



FIELD OPERATING PROCEDURES

AFSA AWARDS AND RECOGNITION PROGRAMS

FEBRUARY 2022
(Supersedes All Previous Editions)

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AIR FORCE SERGEANTS ASSOCIATION

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(An Archived Copy of All Previous Versions will be Maintained at AFSA International Headquarters, All Previous Editions Should Be Destroyed)

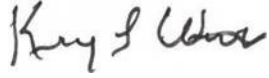
FIELD OPERATING PROCEDURES**AFSA AWARDS AND RECOGNITION PROGRAMS****FOREWORD**

These field requirements/procedures were developed in accordance with AFSA Bylaws and Policies and Procedures. They are binding on all Air Force Sergeants Association (hereinafter referred to as AFSA) members, divisions, chapters, the AFSA International Board of Directors, AFSA International Headquarters (AFSA HQ) staff, contractors, consultants, and other individuals or companies under contract with AFSA on matters as they relate to field operations of the divisions and/or chapters.

1. Proposed amendments, additions, and changes (referred to as modifications) to these procedures and guidelines are encouraged and must be presented in proper *AFSA Talking Paper* format as follows:
 - a. Field submissions
 - 1) All recommendations must be submitted to the respective chapter leadership and to the chapter's general membership for action.
 - 2) Modifications: If the chapter's general membership approves the recommendation, the recommendation must be submitted to the appropriate Division Executive Council for action. If approved by the Division Executive Council, modifications are forwarded in *AFSA Talking Paper* format to the AFSA HQ for review/recommendation by the appropriate committee and/or staff, which will then submit the modification to the AFSA International Board of Directors for action.
 - b. Executive Council members or AFSA HQ submissions:
 - 1) Must be forwarded to the AFSA HQ for review/recommendation by the appropriate committee and/or staff.
 - 2) Forwarded along with any recommendations/appropriate comments to the AFSA International Board of Directors for action.
 - c. All proposed amendments, additions, and/or changes must be, whenever practicable, submitted to the AFSA HQ prior to January 1 of each year, and addressed to the AFSA HQ's Chief Executive Officer.

BY DIRECTION OF THE AFSA INTERNATIONAL BOARD OF

DIRECTORS: OFFICIALS:



KERRY L. WRIGHT
AFSA International President



KEITH A. REED
Chief Executive Officer

DISTRIBUTION: AFSA International Board of Directors
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AFSA Chapter Presidents
AFSA International Headquarters Staff

***THIS MANUAL SUPERSEDES AFSA MANUAL 100-5, DATED
JULY 2020, WHICH SHOULD BE DESTROYED.***

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FIELD OPERATING PROCEDURES

AFSA AWARDS AND RECOGNITION PROGRAMS

PRINCIPLE 1 - AFSA RECOGNITION PROGRAMS. Recognition programs are intended to foster morale, esprit de corps, and friendly competition through recognition and incentives within AFSA by recognizing individual members, non-members, and teams who have made outstanding contributions to the United States, the *Total Air Force* and/or AFSA. Throughout this manual, the terms United States Air Force or Air Force refers to the *Total Air Force*, which includes all Air Force Active Duty (AFAD), Air National Guard (ANG), and Air Force Reserve Command (AFRC) personnel.

SECTION 1. AUTHORIZED AWARDS. International-level approved award and recognition titles and criteria for international and international-approved field-level awards are explained in this manual. Additions or modifications to these awards are to be submitted through the chapter and/or division (see forward) to the International Board of Directors for approval or disapproval action and funding as necessary. This manual does not prohibit additional chapter/ division field-level awards; however, those awards will not be recognized or funded by the AFSA International Headquarters (AFSA HQ).

SECTION 2. RECOMMENDATION PACKAGES AND SUBMITTAL.

- a. Recommendation packages for international-level awards must be forwarded to AFSA HQ. The Awards Committee will not score packages arriving after the deadline. It is the submitter and/or submitting organization's responsibility to forward nomination/recommendation packages at the appropriate time. Submission packages will contain the following – Chapter Awards Submission Matrix (if competing for Division Awards) and Division Awards Submission Matrix for international-level awards. The submission must include any other requirements outlined within each award category identified in this manual or award update emails sent from AFSA HQ for current year submission. Sample letters (formatting and content) and score sheets are located on the AFSA website (www.hqafsa.org) under the Resources tab, AFSA Forms and Cards.
- b. The international-level awards competition year, for all awards is from January 1 through December 31 of the calendar year preceding presentation of the award (i.e., Jan 1, 2011 – Dec 31, 2011 for presentation in calendar year 2012). Divisions and chapters must establish award competition and submission dates for all awards commensurate with their needs in order for their award nomination packages to be received at AFSA HQ absolutely no later than **May 1** of the calendar year in which the award is to be presented.

- c. Nomination packages for awards are submitted and routed either to divisions or to AFSA HQ by individuals/members/chapters/divisions, as specified in this manual, using the appropriate guidelines.
- d. Individual and chapter awards require an Awards Submission Matrix identifying all awards being submitted, plus other requirements outlined in Chapters 4, 5 and 6.
- e. AFSA Award Score Sheets outline requirements for each award being submitted for consideration. The score sheets are available on the AFSA website under the Resources tab, AFSA Forms and Cards.

SECTION 3. ESTABLISHMENT OF NEW AWARDS.

- a. Anyone can recommend the establishment of a new award. However, individual recommendations will be submitted through the appropriate chapter and division Executive Council for consideration by the membership. These recommendations must be sent to AFSA HQ.
- b. Upon receipt, the AFSA HQ staff will review the recommendation and provide recommendations/comments to the Awards Committee for action. If approved by the Awards Committee, it will be forwarded to the Budget and Finance Committee (if appropriate) with recommendations, and then to the International Board of Directors for final approval/disapproval.
- c. Approval by the Executive Council will not be granted until staffed by AFSA HQ personnel and acted upon by the appropriate Awards Committee.

SECTION 4. APPROVAL OF AWARDS. Approval for presentation of all international-level awards is the responsibility of the AFSA Executive Council, the Chief Executive Officer, or designated selection committees.

SECTION 5. PROCUREMENT OF AWARDS. Each level (chapter/division/international) is responsible for ordering and funding awards presented at its level and should maintain a supply of awards to meet its needs. International funding will not be used for chapter or division-level awards.

SECTION 6. PRESENTATION OF AWARDS. All awards should be presented in an appropriate setting. Some international-level awards may be forwarded to the Division or Chapter President for appropriate presentation.

SECTION 7. AFSA HONOR ROLL. AFSA HQ will maintain a perpetual AFSA Honor Roll containing the names of individuals, chapters, divisions, etc., receiving an international-level award.

SECTION 8. PUBLICITY. Divisions/chapters should make every effort to obtain local publicity for their members who receive higher-level awards. This publicity can be in

the form of base newspapers, chapter publications, or other media as appropriate.

PRINCIPLE 2 - SPECIAL AWARDS AND RECOGNITION. The following programs are intended to recognize members and non-members. The awards covered in this section pertain to certificates and medals presented by divisions and chapters at appropriate ceremonies.

SECTION 1. EAGLE SCOUT AWARD. A very select group of outstanding young men are Boy Scouts who attain the rank of Eagle Scout. The Boy Scouts of America holds the rank of Eagle Scout in such high esteem that it is the only rank earned by a Boy Scout that can be withdrawn for cause.

- a. Chapters or divisions desiring to honor an Eagle Scout must coordinate with the local Boy Scout Troop for its approval prior to issuance of the AFSA Eagle Scout Award. The Eagle Scout Award Certificate is available from AFSA HQ for use by any chapter or division.
- b. Funding: The chapter/division presenting the award.

SECTION 2. GIRL SCOUT GOLD AWARD. The Girl Scout Gold Award is designed for Girl Scouts who have excelled in dedicated service, distinguished achievement, and commitment to excellence. The Gold Award is the highest award attainable in Girl Scouts.

- a. Chapters or divisions wishing to honor a Gold Award recipient must coordinate with the local Girl Scout officials for approval prior to presentation of the Gold Award Certificate. The certificate may be obtained from AFSA HQ.
- b. Funding: The chapter/division presenting the award.

SECTION 3. ORDER OF MILITARY COMMANDANTS.

- a. The AFSA *Order of Military Commandants* honors those persons who are selected to enlisted leadership positions in the Senior Non-commissioned, Non-commissioned Officer Academies, and Airman Leadership School. Chapters notify AFSA HQ. Persons receiving this award will be presented a certificate and a lapel pin.
- b. AFSA HQ is the office of primary responsibility (OPR) for this award.
- c. Funding: AFSA HQ.

SECTION 4. AFSA DIAMOND CLUB. AFSA's Diamond Club recognizes those enlisted members serving as Air Force First Sergeants for their unique jobs involving the morale, welfare, and discipline of Air Force enlisted personnel. The Diamond Club member will receive a certificate of appointment, along with a medallion.

- a. AFSA HQ is the office of primary responsibility (OPR) for this award.
- b. Funding: AFSA HQ.

SECTION 5. JUNIOR ROTC. A Junior ROTC medal/ribbon and certificate is available through AFSA HQ to recognize cadets of the Air Force Junior ROTC programs at high schools throughout the United States and overseas.

- a. Nomination Procedures: The high school JROTC will submit nominations directly to AFSA HQ. The AFSA HQ will send a recognition package to the high school and notify the Chapter President in the area of requested presentation date. Chapters will present the medal/ribbon and certificate to the cadet. If a chapter representative is unavailable, AFSA will ask a local Air Force recruiter to make the presentation on behalf of AFSA.
- b. Funding: AFSA HQ.

SECTION 6. CIVIL AIR PATROL. A Civil Air Patrol (CAP) medal/ribbon and certificate is available through AFSA HQ to recognize an enlisted cadet at the squadron level throughout the United States.

- a. Nomination Procedures: The CAP unit will submit nominations directly to AFSA HQ. The AFSA HQ will send a recognition package to the CAP unit and notify the Chapter President in the area of requested presentation date. Chapters will present the award to the recipient. If a chapter representative is unavailable, coordination through the Division will be made to arrange for another representative to make the presentation on behalf of AFSA.
- b. Funding: AFSA HQ.

PRINCIPLE 3 - INTERNATIONAL AWARDS. These awards recognize outstanding or exceptional support and/or contributions to the United States, the United States Air Force, or the Air Force Sergeants Association for deeds and achievements of the highest order. These awards are presented at the annual Air Force Sergeants Association Professional Airmen's Conference Air Force Honors Banquet.

SECTION 1. WILLIAM H. PITSENBARGER HEROISM AWARD. This award is named in honor of A1C William H. Pitsenbarger, a pararescueman in Vietnam, who was awarded the Air Force Cross posthumously in 1966. In October 2000, after an intensive AFSA campaign of research and legislation, Public Law 106-398 was signed into law, upgrading Pitsenbarger's Award to the Medal of Honor; one month later, he was posthumously promoted to SSgt.

- a. Award Criteria: Determined by the current Chief Master Sergeant of the Air Force and sponsored by AFSA HQ. The OPR is the AFSAHQ.

- b. Reason Presented: For extraordinary heroism. Enlisted men and women awarded one of the following decorations are especially eligible for this award: *Medal of Honor, Air Force Cross, Distinguished Flying Cross (for heroism), Silver Star, or Airman's Medal*. Others are considered based upon circumstances.
- c. Eligibility: Any United States Air Force enlisted member.
- d. Nomination: Recommendations are from Major Commands and the Air National Guard and are submitted directly to AFSA HQ in the format as directed by the United States Air Force.
- e. Approving Authority: Office of the Chief of Staff, United States Air Force.
- f. Type Award: Distinctive plaque or another appropriate award.
- g. Funding: AFSA HQ.

SECTION 2. THE L. MENDEL RIVERS AWARD OF EXCELLENCE. This award is named after the late Congressman L. Mendel Rivers (D-SC) who, throughout his career in Congress--especially as the Chairman of the House Armed Services Committee, championed the cause of armed services enlisted members.

- a. Eligibility: Members of Congress and Executive Branch officials.
- b. Nomination Procedures: Recommended by the Chief Executive Officer and nominated by the International President. The OPR is the AFSA HQ.
- c. Reason Presented: For exceptionally meritorious conduct in the performance of outstanding service to the AFAD, ANG, and/or AFRC.
- d. Approving Authority: International Board of Directors.
- e. Type of Award: Distinctive plaque or other suitable recognition item.
- f. Funding: AFSA HQ.

SECTION 3. AFSA EXCELLENCE IN MILITARY LEADERSHIP AWARD.

- a. Eligibility: Key DOD or Air Staff personnel, Major Command commanders, DOD civilians and other persons approved by the International Board of Directors.
- b. Nomination Procedures: Recommended by the Chief Executive Officer and nominated by the International President. The OPR is the AFSA HQ.
- c. Reason Presented: For superior military leadership and for exceptionally

meritorious conduct in the performance of outstanding service to the AFAD, ANG, and/or AFRC.

- d. Approving Authority: International Board of Directors.
- e. Type of Award: Distinctive plaque or other suitable recognition item and one AFSA scholarship presented in the recipient's name the following year.
- f. Funding: AFSA HQ.

SECTION 4. AMERICANISM AWARD.

- a. Eligibility: No restrictions.
- b. Nomination Procedures: Recommended by the Chief Executive Officer and nominated by the International President. AFSA HQ is the OPR.
- c. Reason Presented: For the development of programs, ceremonies or other initiatives furthering patriotism in America.
- d. Approving Authority: International Board of Directors.
- e. Type of Award: Distinctive plaque or other suitable recognition item.
- f. Funding: AFSA HQ.

PRINCIPLE 4 - PRESIDENTIAL AWARDS. These awards recognize individuals who have contributed immeasurably or have provided support or contributions to AFSA.

SECTION 1. TSGT LEE R. THOMPSON AWARD OF EXCELLENCE (NAMED IN HONOR OF TSGT LEE R. THOMPSON, AN AFSA FOUNDER)

- a. Eligibility: All AFSA field activities. Named after our founder TSgt Lee R. Thompson.
- b. Reason Presented: For special recognition to a field activity whose contributions had a major impact on unit growth, retention, management, or community service.
- c. Approving Authority: AFSA International President.
- d. Type of Award: Engraved eagle statue or another suitable award.
- e. Funding: AFSA HQ.

SECTION 2. MSGT BENNIE MCGEHEE PRESIDENT'S AWARD.
(NAMED IN HONOR OF MSGT BENNIE MCGEHEE, AN AFSA FOUNDER)

- a. Eligibility: Persons selected by International, Division or Chapter Presidents.
- b. Reason Presented: For special recognition to individuals who have contributed immeasurably to AFSA. Named after AFSA's first president.
- c. Approving Authority: Presidents at any level.
- d. Type of Award: Personalized suitable recognition item.
- e. Funding: By the level presenting the award.

SECTION 3. PAST PRESIDENT'S AWARD.

- a. Eligibility: Outgoing presidents at any level of AFSA.
- b. Reason Presented: Service as an AFSA President at any level.
- c. Approving Authority: AFSA Executive Council at any level.
- d. Type of Award: Special gavel and other appropriate recognition.
- e. Funding: By the level presenting the award.

SECTION 4. INTERNATIONAL HONORARY PRESIDENT'S AWARD

- a. Eligibility: Incoming Chief Master Sergeant of the Air Force (Honorary AFSA International President).
- b. Reason Presented: Recognized for being selected to fill a position of extreme trust and responsibility.
- c. Approving Authority: AFSA International Board of Directors.
- d. Type of Award: Specialized gavel.
- e. Funding: AFSAHQ.

SECTION 5. LIFETIME TRUSTEE AWARD.

- a. Eligibility: All individuals having served as an elected member of the Executive Council at international, division, or chapter level.
- b. Reason Presented: Exceptional service and leadership to AFSA.

- c. Approving Authority: Executive Council at any level.
- d. Type of Award: Special certificate.
- e. Funding: By the level presenting the award.

SECTION 6. PRESIDENT'S ESPRIT DE CORPS AWARD.

- a. Eligibility: Divisions and chapters attending the annual Professional Airmen's Conference.
- b. Reason Presented: Provides special recognition for divisions or chapters (number awarded will be determined during the judging phase) that demonstrate a high degree of enthusiasm, fraternalism, comradeship, and positive attitude, which furthers the principles of esprit de corps.
- c. Criteria:
 - 1) Table Displays: Should be used to promote an appropriate reflection of enthusiasm, fraternalism, comradeship, and conference spirit that does not obstruct the view of other conference attendees.
 - 2) Apparel: Wearing of vests, hats, pins, and other appropriate division/chapter designation items.
 - 3) Attitude: Display of professionalism reflecting the purpose and spirit of the conference by promoting fraternalism and camaraderie.
 - 4) Participation: Active involvement in the conference activities.

(NOTE: Due to time and space requirements, and other limiting factors, chapter/ division demonstrations will not be possible.)

- d. Approving Authority: International President.
- e. Type of Award: Special certificate(s) or other suitable recognition (number awarded will be determined by approving authorities).

SECTION 7. CHAPTER/DIVISION HONORARY MEMBERSHIP/PRESIDENT.

- a. Eligibility: Selected commanders and other dignitaries.
- b. Reason Presented: Exemplary support to AFSA, the USAF, local community, unit or base.
- c. Approving Authority: Executive Council at chapter/division level.

- d. Type of Award: Certificate.
- e. Funding: Level approving presentation of award to include cost (based upon term, i.e., 1yr, life, etc.,) of membership.

SECTION 8. INTERNATIONAL HONORARY MEMBERSHIP.

- a. Eligibility: Persons not eligible for membership in AFSA.
- b. Nomination Procedures: Nominated by the International President or Chief Executive Officer.
- c. Reason Presented: This award is presented for outstanding support to USAF enlisted personnel or to the aims and goals of AFSA.
- d. Approving Authority: International President or Chief Executive Officer.
- e. Type of Award: Distinctive certificate or other suitable recognition item.
- f. Funding: AFSA HQ.

PRINCIPLE 5 - INDIVIDUAL AWARDS. These awards recognize exemplary achievements by members and non-members.

SECTION 1. MEMBER OF THE YEAR.

- a. Eligibility: All AFSA regular and family members are eligible. There are two categories of Member of the Year: AFSA and Family. Family members compete for Family Member of the Year and all others compete for AFSA Member of the Year.

Note: The nominee must be a member of AFSA prior to 1 July of the year in which being nominated or seek division waiver approval.

- b. Nomination Procedures: Nominated by the chapters and submitted directly to the division. Divisions submit the division winners to AFSA HQ by announced deadline.
- c. Reason Presented: For exceptionally meritorious service or achievement on behalf of AFSA.
- d. Package Requirement: A one-page personal biography, one color photograph 5x7 upper torso, and the AFSA Form 100 limited to 18 lines, including headings. The single-line, bullet format is highly recommended/expected. Wraparound sentences are discouraged, as each line is counted toward the total and lessens the number of impacts. (See

Attachment 2)

Use the following category headings for the AFSA Form 100:

- AFSA Involvement Chapter or Base (Scoring: 60 pts)
Note: Limited to six bullets plus the heading for a total of seven lines.
- Membership Contributions (Scoring: 15 pts)
Note: Limited to three bullets plus the heading for a total of four lines.
- Legislative Activities (Scoring: 15 pts)
Note: Limited to three bullets plus the heading for a total of four lines.
- Community Involvement Non-AFSA Related (Scoring: 10 pts)
Note: Limited to two bullets plus the heading for total of three lines.

- e. Approving Authority: International/Division/Chapter Awards Selection Committee.
- f. Scoring: Categories are scored as indicated after each category heading.
- g. Type of Award: Distinctive plaque or other suitable recognition item.
- h. Funding: By the level presenting the award.

SECTION 2. SSGT DONALD WARD AFSA AIRMAN OF THE YEAR AWARD.
(NAMED IN HONOR OF SSGT DONALD WARD, AN AFSA FOUNDER)

- a. Eligibility: The nominee must be serving as an Active Duty, ANG, or AFRC Airman (E-1, E-2, E-3, E-4), as of December 31 of the calendar year immediately preceding the year of consideration at the annual division and/or international meetings. Selected division nominees who are promoted to E-5 prior to the annual international meeting (but after Dec. 31 of preceding calendar year) may represent their division at the International AFSA AOY competition.

Note: The nominee must be a member of AFSA prior to 1 Jul of the year in which being nominated. (i.e., for 2013 submission, nominee must have been an AFSA member prior to 1 Jul 2013) or seek division waiver approval.

- b. Nomination Procedures: Nominated by chapters and submitted directly to divisions. Divisions submit their nominee to AFSA HQ.
- c. Reason Presented: To recognize and honor outstanding Airmen and to encourage them to continue with their desire to be exceptional representatives of the United States Air Force and their country.
- d. Package Requirement: Unit Cover Letters from the Chapter, as required by level of competition (follow format of AFSA NCOY/AOY cover letter found at Attachment 3), a one-page personal biography, two 5x7 color photographs: upper torso and full front, and the AFSA Form 100, limited to 18 lines and the number of bullets outlined in each category. The single-line, bullet format is highly

recommended/expected. Wraparound sentences are discouraged, as each line is counted toward the total and lessens the number of impacts. (See Attachment 2)

Use the following category headings: for the AFSA Form 100:

- Leadership and Job Performance in Primary Duties (Scoring: 60pts)
Note: Limited to seven bullets plus the heading for a total of eight lines.
- Whole Airman Concept (Non-AFSA Related) (Scoring: 20pts)
Note: Limited to four bullets plus the heading for a total of five lines.
- AFSA Involvement Base and Community (Scoring: 20pts)
Note: Limited to four bullets plus the heading for a total of five lines.

- e. Approving Authority: An independent selection board.
- f. Scoring: Categories are scored as indicated after each category heading.
- g. Type of Award: A distinctive and appropriate award.
- h. Funding: By the level presenting the award.

SECTION 3. TSGT VIRGIL PERRY AFSA NON-COMMISSIONED OFFICER OF THE YEAR AWARD.

(NAMED IN HONOR OF TSGT VIRGIL PERRY, AN AFSA FOUNDER).

- a. Eligibility: The nominee must be serving as an Active Duty, ANG, or AFRC NCO in the ranks of E-5 or E-6, as of December 31 of the calendar year immediately preceding the year of consideration at the annual division and/or international meetings. Selected division NCOYs who are promoted to E-7 prior to the annual international meeting but after Dec. 31 of the preceding calendar year may represent their division at the International competition.

Note: The nominee must be a member of AFSA prior to 1 Jul of the year in which being nominated. (i.e. for 2013 submission, nominee must have been an AFSA member prior to 1 Jul 2013) or seek division waiver approval.

- b. Nomination Procedures: Nominated by chapters and submitted directly to divisions. Divisions submit their nominee to AFSA HQ.
- c. Reason Presented: To recognize and honor outstanding junior NCOs and to encourage them to continue with their desire to be exceptional representatives of the United States Air Force, their country, and AFSA.
- d. Package Requirement: Unit Cover Letters from the Chapter, as required by level of competition (follow format of AFSA NCOY/AOY cover letter found at Attachment 3), a one-page personal biography, two 5x7 color photographs:

upper torso and full front, and the AFSA Form 100, limited to 18 lines and the number of bullets outlined in each category. The single-line, bullet format is highly recommended/expected. Wraparound sentences are discouraged, as each line is counted toward the total and lessens the number of impacts.

Use the following category headings for the AFSA Form 100:

- Leadership and Job Performance in Primary Duties (Scoring: 60pts)
Note: Limited to seven bullets plus the heading for a total of eight lines.
- Whole Airman Concept (Non-AFSA Related (Scoring: 20pts)
Note: Limited to four bullets plus the heading for a total of five lines.
- AFSA Involvement Base and Community (Scoring: 20pts)
Note: Limited to four bullets plus the heading for a total of five lines.

- e. Approving Authority: An independent selection board.
- f. Scoring: Categories are scored as indicated after each category heading.
- g. Type of Award: A distinctive and appropriate award.
- h. Funding: By the level presenting the award.

SECTION 4. INTERNATIONAL LEGISLATIVE AWARD.

- a. Eligibility: Members/chapters. This award has two categories: individual and chapter. Chapters nominate individual and/or chapter winners and submit directly to the division. Each AFSA chapter may submit one nominee in each category. Divisions submit the division winners to AFSA HQ.
- b. Nomination Procedures: Chapters nominate member and/or chapter to divisions. Divisions nominate individual/chapter winners to AFSA HQ.
- c. Reason Presented: To recognize significant contributions to the AFSA legislative program (this could include development, implementation, or continuance of programs, etc.).
- d. Package Format: A biography and the AFSA Form 100 limited to 20 lines for individuals including headings and front side only for chapters. The single-line, bullet format is highly recommended/expected. Wraparound sentences are discouraged, as each line is counted toward the total and lessens the number of impacts. (See Attachment 2)

Use the following category headings for the AFSA Form 100:

- Legislative Week Activities (40 pts max)
Note: Limited to six bullets plus the heading for a total of seven lines.

- Legislative Awareness at Chapter Level (40 pts max)
Note: Limited to six bullets plus the heading for a total of seven lines.
 - Legislative Impact at Local Level (10 pts max)
Note: Limited to two bullets plus the heading for a total of three lines.
 - Legislative Activities at State Level (10 pts max)
Note: Limited to two bullets plus the heading for total of three lines.
- e. Approving Authority: President at level presenting the Award (At International it is the International President).
- f. Type of Award: Distinctive plaque or other suitable recognition item.

SECTION 5. EXEMPLARY ACHIEVEMENT AWARD.

- a. Eligibility: Members and non-members of AFSA, including persons eligible for membership or any field activity.
- b. Nominating Procedures: Nominated by presidents at their respective level or the Chief Executive Officer and awarded/presented at the level nominated.
- c. Reason Presented: Exemplary achievement in education, training, recruiting, management, community/public relations, career development, or other programs of benefit to AFSA, the USAF, ANG or AFRC.
- d. Package requirement: Appropriate level submit a completed AFSA Form 100 limited to front side only. (See Attachment 2)
- e. Approving Authority: Executive Council at division/chapter levels; International President at International level. It is not forwarded to the next level.
- f. Type of Award: Distinctive plaque or other suitable recognition item.
- g. Funding: Level approving presentation of the award.

SECTION 6. VETERANS ADMINISTRATION VOLUNTEER SERVICES (VAVS) AWARD.

- a. Eligibility: All members are eligible.
- b. Nomination Procedures: Nominated by the chapters and submitted directly to the division. Each AFSA chapter may submit one nominee. Divisions submit the division winner to AFSAHQ.
- c. Reason Presented: Exceptional dedication and service in a volunteer status in a VA facility.

- d. Package Format: A biography and the AFSA Form 100 limited to 20 lines to include headings. The single-line, bullet format is highly recommended/expected. Wraparound sentences are discouraged, as each line is counted toward the total and lessens the number of impacts. (See Attachment 2)

Use the following category headings for the AFSA Form 100:

- Duties and Accomplishments (50 pts max)
Note: Limited to nine bullets plus the heading for a total of ten lines.
- Volunteer Savings to Organization (25 pts max)
Note: Limited to four bullets plus the heading for a total of five lines.
- Total Hours of Service (25 pts max)
Note: Limited to four bullets plus the heading for a total of five lines.

- e. Approving Authority: International/Division/Chapter Awards Selection Committee.
- f. Award: Distinctive plaque or other suitable recognition item.
- g. Funding: AFSA level approving presentation of the award.

SECTION 7. VOLUNTEER SERVICE AWARD.

- a. Eligibility: All members/chapters. This award has two categories: individual and chapter. Chapters nominate individual and/or chapter winners and submit directly to the division. Each AFSA chapter may submit one nominee in each category. Divisions submit the division winners to AFSAHQ.
- b. Nomination Procedures: Nominated by the chapters and submitted directly to the division. Each AFSA chapter may submit one nominee in each category. Divisions submit the division winners to AFSAHQ.
- c. Reason Presented: Exceptional dedication and service in a volunteer status in any area where volunteer service is authorized.
- d. Package Format: A biography and the AFSA Form 100 limited to 20 lines for individuals including headings and front side only for chapters. The single-line, bullet format is highly recommended/expected. Wraparound sentences are discouraged, as each line is counted toward the total and lessens the number of impacts. (See Attachment 2)

Use the following category headings for the AFSA Form 100:

- Volunteer Activities (60 pts max)
Note: Limited to eleven bullets plus the heading for a total of twelve lines.
- Impact of Volunteer Service (25 pts max)
Note: Limited to six bullets plus the heading for a total of seven lines.

- Total Hours of Service (15 pts max) Scoring for Chapters only
0-1000 hrs = 5 pts; 1001-3000 hrs = 10 pts; 3001 and above = 15 pts
Note: Limited to quantity, following the main heading, for a total of one line.

- e. Approving Authority: International/Division/Chapter Awards Selection Committee.
- f. Award: Distinctive plaque or other suitable recognition item.
- g. Funding: AFSA level approving presentation of the award.

SECTION 8. AFSA MEMBERSHIP ACHIEVEMENT AWARD.

- a. Eligibility: All AFSA members who recruited and/or retained a minimum total of 100 members for the award period.
- b. Nomination Procedures: Chapter nominees are submitted directly to the division. Divisions submit the division nominee to AFSA HQ by announced deadline.
- c. Reason Presented: Criteria is based upon efforts to recruit and retain members, innovative ways to promote membership at the chapter, division, and/or international level and management support of membership initiatives.
- d. Package Format: A one-page biography and the AFSA Form 100 limited to 20 lines, including headings. (See Attachment 2).

Use the following category headings for the AFSA Form 100:

- Significant Efforts in Recruiting and Retention (50 pts max)
Note: Limited to nine bullets plus the heading for a total of ten lines.
 - Innovative Ways to Increase Membership (25 pts max)
Note: Limited to four bullets plus the heading for a total of five lines.
 - Membership Initiatives at Chapter Level (25 pts max)
Note: Limited to four bullets plus the heading for a total of five lines.
- e. Approving Authority: President at level presenting the Award. For International: International President.
 - f. Scoring: Categories are scored as indicated after each category heading.
 - g. Type of Award: Distinctive plaque or other suitable recognition item.
 - h. Funding: AFSA level approving presentation of the award.

PRINCIPLE 6 - TEAM AWARDS. These awards recognize outstanding or exceptional performance in chapter management and organization, volunteerism, humanitarianism and communication program.

SECTION 1. CHAPTER OF THE YEAR. There are two awards: one is for chapters with 500 or more members and the other is for chapters with less than 500 members.

- a. Eligibility: All Chapters.
- b. Nomination Procedures: Nominated by chapters and submitted directly to divisions. Divisions submit the winner to AFSA HQ.
- c. Reason Presented: Presented to the top chapter whose overall management contributes to and furthers the aims of the association.
- d. Package Format: Submit an AFSA Form 100 limited to 18 lines, including headings. (See Attachment 2)

Use the following headings for the AFSA Form 100:

- **Activity and Americanism Projects:** (Score value is 50 points) Include actions not limited to: events hosted, attended, and/or participated in and results/impact, base and community involvement, projects and or support activities, social activities, and any recognition the chapter or its members have received in recognition of the efforts of AFSA.
Note: Limited to seven bullets plus heading for a total of eight lines.
- **Membership Achievement:** (Score value is 20 points) Include actions not limited to Recruiting and Retention activity, goal accomplishment, initiatives members/chapters took to enhance membership of the association, efforts to work lapsed, bad address, and recruiting and retention rosters, best practices and any marketing initiatives.
Note: Limited to three bullets plus heading for a total of four lines.
- **Legislative Initiatives:** (Score value is 15 points) Include all activities that support the AFSA legislative platform as well as any other efforts members take to educate and make members aware of the legislative process.
Note: Limited to two bullets plus heading for a total of three lines.
- **Fraternalism Activities** (Score value is 15 points) Include all social activities the chapter participates in to promote Esprit-de-Corps among members.
Note: Limited to two bullets plus heading for a total of three lines.

Note: All data contained on the form should be able to be verified by referring to the nominated chapters' quarterly reports.

- e. Scoring: The nomination package will be scored independently with a total value of 100 points. Five points will be deducted for each quarter that a chapter was late submitting a quarterly report for a maximum of 20 points. A late report is defined as the same requirements set forth in order to receive quarterly administrative payments, i.e. received prior to 30 days after the end of the quarter, unless waiver approved by International President.

Note: Chapters with missing reports at the end of the calendar year (December 31) are ineligible to compete for this award. It is the responsibility of the respective level of submitter to validate chapter eligibility.

- f. Approving Authority: International/Division Awards Selection Committee/Activity.
- g. Type of Award: Distinctive plaque or other suitable recognition item.
- h. Funding: Level approving presentation of the award.

SECTION 2. HUMANITARIAN SERVICE AWARD.

- a. Eligibility: Chapters involved with humanitarian efforts on a local and/or national level. This award is not the same as volunteering on-base. Not every chapter may be involved in humanitarian activities.
- b. Nomination Procedures: Nominated by chapters and submitted directly to divisions. Divisions submit the winner to AFSA HQ.
- c. Reason Presented: Exemplary achievement in the field of humanity.
- d. Package Format: Submit an AFSA Form 100 limited to 18 lines, including headings.(See Attachment 2)

Use the following category headings for the AFSA Form 100:

- Humanitarian Efforts at Local Level (Scoring: 75pts)
Note: Limited to 12 bullets plus heading for a total of 13 lines.
 - Humanitarian Efforts at the National Level (Scoring: 25pts)
Note: Limited to four bullets plus heading for a total of five lines.
- e. Scoring: Categories are scored as indicated after each category heading.
- f. Approving Authority: International/Division Awards Selection Committee/Activity.
- g. Type of Award: Distinctive plaque or other suitable recognition item.

- h. Funding: Level approving presentation of the award.

SECTION 3. CHAPTER MEMBERSHIP AWARD.

- a. Eligibility: All chapters are eligible. Two awards are presented to ensure all chapters are competitive: percentage increase and actual increase.
- b. Reason Presented: Showing the largest growth percentage and actual in membership in any given recruiting year (January 1 - December 31).
- c. Approving Authority: AFSA HQ: International President; Division: Division President.
- d. Type of Award: Suitable recognition item as determined by approving authority.
- e. Funding: Level approving presentation of the award.

SECTION 4. CMSGT RICHARD L. ETCHBERGER COMMUNICATION AWARD. (NAMED IN HONOR OF CMSGT RICHARD L. ETCHBERGER)

- a. Eligibility: All divisions/chapters are eligible.
- b. Nomination Procedures: Nominated by the chapters and submitted directly to the division. Divisions submit the division and/or chapter nominee to AFSA HQ.
- c. Reason Presented: To recognize a comprehensive division or chapter communications program that effectively incorporates association messages/updates into continual social media/website activities and recurring newsletters along with a variety of other communication tactics to best reach the respective division's or chapter's internal and external audiences as determined by the respective Board of Directors."
- d. Social media platforms available to divisions and chapters include (but not limited to) Facebook, Instagram, and YouTube. Each division or chapter need to maintain and utilize Facebook as their primary social media presence (following HQ guidance) but may utilize other platforms based on their local desires.
- e. Websites can be useful for a division or chapter; however, there is an expense (financial and/or labor) that all divisions or chapters may not be able to pay. As such, Social Media/Websites will be considered as one area in the awards scoring criteria.
- f. Newsletters are defined as "a bulletin issued periodically to the members of a society, business, or organization" and are an important part of an effective communications program to keep all members (and potential) members informed of past activities, upcoming events, and important information from key personnel.

An AFSA Division or Chapter Newsletter can take many forms, from a traditional printed document that is physically mailed, an online document, or a video presentation (such as a Zoom Video, YouTube, Facebook Video) and as such, each division or chapter executive council may choose the form(s) that best reach their audience.

- g. Package Format: Submit an AFSA Form 100 (See Attachment 2) with links (URLs) to website and/or social media pages, as well as any other relevant documentation to support award submission. In addition, submit one copy (or link/URL) of all newsletters (as described in paragraph f above) during the award year (minimum of three separate newsletters).

Awards will be scored according to the categories below:

- **Social Media/Website** (Scoring 50 points max) Evaluated on: presence, growth, creativity & innovation, consistent association branding, functionality, contact information, overall appearance, and engagement.
 - **Newsletter** (Scoring 30 points max) Evaluated on information content, executive council member articles, news writing/editing/proofing, design, organization, reproduction, and overall appearance.
 - **Other Communications Tactics** (Scoring 20 points max) Divisions and Chapters are encouraged to use all available methods to reach their internal and external audiences. These methods include (but not limited to) local radio, television, newspaper, magazine feature reports as well as division/chapter created flyers, posters, etc. Divisions and chapters may list these other tactics on the AFSA Form 100 as well as provide copies or links (URLs) (if applicable). Evaluated on creativity & innovation, audience reach, overall effectiveness.
- h. Approving Authority: Special committee appointed by the Division President or International President.
- i. Type of Award: Distinctive plaque or other suitable recognition item.
- j. Funding: Level approving presentation of the award.

PRINCIPLE 7 - RECRUITING AND RETENTION INCENTIVE AWARDS

SECTION 1. OBJECTIVE. The Membership Recruiting and Retention Incentive Awards Programs recognize members who recruit new members and retain current members in sufficient quantities to sustain the continued growth of the association. The program is designed to recognize membership recruiting and retention achievements and encourage members to seek entry into the elite SKYHigh/HighFLIER/TwinFLIER clubs. Recruiters/retainers will be credited monthly for all members recruited/retained. Top recruiters/retainers will have their name listed in the AFSA publication.

SECTION 2. LIFETIME RECRUITING/RETENTION LAPEL PINS. Special lapel pins recognize members who are actively engaged in recruiting and retaining AFSA members and are issued to members who have recruited and/or retained AFSA members. Various pins recognize members who have achieved outstanding recruiting and/or retention objectives. Lifetime Recruiting/Retention (Cumulative) Lapel Pins by increments are:

- Recruit/Retain of 25: Member will receive a recruiter or retainer pin
- Recruit/Retain of 50: Member will receive a “Silver” recruiter or retainer pin
- Recruit/Retain of 100: Member will receive a “CENTENARIAN” recruiter or retainer pin with increment
- Recruit/Retain of 200: Member will receive a “CENTENARIAN 2 ”
- Recruiter or retainer pin with increment
- Recruit/Retain of 500: Member will receive a “CENTENARIAN 5” recruiter or retainer pin with increment
- Recruit/Retain of 1000: Member will receive a “CENTENARIAN 10” recruiter or retainer pin with increment
- Recruit/Retain of 2000: Member will receive a "CENTENARIAN 20" recruiter or retainer pin with increment
- Recruit/Retain of 3000+: Member will receive a "CENTENARIAN LIFETIME ACHIEVER" recruiter or retainer pin with increment 3,000+

(**Note:** Mass mailing of Lapel Pins made periodically throughout each year.)

SECTION 3. INDIVIDUAL AWARDS. The top winners will be named in each of the following categories. Each winner will receive a distinctive award and special recognition at the next International Convention.

- a. CMSgt Geno Piccoli Top Recruiter Award: Named in honor of CMSgt Geno Piccoli. CMSgt Piccoli still maintained the highest lifetime recruiting totals to date. The award recognizes an individual with the highest number of recruits in a calendar year. In addition to the distinctive award and special recognition at the next International Convention, the recruiter will receive a free convention registration if they recruit a minimum of 100 members.
- b. Top Retainer: The award recognizes an individual with the highest number of retentions in a calendar year. In addition to the distinctive award and special recognition at the next International Convention, the retainer will receive a free convention registration if they retain a minimum of 100 members.

SECTION 4. SKYHIGH/HIGHFLIER/TWINFLIER CLUB. Members who recruit/ retain

100 or more members in one year receive a distinctive award, a special pocket badge, and a free convention registration. For the TwinFLIER club, members must recruit/retain 100 or more members of which a minimum of 25 must be in both recruit and retain (example: 75/25).

Only one convention registration will be awarded per person per campaign. For example, if a registration is earned for recruiting 100 members, there will be no subsequent convention registration for 200 recruits. If a member recruits 100 and retains 100 members, he or she will only receive one free registration.

Note: If a member qualifies as a SKYHigh or HighFLIER, they are not eligible to be a TwinFLIER.

SECTION 5. CHAPTER AWARDS. The top chapter winners will be named in each of the following categories. Each winner will receive a distinctive award and special recognition at the next International Convention. No convention registrations will be awarded for organization awards.

- a. Top Recruiting Chapter: Minimum recruiting requirements are 300 newly recruited members for a Chapter.
- b. Top Retaining Chapter: Minimum retention requirements are 200 retained members for a Chapter.

SECTION 6. INCENTIVES AND AWARDS

- a. All convention registration awards are non-transferable. Free convention registrations hold no monetary value. Only one registration will be awarded per person per award year. For example, if a registration to convention is earned for recruiting 100 members, there won't be a subsequent registration for 200 recruits. If a member recruits 100 members (SKYHigh), retains 100 members (HighFLIER) or recruit/retain 100 or more members, of which, 25 must be either recruit or retain (TwinFLIER), he or she will receive one registration. An individual can earn only one convention registration regardless if they qualify for multiple awards.
- b. Chapters that recruit or retain 300 members will qualify for one free convention registration, as long as no one in the chapter has already qualified for SKYHigh, HighFLIER, or TwinFLIER. The free registration will be made available for the following year's convention.

PRINCIPLE 8 - DONOR AWARD PROGRAM

SECTION 1. OBJECTIVE. The objective of the Donor Award Program is to recognize philanthropic support for AFSA at the individual and field level.

- a. Eligibility: All individuals making donations to AFSA or AFSA Charities are

eligible. The AFSA HQ is the POC for this awards program.

- b. Contributions: Contributions in the amount of \$500 or more made by individuals or field organizations during the Professional Airmen's Conference "Parade of Checks" will be acknowledged at the following year's Professional Airmen's Conference because they will have been donated during a new fiscal year.
- c. Type of Award: AFSA HQ will select an appropriate incentive (gift). Mass mailing of the incentives awards (gifts) will be processed in September/October for the prior FY recipients/field organizations
- d. Funding: AFSAHQ.

SECTION 2. INDIVIDUAL LIFETIME PROGRAM (CUMULATIVE)

All contributions to the AFSA International Individual Lifetime Donor Award Program are entered onto the member's record (donor record for nonmembers). At the end of the calendar year, all contributors will receive a personal letter of thanks for their support.

1. SERGEANTS Level	Donation of \$50 or more name(s) appear in AFSA publication.
2. Benefactor Level	\$500 to \$1,499
3. Benefactor Nickel Level	\$1,500 to \$2,999
4. Benefactor Pewter Level	\$3,000 to \$5,999
5. Benefactor Bronze Level	\$6,000 to \$9,999
6. Benefactor Silver Level	\$10,000 to \$14,999
7. Benefactor Gold Level	\$15,000 to \$19,999
8. Benefactor Platinum Level	\$20,000 to \$29,999
9. Benefactor Double Platinum	\$30,000 to \$39,999
10. Benefactor Lifetime Achiever	\$40,000 to Infinity

SECTION 3. FIELD LIFETIME PROGRAM (CUMULATIVE)

All contributions to the AFSA International Field Lifetime Benefactor Award Program are entered onto the field's record (donor record for nonmembers). At the end of the calendar year, all contributors will receive a personal letter of thanks for their support.

1. SERGEANTS Level	Donation of \$500.00 or more name(s) appear in AFSA publication.
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2. Benefactor Level	\$500 to \$1,499
3. Benefactor Nickel Level	\$1,500 to \$2,999
4. Benefactor Pewter Level	\$3,000 to \$5,999
5. Benefactor Bronze Level	\$6,000 to \$9,999
6. Benefactor Sliver Level	\$10,000 to \$14,999
7. Benefactor Gold Level	\$15,000 to \$19,999
8. Benefactor Platinum Level	\$20,000 to \$29,999
9. Benefactor Double Platinum	\$30,000 to \$39,999
10. Benefactor Lifetime Achiever	\$40,000 to Infinity

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ATTACHMENT 1

Air Force Sergeants Association - Awards Nomination		
1. GENERAL INFORMATION		
Award: Award Submitted ▾	Category: Type and/or Level of Award ▾	Award Period: 1 Jan - 31 Dec 20X ▾
Name of Nominee (First, MI, Last): Love M. Lotts		Nominee's Rank: ▾
Division: ▾	Chapter: ▾	Chapter Strength: *Credentials/deadline
2. SPECIFIC ACCOMPLISHMENTS (Use single-spaced bullet format)		
<p>TITLE: - Bullets</p> <p>TITLE: - Bullets</p> <p>TITLE: - Bullets</p> <p>TITLE: - Bullets</p> <p>TOTAL HOURS OF SERVICE: XXX Hours (Single-line format. Used for Veterans Administration and Volunteer Service Awards; Individual & Team)</p> <p>ACRONYMS: (When used, include below last bullet section or on reverse, for full-page submissions or for additional space. Single column is preferred, however, continuous wraparound sentences may be used.)</p> <p>*Chapter Strength (shown in section 1) should be consistent for all submissions from a respective chapter and are normally found on the chapter credentials sent out on or about the first day of the month prior to the month of either the specific division convention or the AFSA International Conference/Convention/Meeting(s). Chapters attending division conventions held in conjunction with the AFSA International event, should seek guidance from their respective Division Presidents, based on the divisions' specific deadline/suspense for award submissions.</p>		
<p>AFSA FORM 100 (AFSA Awards Nomination Form) November 1, 2017</p> <div style="float: right;"> <input type="button" value="Reset Form"/> <input type="button" value="Print Form"/> </div>		

ATTACHMENT 2
Sample AFSA Form 100

2. SPECIFIC ACCOMPLISHMENTS, Cont (Use single-spaced bullet format)
AFSA 100 (AFSA Awards Nomination Form) November 1, 2017

AFSA Form 100 October 2017

ATTACHMENT 3

AFSA Airman/NCO of the Year Unit Cover Letter

February 15, 2013

MEMORANDUM FOR: Division XXX President and AFSA HQ

FROM: AFSA Chapter xx
123 Main Street (CHAPTER ADDRESS)
Anywhere, USA 12345

SUBJECT: Division XXX *AFSA NCO of the Year* Nominee

1. The following information is provided for the above listed award:
 - a. SSgt Love M. Lotts / Member # XXXXXX
 - b. Unit, Job Title
 - c. Nominee's mailing address and phone number
Det 5
123 Main Street (NOMINEE'S ADDRESS)
Anywhere, USA 12345
love.m.lotts@barksdale.af.mil
DSN: xxx-xxxx Comm: (318) xxx-xxxx
 - d. Nominee's commander
Lt Col Big O. Bear
123 Main Street (COMMANDER'S BASE ADDRESS)
Big Flight AFB, USA 12345
big.o.bear@xxxxx.af.mil
DSN: xxx-xxxx Comm: (xxx) xxx-xxxx
2. It is with great pride that I nominate SSgt Love M. Lotts for Division xx *AFSA NCO of the Year*.
LIMITED TO 25 words.

Team AFSA, CMSgt, Ret)
Division President

- 3 Attachments
1. AFSA Form 100
 2. Biography
 3. Photos