

## **MEMORIAL PROCESS AND QUALIFICATIONS GUIDELINES**

### **1.0 Purpose**

The purpose of this policy is to define the process and guidelines for considering deceased individuals for inclusion in the ASNT Memorial.

### **2.0 Scope**

Applies to the ASNT Memorial located at the International Service Center.

### **3.0 References**

#### **3.1 ASNT Policy G-41 Award Program Guidelines**

### **4.0 Responsibility**

The review of all documents pertaining to the potential memorialization of an individual shall be the responsibility of the Awards and Honors Council. All recommendations shall be submitted to the Board for approval, which will then charge ISC with carrying out the inclusion of those individuals in the memorial.

### **5.0 Process**

5.1 Nominations may be made in the following manner:

5.1.1 For a deceased member, through submittal of an informational package (see Appendix A) by any of the following:

- a. An ASNT member in good standing
- b. Family members of the deceased
- c. Colleagues
- d. A corporation
- e. ASNT Staff

5.1.2 Auto-nomination process:

- a. Deceased members who have the following qualifications shall be automatically placed in the nomination process:
  - Former and Current Board Members

- Recipients of the Philip D. Johnson Honorary Member Recognition
- Recipients of the Robert C. McMaster Gold Medal Recognition

- 5.1.3 In case of deceased staff, nominations can be made by the Executive Director.
- 5.1.4 All nomination packages shall be submitted to the Program Coordinator at ISC.
- 5.2 Upon receipt of deceased member nomination by ISC, ISC shall gather any pertinent information with regards to qualification for the memorial and send it to the Awards and Honors Council Chair. This may include letters of support, as per Appendix A, Item 4b.
- 5.3 The Awards and Honors Council will evaluate all information in the document package, as outlined in the Memorial Evaluation Checklist in Appendix A.
- 5.4 Once qualification has been determined, the names of the individuals shall be submitted to the Board for approval at the next Board meeting.
- 5.5 Following approval, ISC will include the individual's information in the memorial and contact any known relatives with an acknowledgement of such inclusion. A list of the year's memorialized individuals will be published at [asnt.org](http://asnt.org) and in the following year's Ready Reference issue of *Materials Evaluation*.
- 5.6 Members who have had their membership revoked shall not be considered.
- 5.7 There is no appeals process.

## APPENDIX A

**MEMORIAL EVALUATION CHECKLIST**

Nominee:

Member Number: \_\_\_\_\_

ASNT Membership: (10 Years Minimum)       YES       NONDT Related Experience: (15 Years Minimum)       YES       NO

<b>SECTION 1: SECTION ACTIVITIES</b>				
<b>ITEM</b>	<b>CATEGORY</b>	<b>POINTS</b>	<b>MAX</b>	<b>SCORE</b>
1a	Local Section Organizer	5 Points/Section	10	
1b	Section Officer	2 Points/Year	10	
1c	Section Director	2 Points/Year	8	
1d	Committee Chairman	2 Points/Committee/Y ear	8	
1e	Education Program Organizer	1 Point/Program/Year	6	
1f	Education Program Instructor	1 Point/Program/Year	6	
1g	Section Talks/Presentation	2 Points/Presentation	10	
<b>SECTION 2: NATIONAL ACTIVITIES</b>				
2a	National Council Officer	20 Points/Term	No Max	
2b	Division Officer	2 Points/Year	10	
2c	Committee Officer	2 Points/Year	10	
2d	Committee Member	1 Point/Committee/Ye ar	8	
2e	National Director	20 Points/Term	No Max	
2f	National Officer	20 Points/Term	No Max	
2g	Regional Director	10 Points/Term	No Max	
2h	Papers at National Conference	2 Points/Presentation	10	
2i	National Conference Chairman	2 Points/Activity	10	
2j	National Conference Committee Member	2 Points/Activity	10	
2k	National Conference Track Coordinator	2 Points/Activity	10	

2l	National Conference Session Chairman/Speaker	2 Points/Activity	10	
2m	National Conference Short Course Coordinator	2 Points/Activity	8	
2n	Papers Published in <i>Materials Evaluation/ RNDE</i>	2 Points/Paper	10	
2o	ASNT NDT Handbook Activities	2 Points/Activity	10	
<b>SECTION 3: AWARDS</b>				
3a	ASNT Honors and Awards (except as below)	10 Points/Award	No Max	
3b	Philip D. Johnson Honorary Member, Fellow, Charles N. Sherlock Meritorious Service, Robert C. McMaster Gold Medal, George C. Wheeler Excellence in Personnel Certification Recognition, George L. Pherigo Tutorial Citation, Lester/Mehl Honor Lecture, Mentoring, or 50 Year Member Recognition	20 Points/Award	No Max	
<b>SECTION 4: OTHER CONSIDERATIONS</b>				
4a	Contributions to NDT	5 Points/Activity	10	
4b	Letter of Support for Staff and Members*	5 Points/Letter	No Max*	
4c	ED Recommendation Letter for Staff*	10 Points	10 Points	
4d	Number of Years Employed at ISC*	2 Points/Year	No Max	
<b>TOTAL</b>				

In order to qualify, the candidate must have a minimum of 20 points.

\*4b-4d are the only categories that relate to staff. Staff nominations require only an ED letter (4c) with pertinent information included with regards to the number of years of employment and can include a maximum of one letter of support from category 4b.