunteers who should be honored. [Appendix E](#) contains additional details.

3.2 Achievement Awards

Honorary Member: The Honorary Member award is a special category of the ASME Achievement Award. Honorary Membership is unlike other ASME Achievement Awards in that it is a position on the Standards Committee. Honorary Members may continue to take part in committee activities although he/she is no longer a member of the Standards or Subcommittee. Honorary Members do not have the right to vote in Standards Committee actions. An Honorary Member shall be a person who has made "distinctive contributions" to engineering, science, industry, research, public service, or other pursuits aligned with and beneficial to the engineering profession. Nominations for individuals leaving the Standards Committee should be evaluated for honorary membership (one time only). [Attachment B](#) contains the details for the Honorary Membership.

Certificates of Achievement: This certificate is presented for personal achievement in the development and promulgation of codes or standards. An individual may receive more than one Certificate of Achievement. This is an ASME Achievement Award. [Attachment F](#) contains additional details.

Melvin R. Green Medal: This Medal recognizes outstanding contribution to 1) the development, promulgation, or management of documents, objects, or devices used in ASME programs of technical

codification, standardization, and conformity assessment, or 2) the acceptance of ASME Codes and Standards within the US or internationally. This is an ASME Achievement Award. This award requires ASME membership. [Attachment F](#) contains additional details.

Bernard Langer Award: This Award is the recognition of an individual(s) who has contributed to the nuclear power plant industry through the development and promotion of ASME Nuclear Codes and Standards. This is an ASME Achievement Award. This award requires ASME membership. [Attachment F](#) contains additional details.

Frank von Flue Award: The Frank von Flue Award, established in 2002, recognizes significant contributions by an individual or a group to the promotion of lifelong learning for mechanical engineers. Lifelong learning is defined as the continued process of education and/or professional development, following a post-secondary education degree, to maintain the competence and flexibility of mechanical engineers throughout their career. Contributions may include assessment, development, distribution or promotion of materials for lifelong learning via appropriate mechanisms, such as professional development or university extension courses and programmed or self-paced learning. This award requires ASME membership. [Attachment A](#) contains additional details.

3.3 Acclamation Awards

Certificate of Acclamation: This certificate is awarded to a group or individual for excellence in the development of a specific work product such as a new document or major revision to the Standard. The group or individual should be the most responsible for the work product. More than one certificate can be awarded to an individual for different work products. The certificates should not be awarded for routine code or standards activities unless there is significant impact on the users of the Standard or provides a positive impact on ASME. This is an ASME Achievement Award. [Attachment G](#) contains additional details.

Letters from the NQA Chair: This letter recognizes an individual or group contributions who have achieved excellence in the development of a specific NQA work product but are not eligible for another ASME or NQA honor or award. [Attachment H](#) contains additional details.

	Category	Individual	Group /Team	Recommendation	Approval
ASME Fellow	Membership	✓		FRC	CPP
Honorary Membership	Achievement	✓		SC	BNCS
Dedicated Service	Service	✓		SC	BNCS
Certificates of Appreciation	Service	✓		SC	BNCS
NQA Outstanding Service Award	Service	✓	✓	SC	BNCS
Certificates of Achievement	Achievement	✓		SC	BNCS
Melvin R. Green	Achievement	✓		BNCS	CSC
Bernard F. Langer	Achievement	✓		BNCS	CSC
Frank von Flue	Achievement	✓		CPD	CoH
Certificate of Acclamation	Acclamation	✓	✓	C	BNCS
Letters from the Chair	Acclamation	✓	✓	Sc	C

Legend: Recommendation – Committee responsible for the nomination, SC – Standards Committee; C – NQA Chair; BNCS – Board on Nuclear Codes and Standards; CSC – Council on Standards and Certification; FRC - Fellow Review Committee; CPP - Committee of Past Presidents; CPD - Center for Professional Development; CoH – Committee on Honors, Sc – Subcommittee

4. Process

4.1 Charter for Honors and Awards Working Group

The NQA Chair established a special working group October 2014 to coordinate the NQA Honors and Awards process. The Honors and Awards working group serves at the pleasure of the Chair who may suspend or disband the Honors and Awards working group. If the Honors and Awards working group is disbanded, the coordination should be performed by the one of the Standards Committee Vice-Chairs as designated by the Chair.

Whenever possible, the members of this Committee will be long standing committee members, preferably chosen from the ranks of individuals who have themselves already been recognized with society-level awards. They need not be current or former members of the NQA Committee, but that is preferred.

The NQA Special Working Group on Honors and Awards (SWGHA) shall facilitate and screen all relevant awards, honors, and certificates; and where applicable, recognize awards, honors, and certificates for other professional societies.

The remainder of this guideline refers to the SWGHA. If the coordination for Awards is performed by another working group or entity (e.g., the NQA Chair or Board), then that group should perform all duties in the guideline identified for the SWGHA.

4.2 Nominations

Any Standards Committee member, Subcommittee member or Executive Committee member may nominate an individual or group/team for an honor or award. Subcommittee Chairs should be vigilant and recognize individual contributors and notable group efforts through the Honors and Awards nominations process. The nominating member/body should avoid nominating any individual or group/team for routine Codes and Standards activities such as production of a new or revised standards action unless there is something unique to the product such as a significant impact on the users of the standard or positive impact on society as a whole. The nominating member should become completely familiar with the requirements to be met by the candidate for the honor or award. Comparison of the accomplishments of the candidate with the accomplishments of previous recipients of the honor or award will help the nominator in deciding whether or not to make a nomination.

Nominations for the Honorary Membership or Awards should be submitted to the NQA Honors and Awards working group using the appropriate forms included in or identified in Attachment A - H of this Guideline. In addition to completion of the appropriate nomination forms (if available, provided as a link in the respective Attachment or located on the [SWGHA Home Page](#)), the individual nominating the member should include draft language for the honor or award citation. This citation should include, the name of the award, the name of the nominee, the dates associated with the honor or award, and the basis for the honor or award. Many nominations are subject to specific submission dates.

4.3 Verifying Nominations

The SWGHA should track all nominations submitted to include the following: 1) date submitted, 2) name of submitter, 3) name of nominee/candidate, 4) date verification complete, 5) verification results, and 6) path forward for nomination package.

Within 45 days of receipt of a nomination form, the SWGHA should review each nomination form to ensure the nominee meets the criteria for the honor or award being considered. The SWGHA should be mindful of nomination deadlines and make every effort to meet those deadlines. The results of this review should be documented and maintained in an H&A working group archive that can be transferred to future SWGHA members.

If the nominee does not meet the criteria for the honor or award, the SWGHA should review other honors or awards that might be applicable. The SWGHA will contact the individual or group that submitted the nomination with the results of the verification and as applicable a request for additional information.

If the nominee meets the criteria and the Standards Committee approval is required, the SWGHA will process an administrative (15-day) Standards Committee ballot through the NQA Secretary and perform all applicable balloting process activities. The SWGHA will assure that the appropriate percentage of approval has been obtained. If the Standards Committee approves the nomination, the SWGHA should confirm the ASME NQA staff secretary sends the award ballot on to the BNCS for approval or as directed in the respective Attachment. Concurrent balloting of the SC and BNCS is permitted. In parallel with the balloting process, the SWGHA with the nominator will revise the submitted draft citation, ensuring the language of the citation is acceptable for the honor or award.

If the nominee does meet the criteria and the Honor or Award only requires the Standards Committee Chair approval, the SWGHA will forward the nomination packet along with the draft citation for any Certificate to the Standards Committee Chair for review and approval.

The SWGHA should complete the verification process 60 days prior to the appropriate submission deadline or the next NQA semi-annual meeting.

4.4 Approving Nominations

Where approval by the Standards Committee is required, a member of the SWGHA should be the C&S Connect Project Manager for any associated ballots. The SWGHA member/C&S Connect Project Manager should be diligent in responding to ballot comments and performing the NQA balloting process.

The Standards Committee Chair should process all Chair-only nominations in adequate time for potential presentation at the next NQA semi-annual meeting.

The Standards Chair should process all BNCS approved nominations through the appropriate persons in a timely manner.

For all approved Honors and Awards, the MC Chair will arrange for an appropriate public opportunity to present all awards engaging as many of the volunteers as practical.

5. References and Attachments

5.1 References

5.1.1 [BNCS Management and Operations Manual](#)

5.1.2 [Guide to Procedures for ASME Codes and Standards Development Committees.](#)

5.2 Attachments

Attachment	Title
Attachment A	ASME Fellows and Frank Flue Awards
Attachment B	Honorary Membership
Attachment C	Dedicated Service Award
Attachment D	Certificate of Appreciation
Attachment E	NQA Outstanding Service Medal
Attachment F	Certificate of Achievement, Melvin R. Green, and Bernard F. Langer
Attachment G	Certificate of Acclamation
Attachment H	Letters from the Chair
Attachment I	Hyperlink Identification

Forms attached to this Guideline are examples and may be changed as needed without revision of this Guideline, provided the changes do not impact the criteria contained therein. Forms linked by this Guideline are not controlled by NQA Committee, the versions current at the time of use should be used.

NQA COMMITTEE ADMINISTRATIVE PROCEDURES	
NUMBER: A-13	TITLE: ATTACHMENT A ASME Fellows and Frank von Flue Awards

The ASME Fellows Award is a grade of membership distinction. It is awarded to members to recognize their outstanding engineering achievements. A Fellow must be a corporate member of the Society, must be responsible for significant engineering achievements, must have not less than 10 years of active practice and 10 years of corporate membership in ASME.

Nomination Form

The nomination process consists of [Nomination Steps \(10\)](#). Sample proposals, sponsor letters and other guidance are provided through within the description of these steps. Applications are submitted through the [online application site](#).

Submission Deadlines¹

March 1, June 1, September 1, and December 1

The Frank von Flue Award, established in 2002, recognizes significant contributions by an individual or a group to the promotion of lifelong learning for mechanical engineers.

The award consists of \$1000, a bronze medal, and a certificate.

Nomination Form

To nominate an individual for one of the Frank von Flue award use the [Frank von Flue Individual Nomination form](#). Please attach testimonials from submitter or others ASME or Standards Committee members that are relevant to the award. Once the form has been completed, please submit to the SWGHA at least 90 days prior to the submission deadline.

Submission Deadline: February 1

¹ Approximately two months must be allowed between the date on which a completed proposal is sent to the Fellows Department and the date on which the initiator receives official notification of the candidate's elevation to the grade of Fellow.

NQA COMMITTEE ADMINISTRATIVE PROCEDURES	
NUMBER: A-13	TITLE: ATTACHMENT B Honorary Membership

Note: The content of Attachment B contains excerpts from Guide to Procedures for ASME Codes and Standards Development Committees Rev. 11. To apply the process to the NQA membership where applicable “[]” were included to terms/roles specific to NQA. The section numbers in this Attachment are those from the Guide to Procedures.

Section 7 Honors and Awards

7.1 Honorary Membership. The [NQA Standards] committee may appoint a former participant to honorary membership of the [NQA Standards] committee. Such individuals shall not have the right to vote. Honorary Membership is continuous; there is no expiration date.

7.1.1 Honorary Membership may be conferred upon a former [NQA Standards] committee participant only after ten years of dedicated service during which time the member shall have made significant contributions to the activities of the committee. At least five of the ten years shall have been as a participant of the standards committee.

7.1.2 The [Standards] committee recommends the candidate for honorary membership to the [BNCS] for appointment. A 90% affirmative vote of the membership of the [Standards] committee is required. Appointment is made by the [BNCS].

7.1.3 After approval, a Certificate will be issued.

7.1.4 Honorary Members may take part in committee affairs in accordance with their individual desires, under the following procedure.

- (a) They are invited to submit individually or jointly, to the Chair, recommendations on any matter, which they believe would benefit the activities of the committee.
- (b) They may be appointed to any special committee or constituted into a temporary advisory committee to handle a special subject.
- (c) Upon request, they will receive notices of meetings of the committee and copies of agendas and minutes.

Nomination Form

To nominate an individual for Honorary Membership use the attached Honorary Membership – Nomination Submittal/Evaluation form. Please attach testimonials from submitter or others ASME or Standards Committee members that are relevant to the award. Once the form has been completed, please submit to the SWGHA.

Submission Deadline: None

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Directions:

1. Nominator completes blue fields
2. Send form to Special Working Group on Honors and Awards (SWGHA) Chair
3. SWGHA Evaluator completes orange fields.

Honorary Membership - Nomination Submittal and Evaluation Form			
Nominee's Name:		Tracking No.	
Nominator(s)'Name:			
Basis for Award			
<i>(provide detailed justification for nomination)</i>			
Statement of Recognition:			
<i>(provide proposed wording for award citation)</i>			

	By Nominator		By Evaluator	
	Y/N/n/a	Comments	Y/N/n/a	Comments
1. Is the nominee: [if yes, stop processing]				
a. Award Selection Committee Member				
b. Also the submitter? (self-nomination)				
c. ASME staff				
2. Nomination submittal is complete including:				
a. Name of Submitter.				
b. Name of Nominee.				

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NUMBER: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">A-13</div>	TITLE: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">ATTACHMENT B Honorary Membership</div>
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	By Nominator		By Evaluator	
Criteria	Y/N/n/a	Comments	Y/N/n/a	Comments
c. Description or justification for nomination.				
d. Description of why this Award is appropriate rather than another ASME Honor or Award.				
e. Includes relevant testimonials from submitter or other ASME or Standards Committee members.				
f. Any applicable additional comments or information.				
3. Has the nominee provided at least 10 years of dedicated service to the NQA-1 committee?				
a. Have at least five of the ten years been as a participant of the standards committee?				
b. Has the nominee made significant contributions to the activities of the committee?				
Nominee meets the criteria for this award²				
Reviewed by:			Date:	

² If nomination is rejected return nomination to Submitter for rework or withdrawal.

NQA COMMITTEE ADMINISTRATIVE PROCEDURES	
NUMBER: A-13	TITLE: ATTACHMENT C Dedicated Service Award

Note: The content of Attachment C contains excerpts from Guide to Procedures for ASME Codes and Standards Development Committees Rev. 11. To apply the process to the NQA membership where applicable “[]” were included to terms/roles specific to NQA. The section numbers in this Attachment are those from the Guide to Procedures.

7.2.4 Dedicated Service Award.

Annually, each Vice President in Standards and Certification is allowed to present this ASME award to an individual from a committee under each board’s jurisdiction, with a minimum service to the Society of ten years.

- (a) The purpose of the ASME Dedicated Service Award is to honor unusually dedicated voluntary service to the Society marked by outstanding performance, demonstrated effective leadership, prolonged and committed service, devotion, enthusiasm, and faithfulness.
- (b) Any individual or committee may nominate candidates for the Dedicated Service Award. Nomination and eligibility information may be found at <http://www.asme.org/Governance/Honors/SocietyAward>.
- (c) The candidate must have at least ten years of service on a standards committee. No person shall receive more than one ASME Dedicated Service Award. Individuals responsible for selecting a candidate for the Dedicated Service Award are not eligible to receive an award during this time.
- (d) The award consists of a plaque with medallion, a lapel pin, and certificate.
- (e) At the option of the awardee, a letter from the Board Chair to the individual’s management expressing appreciation for sponsoring the individual should be sent.

Nomination Form

To nominate an individual for the Dedicated Service Award, use the form, [Dedicated Service Award Form](#). Please attach testimonials from submitter or others ASME or Standards Committee members that are relevant to the award. Once the form has been completed, please submit to the SWGHA at least 90 days prior to the submission deadline.

Submission Deadline: December 1.

NQA COMMITTEE ADMINISTRATIVE PROCEDURES	
NUMBER: A-13	TITLE: ATTACHMENT D Certificate of Appreciation

Note: The content of Attachment D contains excerpts from Guide to Procedures for ASME Codes and Standards Development Committees Rev. 11. To apply the process to the NQA membership where applicable “[]” were included to terms/roles specific to NQA. The section numbers in this Attachment are those from the Guide to Procedures.

7.2.1 Certificates of Appreciation.

Certificates of Appreciation are Society awards issued in accordance with [Society Policy P-1.2](#) to selected individuals for outstanding leadership and/or significant service in the development of codes and standards. The [NQA Standards] committee may make recommendations to the [BNCS] for the issuance of Certificates of Appreciation to individuals who have given meritorious service to the committee. The following guidelines, although not mandatory, should be used in making these recommendations:

- (a) The usual times for the committee to consider the recommendation of a Certificate should be either ten years after the date of an individual’s first formal appointment to a committee activity, or at the time of the individual’s resignation from committee activities.
- (b) Factors to be considered in the decision of whether or not a recommendation should be made are length, continuity and diligence of service. Except for an unusually meritorious contribution, a Certificate should not be recommended at the time of the resignation of any person whose total service to the committee has been less than one term (5 years).
- (c) An individual may receive more than one Certificate of Appreciation for different activities. However, no more than one Certificate for general service should be recommended for any individual. A Certificate for general service may be recommended for an individual who has already received a Certificate for a specific service, but only if it is believed that the specific service mentioned on the existing Certificate does not cover a significant portion of his actual contribution.
- (d) The wording of a Certificate for general service should refer in a general way to service to the activities of the committee, rather than to service on specific subordinate group(s).
- (e) At the option of the awardee, a letter from the Board Chair to the individual’s management expressing appreciation for sponsoring the individual should be sent.

Nomination Form

To facilitate the nomination and review of an individual for the Certificate of Appreciation, please complete and submit the attached Certificate of Appreciation – Nomination Submittal/Evaluation form. to the NQA SWGHA at least 90 days prior to the NQA semi-annual meeting. Please attach testimonials from submitter or other ASME or Standards Committee members that are relevant to the award.

Submission Deadline: 90 days prior to NQA semi-annual meeting

NQA COMMITTEE ADMINISTRATIVE PROCEDURES	
NUMBER: A-13	TITLE: ATTACHMENT D Certificate of Appreciation

Directions:

1. Nominator completes blue fields
2. Send form to Special Working Group on Honors and Awards (SWGHA) Chair
3. SWGHA Evaluator completes orange fields.

Certificate of Appreciation - Nomination Submittal and Evaluation Form	
Nominee's Name:	Tracking No.
Nominator(s)' Name:	
Basis for Award	
<i>(Provide detailed justification for nomination)</i>	
Statement of Recognition:	
<i>(Provide proposed wording for award citation. Wording should refer in a general way to service to the activities of the committee, rather than to service on specific subordinate group(s))</i>	

Criteria	By Nominator		By Evaluator	
	Y/N/n/a	Comments	Y/N/n/a	Comments
1. Is the nominee: [if yes, stop processing]				
a. Award Selection Committee Member, serving on the Selection Award Committee				
b. Also the submitter? (self-nomination)				
c. ASME staff				
d. A previous recipient of this award for the same service?				
2. Nomination submittal is complete including:				

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ATTACHMENT D Certificate of Appreciation

	By Nominator		By Evaluator	
a. Name of Submitter.				
b. Name of Nominee(s).				
c. Identity/description of the work product produced by the applicant(s), if applicable.				
d. NQA edition, if applicable				
e. Description of whether this Award is for general or a specific service to the SC.				
f. Detailed justification for nomination. (May Include relevant testimonials from other ASME or Standards Committee members.)				
g. Any applicable additional comments or information.				
3. Has the nominee(s):				
a. demonstrated outstanding leadership				
b. significant/meritorious service to the SC				
c. Served for a minimum of five years				
Nominee meets the criteria for this award³				
Reviewed by:			Date:	

³ If nomination is rejected return nomination to Submitter for rework or withdrawal.

NQA COMMITTEE ADMINISTRATIVE PROCEDURES	
NUMBER: A-13	TITLE: ATTACHMENT E NQA Outstanding Service Medal

Note: The content of Attachment E contains excerpts BNCS Management and Operations Manual Rev. 15.

12.1 NQA Outstanding Service Medal

The award shall be known as the Nuclear Standards Committee Outstanding Service Medal.

One award shall be eligible to be presented annually by each Standards Committee reporting to the Board on Nuclear Codes & Standards. The award, if presented in a given year, shall be presented to an individual for services as described below. In cases where a contribution of extraordinary merit is made by a small group and it is not desirable or practical to distinguish each individual's role, it will be permissible to recognize up to three individuals when evidence establishes all had pivotal roles in the performance of the services.

The award shall consist of an appropriately worded certificate and an ASME medal. One side of the medal shall be as depicted in the BNCS Management and Operations Manual, with the specific Standards Committee providing the award engraved on the banner. NQA medal shall have the recipient's name and date of award engraved on the back of the medal.

12.3 Eligibility & Qualifications of the Recipient

Candidates for the award shall be strong contributors to the ASME Codes & Standards development process who have contributed to public safety through outstanding service or high technical achievement. This award might represent sustained contributions over a long career, but depending on the intensity of effort and nature of the achievement, outstanding technical contributions or service in administrative or liaison roles. The award is also available for individuals who have made shorter-term contributions.

Recipients of the award shall be highly regarded by peers.

No individual may receive more than one Outstanding Service Medal.

Nominating and Selection Process

The selection process will be administered by the NQA Honors & Award Special Working Group. Potential recipients may be nominated by anyone familiar with their qualifications. Such nominations shall be made in writing (including email) to the NQA Honors & Award Special Working Group. The nomination shall be due by June 1 of the year in which the award is to be presented. An NQA administrative ballot will be issued to the NQA Standard's Committee using a weighted ballot process. Only a single candidate will be

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selected from the ballot process. Should a candidate not be selected, a new nomination must be submitted to be considered in subsequent years. The award certificate and medal should be presented to the recipient at a Standards Committee meeting.

Nomination Information

The following is the minimum information that shall be included in writing to the NQA Honors & Award Special Working Group.

- Candidate's Name
- Candidate's ASME Participation History
- Bases for nomination in sufficient details to establish qualification. Must include specifics as to the outstanding service or high technical achievement contribution.
- Nominator's Name, Email and Telephone

To facilitate the nomination and review of an individual for the NQA Outstanding Service Medal, please complete and submit the attached NQA Outstanding Service Medal - Nomination Submittal and Evaluation Form to the NQA SWGHA prior to May 1 of the year nominated.

NQA COMMITTEE ADMINISTRATIVE PROCEDURES	
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Directions:

1. Nominator completes blue fields
2. Send form to Special Working Group on Honors and Awards (SWGHA) Chair
3. SWGHA Evaluator completes orange fields.

NQA Outstanding Service Award - Nomination Submittal and Evaluation Form	
Nominee's Name:	Tracking No.
Nominator(s)'Name and contact info:	
Basis for Award	
<i>Provide detailed justification for nomination Must include specifics as to the outstanding service or high technical achievement contribution (or include as an attachment))</i>	
<i>Candidate's ASME Participation History (or include as an attachment):</i>	
Statement of Recognition:	
<i>(provide proposed wording for award citation)</i>	

	By Nominator		By Evaluator	
Criteria	Y/N/n/a	Comments	Y/N/n/a	Comments
1. Is the nominee: [if yes, stop processing]				

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	By Nominator		By Evaluator	
a. Award Selection Committee Member, serving on the Selection Award Committee				
b. Also the submitter? (self-nomination)				
c. ASME staff				
d. A previous recipient of this award?				
2. Nomination submittal is complete including:				
a. Name & contact info of Submitter.				
b. Name of Nominee(s).				
c. Candidate's ASME Participation History				
d. Includes relevant testimonials from submitter or other ASME or Standards Committee members.				
e. Any applicable additional comments or information.				
3. Evaluation. Has the nominee:				
a. provided a strong Contribution(s) to the ASME Codes and Standards development process (e.g., actively participated in the process – through volunteering to lead efforts, chairing efforts, providing constructive input to Standard actions)?				

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	By Nominator		By Evaluator	
b. contributed to public safety through outstanding service or high technical achievement(s)?				
c. had sustained contributions over a long career (see examples in a. above)?				
d. made outstanding technical contributions or service in administrative or liaison roles (e.g., interfacing with other ASME or Standards groups to advance coordination and understand of NQA-1 and the other organizations)?				
e. highly regarded by their peers?				
Nominee meets the criteria for this award⁴				
Reviewed by:		Date:		

⁴ If nomination is rejected return nomination to Submitter for rework or withdrawal.

NQA COMMITTEE ADMINISTRATIVE PROCEDURES	
NUMBER: A-13	TITLE: ATTACHMENT F Certificate of Achievement, Melvin R. Green, and Bernard F. Langer

Note: The content of Attachment F contains excerpts from Guide to Procedures for ASME Codes and Standards Development Committees Rev. 11. To apply the process to the NQA membership where applicable “[]” were included to terms/roles specific to NQA. The section numbers in this Attachment are those from the Guide to Procedures.

ASME Certificates of Achievement include the general Certificate of Achievement, the Melvin R. Green, and the Bernard F. Langer.

7.2.2 Certificates of Achievement. Certificates of Achievement are Council on Standards and Certification awards. They are available annually to each standards committee to recognize significant personal achievement in the development and promulgation of codes or standards under the committee’s jurisdiction. The [NQA Standards] committee may make a recommendation to the [BNCS] for the issuance of a Certificate of Achievement to an individual for significant personal achievement in the development and promulgation of codes or standards under the committee’s jurisdiction. The candidate’s nomination requires approval by 90% of the membership of the [NQA Standards] committee and is then subject to approval by the [BNCS] for action on behalf of the Council on Standards and Certification.

- (a) An individual may receive more than one Certificate of Achievement.
- (b) At the option of the awardee, a letter from the [BNCS] Chair to the individual’s management describing the achievement and expressing appreciation for sponsoring the individual should be sent.

7.2.5 Melvin R. Green Codes and Standards Medal. The Melvin R. Green Codes and Standards Medal recognizes outstanding contributions to: (1) the development, promulgation, or management of documents, objects, or devices used in ASME programs of technical codification, standardization, and conformity assessment, or (2) the acceptance of ASME Codes and Standards within the United States or internationally.

The award consists of \$1500, a bronze medal, and a certificate.

7.2.6 Bernard F. Langer Nuclear Codes and Standards Award. The Bernard F. Langer award is the recognition of an individual(s) who has contributed to the nuclear power plant industry through the development and promotion of ASME Nuclear Codes and Standards or the ASME Nuclear Certification Program is made through the presentation of this award.

The award consists of a \$1000, a Crystal Oracle and a certificate.

NQA COMMITTEE ADMINISTRATIVE PROCEDURES	
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Nomination Form

To nominate an individual for one of the Certificates for Achievement use the [ASME Achievement Award form](#). Please attach testimonials from submitter or other ASME or Standards Committee members that are relevant to the award. Once the form has been completed, please submit to the NQA H&A Working Group at least 90 days prior to the submission deadline.

Submission Deadlines:

Certificate of Achievement	90 days prior to NQA semi-annual meeting
Melvin R. Green	January 1
Bernard F. Langer	February 1

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ATTACHMENT G Certificate of Acclamation

Note: The content of Attachment G contains excerpts from Guide to Procedures for ASME Codes and Standards Development Committees Rev. 11. To apply the process to the NQA membership where applicable “[]” were included to terms/roles specific to NQA. The section numbers in this Attachment are those from the Guide to Procedures.

The certificates should not be awarded for routine code or standards activities unless there is significant impact on the users of the Standard or provides a positive impact on ASME.

7.2.3 Certificates of Acclamation.

Certificates of Acclamation are Council on Standards and Certification awards available annually to each standards committee for recognition of excellence in the development of a specific work product (e.g. new document, major revision) and are presented to an individual or a small group of individuals most responsible for the work product.

The [NQA Standards] committee Chair may make nominations to the [BNCS] for the issuance of Certificates of Acclamation.

- (a) This award is to recognize excellence in development of a new or revised code or standard; it is not intended to be a general service award. The form of the award consists of a Certificate.
- (b) The [NQA Standards] committee Chair may solicit recommendations from the committee membership, including subordinate group Chairs.
- (c) The nomination shall consist of the name(s) of individuals most responsible for the development of a specific committee work product (e.g. new document, major revision).
- (d) An individual may receive more than one Certificate of Acclamation, if so deserving.
- (e) Approval by the [BNCS] acting on behalf of the Council on Standards and Certification is required. The board exercises control to maintain the integrity of the award.
- (f) At the option of the awardee, a letter from the Board Chair to the individual’s management describing the accomplishment and expressing appreciation for sponsoring the individual should be sent.

Nomination Form

To facilitate the nomination and review of an individual for a Certificate of Acclamation, please complete and submit the attached Certificate of Acclamation - Nomination Submittal and Evaluation Form to the NQA SWGHA at least 90 days prior to the NQA semi-annual meeting.

Submission Deadline: 90 days prior to NQA semi-annual meeting.

NQA COMMITTEE ADMINISTRATIVE PROCEDURES

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ATTACHMENT G Certificate of Acclamation

Directions:

1. Nominator completes blue fields
2. Send form to Special Working Group on Honors and Awards (SWGHA) Chair
3. SWGHA Evaluator completes orange fields.

Certificate of Acclamation - Nomination Submittal and Evaluation Form

Nominee's Name:		Tracking No.	
Nominator(s)' Name:			
Basis for Award			
<i>(provide detailed justification for nomination)</i>			
Statement of Recognition:			
<i>(provide proposed wording for award citation)</i>			

Criteria	By Nominator		By Evaluator	
	Y/N/n/a	Comments	Y/N/n/a	Comments
1. Is the nominee: [if yes, stop processing]				
(a) Award Selection Committee Member, serving on the Selection Award Committee				
(b) Also the submitter? (self-nomination)				
(c) ASME staff				
(d) A previous recipient of this award for the same activity(ies)?				
2. Nomination submittal is complete including:				
(a) Name of Submitter.				

SC Approved: 3/16/2022

Revision: 4

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NQA COMMITTEE ADMINISTRATIVE PROCEDURES

NUMBER:

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TITLE:

**ATTACHMENT G
Certificate of Acclamation**

	By Nominator		By Evaluator	
(b) Name of Nominee(s).				
(c) Identity/description of the work product produced by the applicant(s).				
(d) NQA edition, if applicable				
(e) Description of why this Award is appropriate rather than another ASME Honor or Award.				
(f) Includes relevant testimonials from submitter or other ASME or Standards Committee members.				
(g) Any applicable additional comments or information.				
Has the nominee(s) achieved excellence in the development of a specific work product such as a new document or major revision to the Standard?				
Nominee meets the criteria for this award⁵				
Reviewed by:			Date:	

⁵ If nomination is rejected return nomination to Submitter for rework or withdrawal.

NQA COMMITTEE ADMINISTRATIVE PROCEDURES	
NUMBER: A-13	TITLE: ATTACHMENT H Letters from the Chair

Letters from the NQA Chair recognizes an individual or group contributions to NQA that are not eligible for another ASME or NQA honor or award. The individual or group should have exercised effort beyond the usual or achieved excellence in the development of a specific work product.

Nomination Form

To nominate an individual for a Letter from the Chair please complete and submit the attached Letter from the Chair- Nomination Submittal and Evaluation Form to the NQA SWGHA at least 60 days prior to the NQA semi-annual meeting. Following evaluation by the SWGHA, the approved nomination form is submitted to the NQA Chair for review. If the Chair concurs with the nomination, the Chair sends the content of the Letter to the NQA Secretary for preparation of the Letter on ASME letterhead. The completed Letter is returned to the Chair for signature. If the Chair does not concur with the nomination, the form should be returned to the SWGHA reviewer with an explanation.

The following is the minimum information required:

1. Name of Submitter.
2. Name of Nominee(s).
3. Identify the effort involved or work product produced by the applicant(s).
4. If the work product was associated with an NQA edition, what was the edition?

The following additional information may be included, as applicable:

1. Describe why this Award is appropriate rather than another ASME Honor or Award.
2. Attach testimonials from submitter or other ASME or Standards Committee members that are relevant.
3. Please provide any applicable additional comments or information.

Submission Deadline: 60 days prior to NQA semi-annual meeting.

NQA COMMITTEE ADMINISTRATIVE PROCEDURES

NUMBER: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">A-13</div>	TITLE: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">ATTACHMENT H Letters from the Chair</div>
-------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------

Directions:

1. Nominator completes blue fields
2. Send form to Special Working Group on Honors and Awards (SWGHA) Chair
3. SWGHA Evaluator completes orange fields.

Letter from the Chair - Nomination Submittal and Evaluation Form			
Nominee's Name:		Tracking No.	
Nominator(s)' Name:			
Basis for Award			
<i>(provide detailed justification for nomination)</i>			
Statement of Recognition:			
<i>(provide proposed wording for award citation)</i>			

Criteria	By Nominator		By Evaluator	
	Y/N/n/a	Comments	Y/N/n/a	Comments
1. Is the nominee: [if yes, stop processing]				
(a) Award Selection Committee Member, serving on the Selection Award Committee				
(b) Also the submitter? (self-nomination)				
(c) ASME staff				
(d) A previous recipient of this award for the same activity(ies)?				
2. Nomination submittal is complete including:				
(a) Name of Submitter.				

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ATTACHMENT H Letters from the Chair

	By Nominator		By Evaluator	
(b) Name of Nominee(s).				
(c) Identity/description of the work product produced by the applicant(s).				
(d) NQA edition, if applicable				
(e) Description of why this Award is appropriate rather than another ASME Honor or Award.				
(f) Includes relevant testimonials from submitter or other ASME or Standards Committee members.				
(g) Any applicable additional comments or information.				
(h) Has the individual or group exercised effort beyond the usual or achieved excellence in the development of a specific work product.				
Nominee meets the criteria for this award⁶				
Reviewed by:				
Date:				
If approved, provide draft of Final Letter				
<i>Name of Nominee</i>				

⁶ If nomination is rejected return nomination to Submitter for rework or withdrawal.

NQA COMMITTEE ADMINISTRATIVE PROCEDURES

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ATTACHMENT H Letters from the Chair

By Nominator

By Evaluator

Name of Chair

Chair, Standards Committee on Nuclear Quality Assurance (NQA)

NQA COMMITTEE ADMINISTRATIVE PROCEDURES	
NUMBER: A-13	TITLE: ATTACHMENT I Hyperlink Identification

Below is a list of all hyperlinks used in this Guidance. These can be used should the hyperlink in the text not function. Should you find that a hyperlink is not functioning, please contact the ASME NQA Subcommittee on Administration and Interfaces.

Location	Name	Link
Section 2	BNCS Management and Operations Manual	https://cstools.asme.org/csconnect/FileUpload.cfm?View=yes&ID=60372
Section 2	Guide to Procedures for ASME Codes and Standards Development Committees	https://cstools.asme.org/csconnect/CommitteePages.cfm?Committee=O10557000&Action=7609&ChooseTemplate=1187
Attachment A	ASME Fellows Award Nomination Steps	https://www.asme.org/about-asme/get-involved/honors-awards/fellows/nomination-steps
Attachment A	ASME Fellows Award Online Application	https://fellows.asme.org
Attachment C	Dedicated Service Award Form	https://www.asme.org/wwwasmeorg/media/ResourceFiles/AboutASME/Honors%20Awards/ASME-DEDICATED-SERVICE-AWARD-FORM.doc
Attachment D	ASME Policy, P-1-2 Certificates of Appreciation	https://www.asme.org/wwwasmeorg/media/ResourceFiles/AboutASME/Who%20We%20Are/Governance/P-1-2-Certificates-of-Appreciation.pdf
Attachment D	Achievement Nomination Form	https://www.asme.org/wwwasmeorg/media/ResourceFiles/AboutASME/Honors%20Awards/Achievement%20Awards/Achievement-Nomination-Form.doc
Attachment F	Frank von Flue Individual Nomination Form	https://www.asme.org/wwwasmeorg/media/ResourceFiles/AboutASME/Honors%20Awards/Frank-von-Flue-Individual-Nomination-Form.doc