

AWARDS PROCEDURES
AIR FORCE ASSOCIATION
(FLORIDA)

January 8, 2018

Submitted by:

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AUTHORITY

The AFA Florida Executive Vice President is the office of primary responsibility for awards program administration. The Florida President has appointed and empowered the Executive Vice President to organize and coordinate nominations for Florida State recognition for the State President's review and approval.

FLORIDA AWARDS PROCEDURES

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FLORIDA AWARDS PROCEDURES

PURPOSE

This document is meant to be an easy reference for Chapters and provides an overview of standard procedures and tools for our Florida chapters to better organize our state-wide awards programs. This document includes processes, schedules, formats, tools, and file conventions for submitting electronic versions.

REVISIONS

Recommended changes to this procedure or questions should be submitted to the Florida Executive Vice President.

RECOGNITION

AFA is a volunteer organization and these awards are one way to recognize the service, sacrifice, and valor of our volunteers. Do not be frivolous or trivial, be thoughtful. An active recognition program is a powerful mechanism to sustain and grow your volunteer force. Ideally, everyone in a free society contributes time and effort to spread the ideals of liberty. These ideals are the foundation of the American way of life. Not only can we reinforce volunteer behavior with active awards programs, but recognition is also a powerful technique to advertise our beliefs and recruit new volunteers to the work of freedom.

KEEP IT SIMPLE

Keep your awards simple. The National Field and Aerospace Education Awards procedures and eligibility are found in the Field Operations Guide (FOG), so the State Awards procedures will mirror them to make it easy to provide one write up which meets both State and National requirements. We do not need pages of justification to qualify someone for recognition. Even nominations for competitive awards should be kept simple by directly addressing the awards criteria. In fact, the FOG limits most award justification to 750 words.

FLORIDA AWARDS COMMITTEE

The Florida Awards Committee shall consist of the Executive Vice President (Chairman) and two or three representatives selected at the state winter meeting. The committee will review all Florida State Awards nomination forms and produce a list of recommendations for awards to the State President for approval.

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CHECKLIST

1. Local Chapter leadership begins by deciding which unit and individual awards the Chapter will submit for State and National levels.
 - a. National Awards descriptions and criteria can be found in the Field Operations Guide (FOG). The FOG can be found at www.afa.org. Click on Field Leaders (top of site), select Guidebooks/Handbooks (left column), and then select Field Operations Guide (FOG). Awards procedures are located in Chapter 15 and are reviewed (and changed) on a regular basis. (Teacher of the Year is in Chapter 4).
 - b. State Award descriptions and criteria can be found in Attachment 1 of this document.
 - c. Especially for Unit Awards, a starting point is to review the Chapter's Quarterly Reports, which will document the Chapter's accomplishments over the past year.
2. State awards (including Teacher of the Year (TOY)) are to be sent to the AFA Florida Executive Vice President no later than April 15. All National Field and Aerospace Education Awards must be submitted to AFA National by May 1. All National Award Nominations are sent directly to the AFA Florida President with a courtesy copy to the Executive VP. To meet the May 1 National deadline, all State and National Awards need to be submitted by April 15. Chapter leadership determines timeline to meet these requirements. Listed below are the due dates. **Please note: late award recommendations will not be accepted. National is not accepting late awards, so we must be timely.**

Table 1: Submission Dates

NOMINATION	FL PRESIDENT OR EXECUTIVE VP	NATIONAL
FLORIDA STATE AWARDS (Unit and Individual)	April 15 (TO VP)	N/A
FLORIDA STATE TOY AWARD	April 15 (TO VP)	May 1
NATIONAL AWARDS (Unit, Individual, and TOY)	April 15 (TO PRES, COPY VP)	May 1

3. National Awards Nomination Forms are found in the FOG and Florida State Awards Nomination Forms are found in Attachments 2 and 3. All Award Nomination Forms must be transmitted electronically, in Microsoft Word Document format (use .doc or .docx formats only; DO NOT send in .pdf format).
4. Because both the State and National receive numerous awards forms, AFA has come up with a standard file naming convention for each award. This is designed to make it easier to identify specific awards for the members who review all the awards.

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File convention: (Chapter)(Award Level)(Award Type)(Year)(Name, if Individual)

- a. Chapter #: 3-digit identifier (i.e. 398 for Hurlburt)
 - b. Award Level: CH if Chapter, FL if State, and NAT if National
 - c. Award Type: Individual and Unit conventions in Table 2 and Table 3
 - d. Year: In 2-digit format (2018 would be 18)
 - e. Name: For individual awards, put the last name.
 - f. Examples:
 1. **398FLFLToY18Hess.doc** = The Hurlburt Chapter (#398) submits the Florida (FL) Florida (FL) Teacher of the Year (ToY) in 2018 (18) for Mr. Hess.
 2. **136NATMoM18Holley.doc** = The Red Tail Memorial Chapter (#136) submits the National (NAT) Medal of Merit (MoM) in 2018 (18) for Mr. John Holley.
 3. **365FLESAVA18.doc** = The Eglin Chapter (#365) submits themselves for a Florida (FL) Exceptional Service Award (ESA) unit award for Veterans Affairs (VA) in 2018 (18).
 4. **303FLOCoYELg18.doc** = The Central Florida Chapter (#303) submits themselves for the Florida (FL) Outstanding Chapter of the Year (OCoY) in the Extra Large (ELg) category in 2018 (18).
 5. **351NATESACOM18.doc** = The Gold Coast Chapter (#351) submits themselves for a National (NAT) Exceptional Service Award (ESA) unit award for Communications (COM) in 2018 (18).
5. All AFA Florida awards will be presented at the State Convention. National unit and individual awards are presented at the AFA National Convention. Awards not presented at the State or National conventions may be presented locally at any time.

Table 2: Individual Awards File Conventions

AWARD TYPE	Convention
Special Citation	SC
Sustained Service Citation	SSC
Exceptional Service Citation	ESC
Member of the Year	MoY
Teacher of the Year	ToY
Presidential Citation	PC
General Lewis H. Brereton Award	LBA
Jerry Waterman Award	JWA
Exceptional Service Award	ESA
Medal of Merit	MoM

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Table 3: Unit Awards File Conventions

AWARD	Convention
Donald W. Steele (UoY)	UoY
Chapter of the Year (Size)	ChoY
Aerospace Education (AE)*	AE
Best Single Program (BSP)*	BSP
Communications (COM)*	COM
Community Relations (CR)*	CR
Overall Programming (OP)*	OP
Veterans Affairs (VA)*	VA
Outstanding State Organization (OSO)	OSO (National)

(COM)* These awards are in conjunction with
Exceptional Service

ATTACHMENT 1
FLORIDA STATE UNIT AND INDIVIDUAL AWARDS CRITERIA

Here are descriptions of AFA Florida State Award criteria (with convention shown):

STATE UNIT AWARDS

A. OUTSTANDING CHAPTER (FLChoY) - (SMALL, MEDIUM, LARGE, and EXTRA LARGE) - (PLAQUE)

This award is for the outstanding chapter in each of the four size categories. The award criteria is overall chapter performance in these nine areas: Community Relations, Membership, Aerospace Education, Overall Programming, Community Partner Recruitment, Communications, Veterans Affairs, quality and timeliness of reports, and participation in state and national meetings. Supporting justification for the above activities should be verifiable in quarterly reports, minutes of meetings, and individual and committee documentation.

B. EXCEPTIONAL SERVICE AWARD (FLESA) - (PLAQUE)

These awards are for excellence in each of the following six categories: Aerospace Education (AE), Best Single Program (BSP), Communications (COM), Community Relations (CR), Overall Programming (OP), and Veterans Affairs (VA). A chapter can win more than one of these awards in any given year. Chapter size is not a selection criterion.

STATE INDIVIDUAL AWARDS

A. GENERAL LEWIS H. BRERETON AWARD (FLLBA) - (PLAQUE)

This award is for the civilian Florida resident who has made the most outstanding contribution to airpower during the past year or over a multiyear period. Anyone may submit a nominee including Florida chapters and members as well as the aerospace industry, airlines, academia, or public officials. Nominations should include sufficient information regarding the nominee's contribution to airpower and also biographical and professional profile. AFA membership is not a selection criterion.

B. JERRY WATERMAN AWARD (FLJWA) - (PLAQUE)

This award is for an active duty Air Force member who has made the most significant contribution to the Air Force during the past year. Nominations shall be submitted by Florida chapters and members. Nominations must include biographical data, professional profile, and significant material describing the contribution. The nominee should be stationed in or be a resident of Florida during most of the year. AFA membership is not a selection criterion.

C. CHAPTER MEMBER OF THE YEAR (FLChMoY) - (CITATION)

This award is for one member from each Florida Chapter nominated by the Chapter President. No justification is required. The Chapter just needs to submit the nominee's name.

D. FLORIDA MEMBER OF THE YEAR (FLMoY) - (PLAQUE)

This award is for the AFA Florida member who has made outstanding contributions to the AFA. The contributions must be beyond that normally expected of any office or position held by the nominee. The nominee must demonstrate exceptional initiative and specific achievements during the past year, or over a several year period. Nominations come from AFA chapters and/or members within Florida.

E. FLORIDA TEACHER OF THE YEAR (FLT_oY) - (PLAQUE)

This award is for the Florida educator with the most significant contribution to aerospace education. Florida chapters and members may submit nominations as well as academic institutions. Nominees must not be a current or past winner of the AFA Chapter Teacher of the Year Award. Nominations must include biographical data, professional profile, and specific contributions to aerospace education. AFA membership is not a selection criterion.

As the individual selected to be the Florida Teacher of the Year will be the state's nominee for AFA National Teacher of the Year, please use the nomination form found at <https://www.afa.org/informationfor/teachers/teacheroftheyear/teacherofyearguidelines>. Also, submit a nomination letter from the Chapter President when you send this form to the Florida Executive Vice President.

(Note: Each chapter may submit one teacher to AFA National. This teacher will receive a certificate and other awards which AFA National provides. The deadline to National for 2018 is April 30th).

F. PRESIDENTIAL CITATION – (FLPC) - (PLAQUE)

Selected by the current AFA Florida President, this special award is for the individual(s) who provided outstanding support to AFA Florida during the past year. The Florida President shall present this award at the State Convention.

G. SUSTAINED SERVICE CITATION (FLSSC) - (CERTIFICATE)

This award is for AFA Florida members whose sustained superior service during the past year or multi-year period is the foundation of chapter operations. Recipients shall be announced at the State Convention and the award presented at an appropriate function and, preferably, by an AFA Florida officer. Eligibility is one award per member every three-year period.

H. EXCEPTIONAL SERVICE CITATION (FLESC) - (CERTIFICATE)

This award is for performance that increased Chapter or Florida mission performance. This award is beyond that which would normally be presented by a chapter and for accomplishments that justify state-wide recognition. This is the entry-level state award. Recipients shall be announced at the State Convention and the award presented at an appropriate function and, preferably, by an AFA Florida officer.

I. SPECIAL CITATION (FLSC) - (CERTIFICATE)

This award is for an individual or organization, whether an AFA member or not, who has made contributions to further the effectiveness of AFA, the Air Force, or National Defense. Chapters or individuals make recommendations for this award to the State President, who shall be responsible for selection. Recipients shall be announced at the State Convention and the award presented at an appropriate function and, preferably, by an AFA Florida officer.

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ATTACHMENT 2
FLORIDA STATE (UNIT or INDIVIDUAL) AWARD NOMINATION FORM

AWARD:

NOMINEE'S NAME (if Individual Award):

NOMINEE'S ADDRESS, INCLUDING ZIP CODE (if Individual Award):

NOMINATED BY:

CHAPTER (Name & Number):

CHAPTER PRESIDENT ENDORSEMENT:

DATE:

PRIOR AFA NATIONAL AWARDS:

PRIOR AFA STATE AWARDS:

JUSTIFICATION: (Limited to 750 words. Either type below or attach a separate sheet.)