



## OpMan 31 – Awards Program

Effective: October 26, 2015

1. **PURPOSE:** To recognize individuals and units that have, through their outstanding performance, furthered the goals of the Association of Old Crows (AOC).
2. **SCOPE:** This OpMan shall be used by the Awards Committee to administer the AOC Awards Program.
3. **MANAGEMENT OF THE AWARDS PROGRAM:** The AOC Awards Program shall be managed by the Board of Directors, according to the provisions and guidelines contained in this OpMan.
4. **STRUCTURE OF AOC AWARDS PROGRAM:**
  - A. AOC Awards shall be organized according to the Awards Groups as listed in **Appendix A**.
  - B. The descriptions and criteria for each award shall be maintained in **Appendix B**.
5. **STRUCTURE OF THE AWARDS COMMITTEE:** The President of the AOC Board of Directors shall appoint the Awards Committee Chairperson who shall serve a term of two (2) years, the first as Vice Chairperson and the second as Chairperson.
  - A. The Awards Committee Chairperson shall select the members of the Awards Committee from the membership of the AOC and assign those members to the Group Categories listed in Appendix A.
  - B. Members of the Awards Committee should have knowledge of, and experience in, at least one of the Awards Groups defined in **Appendix A**. The Committee should represent the diversity of the AOC membership. While priority should be given to an individual's EW experience in regard to the Award Groups, the Committee Chairperson can choose members from military services, EW industry segments and DoD/government civilian agencies.
  - C. The Awards Committee shall be comprised of a minimum of eight (8) members including the Chair and Vice Chair. The AOC Executive Director and AOC Director, Membership Operations shall support and participate in Committee operations, as required.
  - D. Members of the Awards Committee shall serve a term of two (2) years. The terms of the members of the Awards Committee shall be staggered so that the terms of four (4) members, not including the Chairperson, will expire in the even years and terms of four (4) members will expire in the odd years. The Awards Committee Chairperson shall appoint a minimum of four (4) members to the Awards Committee each year.
  - E. The Awards Committee shall be empowered to determine the definition and makeup of awards and award groups for the purpose of selection and presentation.
6. **ORGANIZATION OF THE AWARDS COMMITTEE:**
  - A. Each Award Group shall be managed by a Group Manager who shall be selected by the Awards Committee Chairperson. Assistant Group Managers shall assist the Group Managers. They shall become the Group Manager in their second year on the Awards Committee.
  - B. The Awards Committee Chairperson shall serve as the Group Manager for Award Groups One (AOC Prestige) and Two (AOC Excellence) and shall be supported by the AOC Director, Membership Operations. The Vice Chairperson shall be the Assistant Group Manager for Group One.
  - C. The Awards committee should strive to have members with relative experience in the areas that they are evaluating, to include international members if possible.
7. **PROCEDURES OF THE AWARDS COMMITTEE:** Each year the Awards Committee shall review the AOC Operations Manual 31 (OpMan) and make recommendations to the AOC Board of Directors for revisions deemed necessary or beneficial to the Awards Program. Revisions to the OpMan shall be approved by the AOC Board of Directors.

- 44 A. The Awards Committee Chairperson will publish the names of the members of the Awards  
45 Committee and its schedule/milestones prior to the first meeting of the Awards Committee, see  
46 **Appendix C**.
- 47 B. The Awards Committee Chairperson shall establish the Committee's operating procedures at the  
48 Committee's first meeting.
- 49 C. Group Managers shall be responsible for validating award criteria for each award, in their assigned  
50 Award Group. They shall review, evaluate and recommend recipients to the Awards Committee for  
51 all awards in their Award Group. In evaluating recipients, the Group Manager shall ensure that the  
52 recipient(s) meet the stated criteria for the award. If they do not, the Group Manager shall ensure that  
53 the nomination is returned without further action to the nominator for clarification. Group Managers  
54 shall maintain suitable records to indicate how he or she chose the winner, i.e. how the nominee's  
55 accomplishments meet the stated criteria for the award.
- 56 D. The AOC Director, Membership Operations shall ensure that the Awards Committee OpMan  
57 documents are available to members and Chapters.
- 58 E. The Awards Committee shall meet after reviewing their nominations, as a body for the purpose of  
59 making their final determinations on the slate of recipients for the AOC awards. Each award will be  
60 discussed and each Group's recommendations for the awards will be confirmed by the committee  
61 representatives. If the Group's slate is changed the committee representatives will confirm  
62 recommended award winners based on a majority vote of the members. The committee chairman  
63 shall not vote except to break any tie votes. Those selected shall be the committees' slate to be  
64 forwarded to the Board of Directors.
- 65 F. The Awards Committee's recommendations for recipients of the AOC Awards shall be presented to  
66 the AOC Board of Directors for review and approval.
- 67 G. Award recipients will be acknowledged at the Annual Symposium by name, award and picture (if  
68 available) on an Awards display board and slides shown during breaks and in between symposium  
69 sessions.
- 70 **8. NOMINATION PROCEDURE:** The Awards Committee Chairperson shall publish the annual nomination  
71 period in the Awards Committee Milestones. With that publication, the Director, Membership Operations will  
72 announce to the AOC membership, via the most effective media, the dates for accepting award nominations  
73 and all attachments/references/links to the Award Program OpMan. The frequency of follow-on announcement  
74 soliciting nominations will be determined by the Director, Membership Operations and the Awards Committee  
75 Chairperson.
- 76 A. Nominations for all AOC Awards must be submitted on the official AOC Awards Program  
77 Nomination Form found in **Appendix D** of the OpMan.

## 78 **9. SELECTION/APPROVAL OF AWARDS**

- 79 **A. AOC Gold Medal**
- 80 1. The Awards Committee Chair shall submit prioritized eligible nominees to the AOC  
81 Foundation Board of Directors.
- 82 2. The Board of Directors shall, by secret ballot, select the recipient by a simple majority (51%  
83 of those present and eligible to vote).
- 84 3. Successive secret ballots shall be conducted in the event that a candidate does not receive the  
85 required simple majority. If after five ballots where no candidate receives the required  
86 simple majority required for selection the candidate receiving the most votes on the sixth  
87 ballot shall be declared the recipient.
- 88 4. The AOC President (or the presiding officer) shall not vote for the recipient unless required  
89 to break a tie vote.
- 90 **B. Hal Gershanoff Silver Medal**

- 91 1. The Awards Committee shall submit prioritized eligible nominees to the AOC Board of  
92 Directors.
- 93 2. The Board of Directors shall, by secret ballot, select the recipient by a simple majority (51%  
94 of those present and eligible to vote).
- 95 3. Successive secret ballots shall be conducted in the event that a candidate does not receive the  
96 required simple majority. If after five ballots where no candidate receives the required  
97 simple majority required for selection, the candidate receiving the most votes on the sixth  
98 ballot shall be declared the recipient.
- 99 4. The AOC President (or the presiding officer) shall not vote for the recipient unless required  
100 to break a tie vote.

101 **C. All Other AOC Awards**

- 102 1. The Board of Directors shall review and, by majority vote (51% of those present and eligible  
103 to vote), approve the Awards Committee's recommended recipients.

104 **10. NONCOMPETITIVE AWARDS:** Noncompetitive Awards provide a means for the AOC Board of  
105 Directors, the AOC Board of Directors and Chapter Presidents to recognize individuals for achievements  
106 and contributions outside the normal awards cycle. Noncompetitive Awards will not be presented at the  
107 national convention.

108 A. **AOC Board of Director Award:** The AOC Board of Director Award expresses appreciation to  
109 individuals who have assisted the AOC Board of Directors in executing its fiduciary  
110 responsibilities to the AOC membership or has significantly contributed to the Electronic Warfare  
111 community in some manner deserving of recognition of the Board of Directors with an out-of-  
112 cycle award.

113 B. **AOC Distinguished Service Award:** The Distinguished Service Award is presented by an AOC  
114 Chapter in recognition of a member's significant service or distinguished contributions to the  
115 Chapter.

116 C. **AOC Outstanding Achievement Award:** The AOC Outstanding Achievement Award is  
117 presented by an AOC Chapter in recognition of a member's outstanding achievements within the  
118 Chapter's local EW community.

119 **11. PROCEDURES FOR NONCOMPETITIVE AWARDS**

120 A. Nominations must be submitted using the Noncompetitive Award Nomination Form (**Appendix**  
121 **E**) which may be obtained from the Director of Membership Operations or from the AOC website.

122 B. Nominations for the AOC Board of Director Award may only be submitted by a member of the  
123 AOC Board of Directors. The EXCOM, on behalf of the AOC Board of Directors, shall approve  
124 the AOC Board of Director Award. No more than two awards may be given in a calendar year.

125 C. Nominations for the AOC Distinguished Service Award and the AOC Outstanding Achievement  
126 Award may be submitted by a Chapter President.

127 D. The Director of Membership Operations shall process the nominations for the AOC Distinguished  
128 Service Award and the AOC Outstanding Achievement Award and submit them to the AOC  
129 Foundation Executive Committee for approval.

130 E. The AOC Foundation Executive Committee shall approve the AOC Distinguished Service Award  
131 and the AOC Outstanding Achievement Award.

132 F. Awards approved by the Executive Committee shall be reported at the next meeting of the AOC  
133 Foundation Board of Governors as part of the Membership Report.

134 G. The costs for awards presentation items, engraving and shipping of the AOC Distinguished  
135 Service Award and the AOC Outstanding Achievement Award shall be the responsibility of the

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Chapter submitting the nomination. Payment for these services, billed at cost, shall be due upon receipt of an invoice from the AOC Director of Membership Operations.

