

American Association of State Highway and Transportation Officials
444 North Capitol Street, N.W., Suite 249
Washington, D.C. 20001

**25-YEAR AWARD OF MERITORIOUS SERVICE
MEMORIAL LIST
EMPLOYEES KILLED IN THE LINE OF DUTY LIST**

AASHTO 25-Year Award of Meritorious Service

Attached is the official form to be used for the nomination of eligible candidates from your member department to receive the AASHTO 25-Year Award of Meritorious Service for 2018. The certificates and lapel pins will be mailed by December 30, 2018.

The award is limited to those employees having accrued 25 years of service with one or more AASHTO member departments and who have attained the grade of District Engineer, Assistant Central Office Division Head, Bureau Chief, or higher. To assist in determining whether or not an employee is eligible to receive the award, the official rules governing the award, as they were first established in 1946 and which are still in effect, are listed on the nomination form.

Please return one copy of the attached form to the AASHTO office in Washington, D.C. no later than **September 3, 2018** and the nominees shown thereon, **in alphabetical order**, signed by the member department Chief Executive Officer. Please retain one copy for your permanent records.

Memorial List

At the same time, please furnish us, on a separate list, the name of any employee of the same rank as those outlined above whom has died since the association's last annual meeting in September 2017. Their names will be included in our annual Memorial Service.

Employees Killed in the Line of Duty List

One of the top priorities within AASHTO's Standing Committee on Highway Traffic Safety, as well as all member departments, is work-zone safety. Regrettably, some member department employees are killed each year while on duty, usually in a work-zone, or sometimes in other accidents. A few years ago AASHTO decided it would be most fitting and proper to recognize at each annual meeting those employees of our member departments who have been killed in the line of duty since the last annual meeting, as a somber reminder and a tribute to those whose lives have been cut short by heedless motorists, and through accidents while on duty. Accordingly, please furnish us on a separate list the name of any employee, whom has been killed in the line of duty since the association's last annual meeting in September 2017.

Summary

Again, please complete and submit the attached nomination form for the annual 25-Year Award of Meritorious Service to the AASHTO office in Washington, D.C. no later than **September 3, 2018**, so that the 25-year certificates may be prepared, checked, and listings completed.

With respect to the memorial list and the employees killed in the line of duty list, we will of course accept names right up to the beginning date of the 2018 AASHTO Annual Meeting scheduled to be held from September 20-24, 2018 in Atlanta, GA. However, the sooner they are submitted to us, the easier it will make our planning.

If you have any questions, please contact Jenn Dorsey of the AASHTO staff at jdorsey@ashto.org or (202) 624-5814.

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**Nomination of Candidates for 2018 to Receive the Annual
 25-Year Award of Meritorious Service**

Name of Nominee (arrange alphabetically)	Title	Member Department(s) in which 25-year service is accrued	Total years accumulated

(If additional space is needed, use extra sheet and attach)

**RULES GOVERNING THE ASSOCIATION’S TWENTY-FIVE YEAR
 AWARD OF MERITORIOUS SERVICE**

This Award for Meritorious Service shall be conferred upon all those member department employees having the grade of district engineer (state highway department classification), or equivalent responsibility in the department, and higher grades. Each Chief Executive Officer submitting the nomination shall be the judge of whether the candidate’s responsibilities meet this requirement.

The award shall consist of a certificate and lapel button and shall be conferred at each annual meeting of the association. The twenty-five year period shall be considered as terminating on January 1 of the year immediately following the meeting at which the award is conferred. The twenty-five years of service shall be a full twenty-five years, either continuous or cumulative, in one or more of the 52 member departments of the association.

TO THE EXECUTIVE COMMITTEE OF AASHTO

As Chief Executive Officer of _____, I submit the above nominees as candidates to receive the AASHTO 25-Year Award of Meritorious Service for the calendar year 2018. In my judgment they are eligible to receive this award in accordance with the rules adopted by the Executive Committee.

 Chief Executive Officer

 Date