



**The American Legion
Department of Alabama**

Public Safety Telecommunicator (PST) of the Year Program

1. **GUIDELINES:** Inclusive dates for this award will be July 1 through June 30 each year.
2. **ELIGIBILITY CRITERIA:** To be eligible for consideration, the nominees must meet the following criteria:
 - A. Be a citizen of the United States, male or female.
 - B. Be a living, active, full-time paid, or Volunteer Public Safety Telecommunicator.
 - C. Consideration for a posthumous award will be acceptable only if the nominee's death occurred within the award dates.
 - D. Post nominee need not be a Veteran nor a member of The American Legion.
 - E. Reside and be assigned or attached for duty in Alabama.
 - F. Military PSTs are not eligible for participation in this award.
 - G. Nominees who have been previously submitted for this award may be resubmitted if they have been re-selected by the Post.
3. **APPLICATION PACKETS:** Application Packets for the nominee should not exceed ten typewritten pages on 8 ½" x 11" bond paper, and should consist of the following documentation:
 - A. Application Form: Complete the Application Form and use it as the cover page of the application.

The goal of this program is to select a well-rounded PST who has exceeded the normal duty requirements of his/her position and who exemplifies the virtues of professionalism and dedication to serving the community, state, or nation. The nominee must be recommended by his/her supervisor or commanding officer for this award. The supervisor or commanding officer must state that the nominee, if selected, will be available to receive this award.

Specific awards and meritorious citations presented by his/her agency should be included and documented. The Application Packet should be divided into the following sections:

Section I	Professional Career
Section II	Community Service
Section III	Awards
Section IV	Letters of Recognition
Section V	News Clippings

- B. Professional Career: Include a copy of the nominee's state, city, or local certification as a PST as well as copies of the pertinent training and education certificates.
- C. Community Service: Include a copy of the nominee's outstanding service to the community, state, or nation. On-duty and off-duty activities for the past year should be explained. Also, these activities for previous years may be included. Include awards and/or supporting letters from city, county, or state officials. Also include letters from The American Legion Posts, Districts, Divisions, and Department, as well as letters from local citizens attesting to and commending the officer for his/her community service.
- D. Awards: Citations and awards should be included for the past year and previous years. Be sure to explain in detail.
- E. Letters of Recognition: Include a copy of all letters that recognize the activities of the PST.
- F. News Clippings: Be sure all newspaper clippings about the activities of the PST are included. If other news media cover the activities of the PST, include a synopsis of the event.
- G. Include a full-length photograph of the nominee.
- H. Remember to let your nominee know what The American Legion PST of the Year is all about, and receive assurance from the nominee's chain of command that the nominee will be available for the award presentation.
- I. Nomination packets must be submitted by May 31 to qualify.