



## **C. C. Horton Service Officers Award The American Legion, Department of Alabama**

The Service Officer of the Year will be nominated by local American Legion Posts, Districts, or other community groups.

The nomination will be in the form of a narrative and be limited to no more than two (2) PAGES, DOUBLED SPACED. The narrative will include information such as:

1. Number of years the person has worked as a Veterans Service Officer with the State Department of Veterans Affairs.
2. Personality of the Service Officer (how well he/she relates to other people)
3. Scope of community involvement.
4. Degree of involvement with Veteran Service Organizations (including any offices held in these organizations)

The names of the Service Officers nominated will be given to the Director of the State Department of Veterans Affairs. The Director can, if he desires, provide any additional information or comments. The Director's comments will be limited to a one-page double spaced narrative. This information can be used for the final selection.

A plaque will be presented to the recipient at the annual Department Convention of The American Legion, Department of Alabama in June.

A committee of three (3) members will be appointed by the Department Commander to make the final selection.

The Service Officer Award will be named the C. C. Horton Award, in memory of Clarence C. Horton, the first Director of the State Department of Veterans Affairs.

**All nominations will be received in Headquarters, The American Legion, Department of Alabama, No later than May 1<sup>st</sup> of each year.**