

**DALTON E. HAMILTON MEMORIAL CWI OF THE YEAR AWARD  
NOMINATION FORM – Complete and follow attached submission instructions**

\*\* Designate level of desired recognition: National-CWI    or District-CWI \_\_  
or Section CWI \_\_    More than one level of recognition may be designated

District Affiliation:		Section Affiliation:	
Member Number:		CWI Certification Number:	Expiration:
Name of Nominee:			
Home Address:			
Home Telephone:		Email address:	
Present Employment:			
Address:			
Telephone:			
Position/Title:		Service: From-To	
Type of Business:			
Previous Employment:			
Address:			
Telephone:			
Position/Title:		Service: From-To	
Type of Business:			
Section Offices Held:			
District/National Offices Held:			
Civic/Professional Participation:			
Publications/Presentations/lectures (place and date):			

I certify the foregoing is a true statement of the requested information, and hereby give permission for verification if required.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*ADDITIONAL SUPPORT DOCUMENTATION MAY BE ATTACHED\*\***

Forward completed nomination packet to your District Director and they will send the completed packet to: [bboddiger@aws.org](mailto:bboddiger@aws.org)

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Program Manager, Qualification & Certification  
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## **Selection of the Dalton E. Hamilton Memorial CWI of the Year Award**

Dalton E. Hamilton Memorial CWI of the Year Award - An award made by the American Welding Society (AWS) with the selection process conducted by the AWS Certification Committee. This award is to be given only for meritorious service as an Inspector of Welds, and need not be awarded during any year when suitable candidates are not nominated as determined by the Selection Committee of the Certification Committee of the AWS.

### **1. Responsibilities**

**1.1** All persons submitting nominations for this award shall prepare the nomination documentation as described in Section 6 of this procedure.

**1.2** All District Directors and District Award Committees should follow the steps provided in Section 2.

**1.3** The AWS Awards Committee Secretary shall forward all nominations to the Chairman of the Certification Committee as stated in Section 6.

**1.4** The Chairman of the Certification Committee of AWS shall appoint a Section Committee in accordance with its Rules of Operation.

**1.5** The Selection Committee shall proceed with its selection in accordance with Section 2.

### **2. Requirements and Recommendations**

**2.1** Nomination Sequence and Timeline - All submissions for the Dalton E. Hamilton CWI of the year award must be submitted to the District Director or the District Awards Committee, by a date selected by the District Director in each district. The District Director shall submit the District nominees for the National Level award, (Dalton E. Hamilton Certified Welding Inspector of the Year Award), to the AWS Awards Committee Secretary, by January 1. District and Section level winners shall be selected by the District Director and/or the District Awards Committee, and the names of the winners (for District and Section level awards) shall be forwarded to the AWS Awards Committee Secretary.

**2.2** District Director Endorsements - The District Director shall attach a cover letter, typed on

District letterhead, for each submission packet for the National Level Award, stating that the individual has been chosen as the National Level nominee from that District. The District Director, at his/her discretion, may endorse, or add comments about the merits of the nominees being endorsed. These comments may be considered by the selection committee. The lack of any letter from the District Director will be deemed by the selection committee to be a negative endorsement or adverse comment about the nominee.

**2.3** Nominee Submissions - Submission without nominee's knowledge with the prior approval of the District Director, an individual may be nominated and submitted of the National Level of this award, without his/her direct knowledge. This may be done by a Section or District Committee or ad-hoc task group that has the authority from the Section Executive Committee, or the District Awards Committee, to do so.

**2.3.1** When a person is submitted for this award without his/her knowledge, the requirement for the individual to sign the award application is waived. In this instance, the leader of the ad-hoc task group will sign the award submission, and attest that the information is true to the best of his/her knowledge, by including the statement I certify that I have conducted an extensive review of this nomination, and to the best of my knowledge this application contains no incorrect or untrue statements, or exaggerations. Furthermore, I certify that to the best of my knowledge the nominee has no direct knowledge that his action is being taken on his behalf. This statement shall be placed on the cover sheet to the unsigned application.

**2.3.2** All the other requirements, and line items on the application form of the award submission must still be addressed and completed.

**2.3.3** It is incumbent on such an Ad-Hoc Task Group to compile a credible and worthy submission packet which adequately describes the attributes that make their candidate worthy of this award. No extra consideration or dispensation will be given to a candidate because the nomination is submitted by a third party, or because it was impossible or too difficult to obtain such information without alerting the nominee.

**2.4** Recommendation/Support Letters - Letters of recommendation shall be included with the nomination packet. All letters in support of a nomination shall describe specific instances of work experience that indicate meritorious activity, superior performance or special contribution to the field of welding inspection.

**2.4.1** All endorsement letters supporting the nomination shall be dated within twelve months of submission for consideration except for self-employed nominees who are self-employed and are providing letters according to 6.4.4 below.

**2.4.2** A letter of recommendation shall be included from the candidate's supervisor, but in special situations may be from another party such as an employer or contract manager. The letter shall be from a management type of person, directly involved with the work of the nominee. The letter shall be on official letterhead for the company involved.

**2.4.3** A letter of recommendation shall also be included from the candidate's peer inspector. The

letter shall be from an AWS Certified Welding Inspector directly involved with the work of the nominee. The letter should be on official letterhead of the company involved.

**2.4.4** When an individual who is self-employed is applying for, or is being submitted for this award, the requirement for the supervisor letter and a peer letter is waived. Instead of a supervisor or peer letter, the submission shall contain other letters describing the nominee's functions and meritorious accomplishments. These letters shall be obtained from individuals, who have first-hand intimate knowledge or anecdotal knowledge, of the nominee's activities.

The persons submitting the letters shall come from one or more of the following:

- a customer, contractor, government agency, owner, and engineering firm involved in the inspection
- an associate involved in quality control or acceptance inspection
- a regulatory agency or third party surveillance company who can describe in detail the nominee's activities
- a law firm, or attorney involved with the inspection activity
- other persons that can present credible evidence of meritorious activities.

### **3. Nomination Package**

**3.1** Copies of supporting documentation shall be clear and legible.

**3.2** Color copies are desirable, but the lack of color copies will not detract from the proper consideration of the candidate for the award.

**3.3** The information listed in these rules as required to be submitted with the application, is the minimum documentation required. Additional supporting documentation is usually helpful, and may be considered by the selection committee. Such additional information is not mandatory for consideration or selection.

**3.4** Copies of diplomas, certificates, awards, certifications, and letters of appreciation may also be included whenever appropriate.

### **4. Three Year Activity**

Nominations shall be valid for three years. At the end of the third year following the initial submission, the nomination packets of those who have not been selected shall be considered invalid. This does not preclude a nominee from being submitted anew every, or resubmitted at the end of the three year period, if otherwise eligible.

### **5. Other activities of merit**

**5.1** Civic and professional participation, may include such diverse things as, participation in AWS or other technical/professional societies, public service activity, youth service organizations, community volunteer work, social service activities, neighborhood watch, hospital

volunteering, veterans groups, charitable work groups, and other groups not enumerated. Political party activity and political volunteer work is specially excluded.

**5.2** Publications/presentation/lectures may include such diverse activities as speaking at a Section Meeting, technical presentations or articles reviewed by appropriate peer groups, articles written for a Section newsletter, lectures in a University or other educational institution, training lectures other than at educational institutions, articles published in major periodicals or industry publications, and even presentations not related to the welding field. Bibliographic publication listings may be attached, but the body of publications themselves should not be attached.

## **6. Award Level**

The application shall designate the level of award for which the nominee is to be considered.

## **7. Self-nomination**

Individuals may submit their own names in nomination. However, all nominations submitted by an individual, must go through the District Director, the Section Executive Committee, or the Section Awards Committee for further consideration. Nominations submitted directly to the Certification Committee, or to the AWS Awards Committee Secretary, without going through the Sections or Districts, except for those covered by 6.10 below may be rejected without comment by the selection committee.

## **8. Section and District Affiliation**

Nominations for individuals who are not part of a Section structure, (such as unaffiliated overseas members) may be submitted for further consideration, and will be considered on a case by case basis. Such nominations will not be considered, if in the opinion of the selection committee, there is no compelling reason that the person could not belong to and participate in a Section.

## **9. Required Records**

All records associated with this award shall be kept for a period of five years.

## **10. References**

Certification Committee Rules of Operation.

**\*Submission deadline for nomination is January 1\***