BELOW IS A RECOMMENDED TIMELINE THAT EACH DEPARTMENT SHOULD FOLLOW

1. **SEPTEMBER**
   - Departments require all posts to begin submitting nominations for the current year

2. **OCTOBER**
   - Departments Set a Deadline for Submittals from their posts

3. **NOVEMBER - DECEMBER**
   - Departments meet and submit national nominees to National Headquarters

4. **JANUARY**
   - ALL SUBMITTALS FOR CONSIDERATION FOR THE NATIONAL AWARD ARE DUE NO LATER THAN
JANUARY 15 TO THE NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION

5. FEBRUARY
   • Veterans Employment and Education Commission processes awards

6. MARCH
   • Veterans Employment and Education Commission Award Subcommittee meets and selects award winners

7. APRIL - MAY
   • Departments should send a letter to all the posts reminding them to begin the search for award nominees for the next year (current calendar year)

8. JUNE - JULY
   • Departments should send a follow-up letter to their posts

9. AUGUST
   • National Awards are presented for the previous year at the National Convention