

AWARDS PROCEDURES

AIR FORCE ASSOCIATION (FLORIDA)

January 30, 2019

Submitted by:

Mark Chapman

AFA Florida Executive Vice President

850-816-4806

mark@mdchapman.com

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.

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

Recommendation of changes to these procedures should be submitted to the Florida Executive Vice President.

RECOGNITION

AFA is a volunteer organization and these awards are one way to recognize the contributions 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.

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 award nomination packages and produce a list of recommendations for awards to the State President for approval.

CHECKLIST

Local chapter leadership begins by deciding which unit and individual awards the Chapter will submit for state and national levels.

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.)

State award descriptions and criteria can be found at the end of this document.

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.

SUBMISSION TIMELINE

State awards (including Teacher of the Year (TOY)) are sent to the Florida Executive VP NLT 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 Florida 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.

NOTE: late award recommendations will not be accepted. National is not accepting late awards, so we must be timely.

	To State	To National
Florida State Award Packages	April 15 to FL VP	n/a
Florida State TOY Packages	April 15 to FL VP	1 May
All National Awards (Unit, Individual, and TOY)	April 15 to FL Pres, copy to FL VP	1 May

Table 1: Submission Dates

National and State Award Nomination Forms along with Chapter TOY Forms can be downloaded from the AFA Florida Web Site (AFAFlorida.org). All award nomination packages must be transmitted electronically, in Word document format (use only .doc or .docx format: DO NOT send in .pdf format).

TEACHER OF THE YEAR (TOY)

The TOY Awards Program (Chapter, State, and National) is to recognize classroom teachers for their accomplishments with K-12 students in science, technology, engineering, and math.

Chapter TOY:

Chapter TOY packages, using the Chapter TOY Nomination Form are to be sent to AFA National (field@afa.org) NLT 3 weeks prior to desired award presentation date.

State TOY:

Chapters may nominate one Chapter TOY for State TOY. To do so chapters must provide the State TOY Cover Sheet along with a copy of the Chapter TOY submission to the Florida VP NLT 15 April.

National TOY:

The AFA Florida Awards Committee may choose to submit the State TOY for the National TOY award. Chapters are encouraged to review the National TOY submission requirements and prepared to assist the State Awards committee in preparing the final package should their Chapter TOY be nominated.

FILE CONVENTIONS

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.

(Chapter)(Award Level)(Award Type)(Year)(Name, if Individual)

1. Chapter #: 3-digit identifier (i.e. 398 for Hurlburt)
2. Award Level: CH if Chapter, FL if State, and NAT if National
3. Award Type: Individual and Unit conventions in Table 2 and Table 3
4. Year: In 2-digit format (2019 would be 19)
5. Name: For individual awards, put the last name.
6. Examples:
 - **398FLFLToY14Hess.doc** = The Hurlburt Chapter (398) submits the Florida (FL) Florida (FL) Teacher of the Year (ToY) in 2019 (19) for Mr. Hess.
 - **136NATMoM14Holley.doc** = The Red Tail Memorial Chapter (136) submits the National (NAT) Medal of Merit (MoM) in 2019 (19) for Mr. John Holley.
 - **365FLESAVA14.doc** = The Eglin Chapter (365) submits themselves for a Florida (FL) Exceptional Service Award (ESA) unit award for Veterans Affairs (VA) in 2019 (19).
 - **303FLOCoYELg14.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 2019 (19).
 - **351NATESACOM14.doc** = The Gold Coast Chapter (351) submits themselves for a National (NAT) Exceptional Service Award (ESA) unit award for Communications (COM) in 2019 (19).

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

Table 2 Individual Award File Conventions

Award	Convention
Donald Steele	UoY
Chapter of the Year (Size)	Choy
Aerospace Education *	AE
Best Single Program *	BSP
Communications *	COM
Community Relations *	CR
Veterans Affairs *	VA
Outstanding State Organization	OSO (Nat'l)

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

Table 3: Unit Award File Conventions

AWARD PRESENTATION

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.

FLORIDA STATE UNIT AND INDIVIDUAL AWARDS CRITERIA

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 (FLToY) - (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. The State TOY Nomination form along with the Florida State TOY Cover Letter can be found on the AFA Florida web site (AFAFlorida.org). Also, submit a nomination letter from the Chapter President when you send this form to the Florida Executive Vice President.

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.