



# Awards Manual

2014 Edition

## Table of Contents

1. Purpose of This Manual: .....	3
3. Awards Committee Composition: .....	3
4. Proper Submission of Awards: .....	3
4.1 Writing Individual Awards:.....	4
REGION 3 INDIVIDUAL AWARDS .....	4
4.1.1. Region 3 Commendation: .....	4
4.2.2. Scholastic Achievement Awards: .....	4
4.1.2. Iron Star:.....	4
4.1.3. Silver Pillar:.....	4
4.1.4. Gold Pillar:.....	4
4.1.5. Legion of Merit:.....	4
4.1.6. Crystal Star: .....	5
4.1.7. Steven “Doc” Jessup Distinguished Service Award:.....	5
4.1.8. Glen Corbin Cross:.....	5
4.1.9. Polaris Award 2nd Order:.....	5
4.1.10. Polaris Award 1st Order:.....	5
REGION 3 ANNUAL AWARDS .....	6
4.2. Writing Annual Award Nominations:.....	6
4.2.1. Newsletter of the Year:.....	6
4.2.3. Junior Member of the Year:.....	6
4.2.4. Enlisted Member of the Year:.....	6
4.2.5. Officer of the Year:.....	6
4.2.6. Commanding Officer of the Year: .....	7
4.2.7. Flag Officer of the Year: .....	7
4.2.8. Chapter of the Year:.....	7
4.2.9. Shakedown Chapter of the Year: .....	7
4.2.10. Support Chapter of the Year:.....	8
5. The Awards Committee Review:.....	8
5.1. Awards Committee Review Criteria:.....	8

**1. Purpose of This Manual:** The purpose of this manual is to provide guidelines for the Region 3 Award Process. The Region 3 Award Process includes, but is not limited to, the composition of the Awards Committee, the descriptions and criteria for Region 3 awards, the methods to properly submit an award nomination, and the methods the Awards Committee employs to adjudicate award submissions. By establishing these guidelines, the Region 3 membership will be aware of the criteria to submit competitive awards as well as the integrity and impartiality of the awards adjudication process.

**2. Region 3 Awards Process:** When members perform extraordinarily, they should be duly recognized for their efforts. Ideally, the awards are presented at the Region 3 Summit. Also, annual awards that go up to STARFLEET International Executive Committee are due by 15 May of the calendar year. Therefore, the call for nominations will go out by 15 March, with a 15 April deadline for submissions. Once the 15 April arrives, the submissions are closed. No further inputs or nominations will be accepted. The Awards Committee conducts a final accounting of all nominations and sets a date to review, deliberate, and adjudicate the award nominations. The annual award nominations which were selected will then be sent to FLEET HQ for consideration prior to the 15 May deadline. The Awards Committee Chair may also make a call out for award nominations and convene Awards Committee deliberation as required as situations dictate.

**3. Awards Committee Composition:** Only two members of the Awards Committee are static; the Chairman of the Awards Committee and the Senior Enlisted Advisor. The Regional Coordinator may be present as an observer or elect not to be present at all. The rest of the members are volunteers from the Region 3 membership, should not enough members volunteer then the Committee shall be filled with Zone Leaders. The Awards Committee will have a total of seven (7) members to prevent a tie. **All discussions and committee meetings are to be CONFIDENTIAL.** Any and all questions, comments or disputes regarding the Awards Committee shall be referred to the Awards Director.

**4. Proper Submission of Awards:** Award nominations will be submitted via the Region 3 website. Award submissions should follow the guidelines of the award. For the annual awards matching FLEET level awards, FLEET guidelines must be followed as well. Award nominations should not exceed 750 words and must meet the criteria of the award. Specifically list the nominee's actions and the result(s) of those actions.

**4.1. Writing Individual Awards:** Writing an individual award is a simple process, however, there are some guidelines to observe. Individual awards may not be self-nominated. The nomination must be written by someone other than the nominee. The write-up must specifically include what the person did as well as the impact the action had. While grammar and spelling accuracy is appreciated, they bear negligible effect during the Committee's review. Accuracy of the person's actions and effects are the major factors when the Committee reviews and adjudicates the award.

## **REGION 3 INDIVIDUAL AWARDS**

**4.1.1. Region 3 Commendation:** The Region 3 Commendation is awarded upon recommendation of noteworthy participation, action, or service by any Region 3 member in good standing.

**4.2.2. Scholastic Achievement Awards:** The Scholastic Achievement is awarded upon recommendation to Region 3 members who have achieved excellence (for example, a Grade Point Average of 3.0 or above on a 4.0 scale) in academic studies on a consistent basis. Nominations for Scholastic Achievement of the Year will be submitted through the awards nomination page. Supporting documentation will be emailed directly to the Awards Committee

**4.1.2. Iron Star:** The Iron Star is awarded upon recommendation of cooperative action or leadership within a member's chapter or city. Such action need not be STARFLEET related.

**4.1.3. Silver Pillar:** The Silver Pillar is awarded upon recommendation of cooperative action or leadership within a member's chapter, zone, or state. Such action must be STARFLEET related.

**4.1.4. Gold Pillar:** The Gold Pillar is awarded upon recommendation of outstanding effort and leadership on state-wide or regional basis. Such action need not be STARFLEET related. Two recommendations from members in good standing from different chapters or other unassigned members, with explanation, are required for nomination.

**4.1.5. Legion of Merit:** The Legion of Merit is awarded upon recommendation of leadership on a state-wide or regional basis. Such action must be STARFLEET related. Two recommendations from members in good standing from different chapters or other unassigned members, with explanation, are required for nomination.

**4.1.6. Crystal Star:** The Crystal Star is awarded upon recommendation for outstanding leadership on a regional or STARFLEET basis. Such action must be STARFLEET related. Two recommendations from members in good standing, who have achieved the rank of at least Captain, from different chapters or unassigned members, with explanation, are required for nomination.

**4.1.7. Steven “Doc” Jessup Distinguished Service Award:** The Steven “Doc” Jessup Distinguished Service Award (DSA) is awarded upon recommendation to outstanding Region 3 members who have contributed beyond the call of duty to their chapter, their region, and to STARFLEET as a whole. Such action must be STARFLEET related. The DSA is awarded by the Region 3 Coordinator to qualified nominees, upon recommendation from the Region 3 Chief Administration Officer and the Awards Committee. Two recommendations from members in good standing, who have achieved the rank of at least Captain, from different chapters, with explanation, are required for nomination.

**4.1.8. Glen Corbin Cross:** The Glen Corbin Cross is awarded upon recommendation to outstanding Region 3 members who have already earned a DSA previously and have continued to contribute to the welfare and growth of the Region and STARFLEET as a whole. Such action must be STARFLEET related. The Glen Corbin Cross is awarded by the Region 3 Coordinator to qualified nominees, upon recommendation from the Region 3 Chief Administration Officer and the Awards Committee. Two recommendations from members in good standing, who have achieved the rank of at least Captain, from different chapters, with explanation, are required for nomination.

**4.1.9. Polaris Award, 2nd Order** The Polaris Award, 2nd Order is the second highest individual award in Region 3. Nominees must have recommendations from three (3) Captains (or above) of chapters in good standing with full explanations. Given at the discretion of the Region 3 Coordinator.

**4.1.10 POLARIS AWARD, 1st Order** The Polaris Award, 1st Order is the highest individual award given in Region 3. Nominees must have recommendations from five (5) Captains (or above) of chapters in good standing with full explanations. Given at the discretion of the Region 3 Coordinator.



## REGION 3 ANNUAL AWARDS

**4.2. Writing Annual Award Nominations:** Writing annual award nominations will be quite similar to writing individual award nominations with the exception that annual awards are competitive. There can only be one selection by the Awards Committee, whereas individual awards have no limitations other than meeting the criteria of the specific award. Thus, it is especially critical that award nominations include clear and specific accounts of actions, accomplishments, and impacts that are clear to the Awards Committee members. The criteria that the Awards Committee must consider is mentioned in section 5.1.

**4.2.1. Newsletter of the Year:** The Region 3 Newsletter of the Year is awarded upon recommendation to the best newsletter, either in printed or electronic format, from a chapter or a marine strike group/marine expeditionary unit, of Region 3, a shuttle, etc.. Web blogs and/or web-based news services are not eligible; copies of newsletter issues at the time of nomination must be submitted for consideration. The newsletter should contain content of interest on a local level, but also include regional news. In addition to maintaining a high level of accuracy with a significant degree of professionalism, it should be informative, educational, and entertaining. Chair for verification. Failure to provide verification can be cause for the nomination to be disqualified.

**4.2.3. Junior Member of the Year:** The Junior Member of the Year is awarded upon recommendation to the top Region 3 junior member (under the age of 18) in good standing who has shown, through participation and dedication (for example, school activities, scholastic achievement, chapter functions, and regional functions), a conviction in the belief of STARFLEET and the future through action and deeds.

**4.2.4. Enlisted Member of the Year:** The Enlisted Member of the Year is awarded upon recommendation to the top Region 3 enlisted member (not holding an officer's rank) in good standing for outstanding membership on a local and regional basis; who has shown the most unflinching quality of "getting the job done", no matter how small or great the task.

**4.2.5. Officer of the Year:** The Officer of the Year is awarded upon recommendation to the Region 3 officer (holding the rank of Ensign or above) in good standing that best demonstrates outstanding direction on a local, regional, and STARFLEET basis. This is awarded to the officer

(line or staff) who has shown the most consistent level of guidance and leadership during the award period by action, deed, and word.

**4.2.6. Commanding Officer of the Year:** The Commanding Officer of the Year is awarded upon recommendation to the Region 3 commanding officer in good standing that best demonstrates exemplary leadership and motivational skills and helps set the direction and vision for his/her chapter. This is awarded to the commanding officer who encourages crew members to work hard for their chapter, takes interest in regional and STARFLEET activities, and conducts consistently with the philosophies and vision of Star Trek. To be eligible for this award, the commanding officer must have served as a commanding officer for no less than six (6) months during the award period.

**4.2.7. Flag Officer of the Year:** The Flag Officer of the Year is awarded upon recommendation to the Region 3 flag officer (holding the rank of Fleet Captain or above) in good standing that best demonstrates outstanding direction on a local and regional basis. This is awarded to the flag officer (line or staff) who has shown the most consistent level of guidance and leadership during the award period by action, deed, and word.

**4.2.8. Chapter of the Year:** The Chapter of the Year is awarded upon recommendation to the most distinguished chapter in Region 3. Representing Region 3 and STARFLEET, this chapter as a whole represents the spirit and determination of STARFLEET. This is awarded to the chapter that demonstrates the best qualities of STARFLEET as an organization and promotes the basic philosophy of Star Trek.

\*\*\*Note: nominations from a chapter's own members is expected! You do not have to rely on your CO to make the nomination; however, you should coordinate efforts with your CO to avoid duplication. Be proud of your chapter and nominate it for Chapter of the Year!

**4.2.9. Shakedown Chapter of the Year:** Shakedown Chapter of the Year is awarded upon recommendation to the most exceptional chapter in Region 3 that went through their shakedown cruise during the award period. This is awarded to the chapter that demonstrates the best qualities of and the potential to become an ideal chapter. Those qualities should include chapter newsletter (or news reporting), prompt and proper reporting procedures to all reporting agencies, and involvement with other chapters on a local and regional level. This involvement should not only include STARFLEET related activities but also local community activities.

\*\*\*Note: Nominations for Shakedown Chapter of the Year will be vetted through the Support Chapter and the Shakedown Operations Officer (Operations Officer if Shakedown Operations Officer position is unfilled).

**4.2.10. Support Chapter of the Year:** The Support Chapter of the Year is awarded upon recommendation to the most exceptional chapter in Region 3 that served as a support chapter to a shakedown chapter during the award period. This is awarded to the chapter that demonstrates to a shakedown chapter the best qualities of a STARFLEET chapter and serves as a role model and mentor to its shakedown chapter. Those qualities should include how to actively and effectively run their own chapter-level events and participate in regional and STARFLEET related events when possible. This chapter should best demonstrate the principles of the ShOC Program for developing chapters and serve as a role model for other STARFLEET chapters.

\*\*\*Note: Nominations for Support Chapter of the Year will be vetted through the shakedown chapters the nominee supported, and the Shakedown Operations officer.

**5. The Awards Committee Review:** The Awards Committee Review ensures award nominations meet eligibility requirements and adjudicated in a fair and impartial manner. The Awards Committee will only discuss, deliberate, and adjudicate awards based on the information provided in the nomination and will not factor in any personal knowledge or bias. If an award nomination is for any person on the committee, that person is automatically recused from any discussion, deliberation, and adjudication for that award. Once the nomination has been adjudicated by the remaining committee members, the person is brought back into the meeting to participate in other awards. Should the Awards Committee Chair be nominated, the Chair will be recused, and the RC will assume that role and vote, as necessary to break a tie. Again, once the award nomination has been adjudicated, the Chair will resume Position and continue with other awards.

**5.1. Awards Committee Review Criteria:** As previously stated, the Awards Committee will only account for information provided in the award nomination. In the case of the Annual Awards, due to the unique nature that these awards are competitive, the following criteria should be taken into account.

- Impact on the Community: How has the person/chapter impacted the community for the better?
- Impact to the Region: How has the person/chapter benefited the Region?
- Impact to FLEET: How has the person/chapter benefited FLEET or beyond the regional level?

If these points are not specific and measurable then the Committee will have to make assessments based solely on the information available.



