

USMA Class of 1970 — Sponsor Guide for the “Class of 1970 Serve with Integrity Award”

PURPOSE: The primary purpose of this Guide is to assist classmates (“Sponsors”) who wish to nominate a fellow classmate for the Class of 1970 Serve with Integrity Award (“SWI Award”). The Guide covers the Award itself and the nominating process.

SWI AWARD: The SWI Award was approved by our Class officers in August 2021. It was created to recognize our classmates (living, deceased, or honorary) who have performed exceptional service to the Nation, the Army, West Point, and the Class of 1970. Nominees will personify and embody traits of character inherent in the mottos of “Duty, Honor, Country” and “Serve with Integrity.” Consideration will be given to Nominees who have fostered and exemplified the Seven Army Values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

All of the members of our Class have done very important and extremely worthwhile things in their lives — whether in our families, our communities, or our professional lives. These are the things that frankly are expected of all of us. The recipients of the SWI Award will have gone “Above and Beyond” the expected — their service and accomplishments have truly been exceptional. It is fully anticipated that recipients of the SWI Award will be very diverse in terms of their achievements, the time frame of their exceptional service, and the impacts of their service.

NOMINATING PROCESS: The nominating process for the SWI Award starts with a classmate Sponsor who has identified a fellow classmate (living, deceased, or honorary) who he believes is deserving of the SWI Award. The **FIRST STEP** is notification — the Sponsor notifies the prospective classmate Nominee (or next of kin) and asks his/her consent to proceed with the nomination. Before the Sponsor makes the notification it is recommended, but certainly not required, that the Sponsor contact his Regimental Representative on the Nominating Committee to alert him to the pending notification. Contact information for the Regimental Representatives is provided below.

The **SECOND STEP** in the nominating process is the most important part of the nomination effort — the preparation by the Sponsor of a draft one-page nomination letter which outlines the basis of the nomination. Using the SWI AWARD criteria, the letter will detail the Nominee’s exceptional service and accomplishments which supports the nomination. At this stage the Sponsor should notify his Regimental Representative of his efforts. And the Sponsor is encouraged to contact other classmates and anyone else who can assist in this effort. The Regimental Representative can assist in obtaining any Academy, AOG, DOD, or other necessary government agency records. In most cases the nomination letter will not be a difficult exercise and the relevant information can be obtained directly from the Nominee. It is very important, however, that all the supporting facts are accurate. The Sponsor should retain any relevant supporting documents and include them in the packet with the nominating letter. The **THIRD STEP** is presenting the draft one-page nominating letter and any supporting documents to the Regimental Representative for review and finalization. Once in final form, the nomination packet (letter and any supporting documents) will be presented by the Regimental Representative to the Nominating Committee which has been formed under our Special Operations Committee. The Sponsor and Regimental Representative will stand by to answer any questions the Nominating Committee may have before voting on the nomination.

If the nomination is approved by the Nominating Committee, it will be sent to the Class Executive Committee for a final decision. At the discretion of the Nominee, if a nomination is not

approved by either the Nominating Committee or the Executive Committee, it may be reconsidered at any time by the Nominating Committee.

The Regimental Representative will keep the Sponsor and Nominee fully informed of the nomination process and address any questions which might arise. For deceased classmates, the Regimental Representative will keep the next of kin fully informed.

Timing and details of the presentation of SWI Awards will be communicated to the Nominee, the Sponsor, and/or the next of kin.

The following is a list of the Regimental Representatives and their contact information:

1st Bill Knowlton knowlton@verizon.net

2nd Steve Cook Steve.Cook@thmihg.com

3rd Bill Addy wbaddy@aol.com

4th Bob Opatovsky reopato@comcast.net