



**EL PASO COUNTY COMMISSIONERS COURT**  
**VETERAN OF THE YEAR POLICY AND PROCEDURES**

**Adopted Date:**

**I. Purpose**

The purpose of this policy is to establish a program and process that will recognize an extraordinary veteran on an annual basis. The policy will also define the role of the Veteran of the Year as an ambassador for El Paso County for a limited time. As the Veterans Capital of the USA, the County supports and encourages programs that acknowledge and formally recognize a veteran for their exemplary military service, outstanding community contributions, and endless encouragement and inspiration to other local veterans.

**II. Eligibility**

Nominees are individuals who have ended their military service but continue to serve the community in some way. Considerations for the award will include the nominee's military service, outstanding leadership, and contributions to the veteran community as well as the El Paso community at-large.

The veteran nominee must meet the following:

- Have been honorably discharged or retired from military service from the Armed Forces of the United States, including Reserve or National Guard, or the United States Merchant Marines;
- Be able to provide copy of DD-214; and
- Be able to serve as an ambassador for one (1) year from date of appointment. (If Veteran of the Year is not able to serve, the Veterans Advisory Board shall recommend an alternate).

**III. Nomination Process**

A nomination process will be announced each year. To nominate a candidate, a form must be downloaded and/or submitted on the El Paso County website by the deadline as outlined in the announcement. A biography of the nominated veteran must be included with the application.

**IV. Review Process and Selection**

After the nomination period closes, submissions will be reviewed by the El Paso County Veterans Advisory Board. Nominations will be rated upon a score ranking system with a total possible score of 100 points. Each nominee will be scored on the requirements of the nomination guidelines. Each nominee will be evaluated on the direct services to other veterans and participation in veteran specific non-profit groups and participation in community non-profit, civic activities, and service to the community.

A finalist will then be recommended by the Veterans Advisory Board through its County staff Board liaison. The County department will place the recommended finalist on the agenda for Commissioners Court consideration. The Veteran of the Year will be recognized on the Veterans Wall of Honor in the El Paso County Courthouse on or before November 11<sup>th</sup> of each year.

#### V. Veteran of the Year Duties

The Veteran of the Year will serve as an ambassador for one (1) year for El Paso County. The purpose of this role is promoting El Paso County as the Veterans Capital of the U.S.A. This includes speaking to various organizations, businesses, and individuals about El Paso County and supporting the region's veterans' initiatives and history.

In this role, the Veteran of the Year does not exercise any authority over County staff, procurement, or funding and may not commit the County in any way. When speaking on a political matter or campaign, the Veteran of the Year must state they are speaking as an individual and not as Veteran of the Year. They may not use any County logos or resources without express written authorization from El Paso County Administration.