



Booklet 104
Air Force Association of Canada
Honours & Awards

FOREWORD

This Booklet contains three parts:

Part I deals with the national honours and awards which may be competed for annually by Groups, Wings and/or individual members of the Air Force Association of Canada;

Part II deals with prestigious awards presented to individuals or groups of individuals working in the commercial, civilian or military aviation fields. Where military aviation activities are concerned the Air Force Association of Canada works in cooperation with the Chief of the Air Staff/Commander Air Command in selecting recipients; and

Part III deals with the procedures to be adopted by committees responsible for screening and selection of awardees.

Associations are like venues in which members gather to share their common identity and experiences. The Air Force Association is no different. Thousands of Canadians with aerospace-related experiences and interests choose to become members of Wings in their communities and still, thousands of others become Members-at-Large. Together our members share at least one thing in common: a commitment to doing something that helps their community. This motivation, and the fact our members are all volunteers, calls for us from time to time to recognize those who make significant contributions, especially those who serve as a sterling example for others. This Booklet describes various ways of recognizing volunteers who have contributed in a significant way, as well as those serving in Canada's civilian and military aerospace spheres who make significant operational contributions. Taking the time to acknowledge these contributions is the least we can do to enhance our Association, our Air Force and our country.

AIR FORCE ASSOCIATION OF CANADA
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PART I

AIR FORCE ASSOCIATION OF CANADA

NATIONAL HONOURS AND AWARDS

SECTION 1 - GENERAL

Short Terms, Abbreviations and Definitions

- 1.01 The following short terms, abbreviations and definitions apply to this booklet:
- a) "Association" shall mean the Air Force Association of Canada;
 - b) "Association Meeting" shall mean a General Meeting of the Air Force Association of Canada;
 - c) Use of a masculine or feminine term shall be interpreted as interchangeable.
 - d) "NEC" where used shall mean the National Executive Council.

General Information

- 1.02 This booklet outlines the National Honours and Awards competed for annually by Groups, Wings and/or individual members of the Association. It also covers Association Honours and Awards which are in competition outside the Association, and the National Awards Committee selection. criteria instructions.
- 1.03 Each National Honour and Award is described separately in Part I of this booklet, while those Honours and Awards competed for outside the Association are found in Part II.
- 1.04 Where trophies are involved, the recipient holds the trophy for a period of approximately nine months after presentation together with a keeper plaque for retention. Awardees are expected to return the trophy to the Association in a condition ready for the next presentation.
- 1.05 The NEC and Group Presidents shall receive prior notification of all National Honours and Awards recipients for each year to provide those recipients a "heads up" warning to

them. This list shall be published annually as an Annex to the Annual General Meeting Minutes.

(1.06 to 2.00 inclusive, not allocated)

SECTION 2 - DISTINGUISHED SERVICE AWARD

General

2.01 In 1973 the NEC approved the establishment of a Distinguished Service Award to be awarded to individuals, in recognition and appreciation for distinguished service to the Association. The first awards were made in 1974 (NEC 48-8), amended 1982 (NEC 76/82) and 1991 (NEC 102-5 (16)). The Distinguished Service Award is the highest award presented to an individual by the Association. No more than two awards may be confirmed in any one meeting year.

Purpose

2.02 The purpose of the award, which shall be a framed scroll, is:

"IN RECOGNITION AND APPRECIATION OF DISTINGUISHED SERVICE
TO THE ASSOCIATION."

Eligibility

2.03 Any regular member of the Association, or any Canadian citizen of excellent character, who has rendered unique and distinguished service to the Association, or to Canadian Aviation in any of its aspects, is eligible for the award.

Nominations and Submissions

2.04 Nominations for this award may be made annually by:

- a) WING PRESIDENTS, with the approval of a regularly constituted meeting of the Wing Executive Council;
- b) GROUP PRESIDENTS - at the NEC midterm meeting.
- c) THE NATIONAL EXECUTIVE COUNCIL - at their mid-term meeting.

2.05 All nominations shall be submitted in writing and contain a substantiated statement of the service which prompted the nomination, not to exceed one page. The submission shall also include a statement by the nominating body, to indicate the acceptability of a lesser award for the nominee. Refer to Annex B for nomination format.

2.06 The National Honours & Awards Committee shall consider annually all submissions received at NHQ by 01 July of each year.

- a) Nominations - made by Wings shall be submitted to the Group President who shall add his comments, and forward to NHQ to meet the deadline date.
- b) Nominations - made by Group shall be submitted to NHQ to meet the deadline date.
- c) Nominations made by NEC shall be submitted to NHQ by the designated deadline.

- 2.07 All nominations - at all levels - shall be held in confidence until the selection process has been completed.
- 2.08 The National Honours & Awards Committee shall consider only those nominees placed before it.

National Honours & Awards Committee Membership

- 2.09 The following shall comprise the National Honours & Awards Committee:
- a) Honorary National President (Chair)
 - b) All Group Presidents
 - c) Immediate Past President
 - d) Executive Director (Ex-Officio and Committee Secretary)

Award Presentation Frequency

- 2.10 The award is presented annually, but if in the opinion of the Committee, no suitable candidate is nominated in any year, the committee shall be entitled to withhold presentation. The award shall be presented only once to a recipient in a lifetime. Unsuccessful nominees may be resubmitted in the next membership year.

Administration

- 2.11 The Executive Director shall inform the President(s) of the sponsoring body of the nominee(s) selected for the award(s). The President of the recipient's Wing or Group, or the senior officer of the sponsoring body, shall be responsible for advising the Executive Director when the recipient has been informed of the award. Subsequently, the Executive Director shall publicize the award to the Association, through the Honours & Awards Committee.

Presentation

- 2.12 Ideally the award presentation shall take place at the Association Annual General Meeting. Failing the attendance of the recipient at the meeting, the Executive Director at no cost the NHQ, shall make arrangements for presentation by a member of the NEC at the Group or Wing level, at an appropriate special event.

Initial Cost and Maintenance

- 2.13 The cost of the award shall be borne by the Association. There is no maintenance cost involved in this award.

(2.14 to 3.00 inclusive, not allocated)

SECTION 3 - LIFE MEMBERSHIP AWARD

General

- 3.01 The AGM in 1989 approved the establishment of a Life Membership Award to be awarded to deserving members in recognition and appreciation of outstanding, long and faithful service to the Association.. This is the Association's second most prestigious award for individuals. No more than four awards may be confirmed in any one meeting year.

Purpose

- 3.02 The purpose of the award, which shall be an AFAC plaque, life membership card, blazer badge and lapel pin, is as follows:

"IN RECOGNITION AND APPRECIATION FOR OUTSTANDING,
LONG AND FAITHFUL SERVICE TO THE ASSOCIATION."

Eligibility

- 3.03 Any regular member of the Association who has rendered outstanding and faithful service for a period of not less than twenty continuous years is eligible for this award.

Nominations and Submissions

- 3.04 Nominations for this award may be made annually by:
- a) WING PRESIDENTS, with the approval of a regularly constituted meeting of the Wing Executive Council;
 - b) GROUP PRESIDENTS - at the NEC mid-term meeting;
 - c) THE NATIONAL EXECUTIVE COUNCIL - at their mid-term meeting.
- 3.05 All nominations shall be submitted in writing and contain a substantiated statement of the service which prompted the nomination. The submission shall include a narrative suitable for reading at the presentation, not to exceed one page. The submission shall also include a statement by the nominating body to indicate the acceptability of a lesser award for the nominee. Refer Annex B for nomination format.
- 3.06 The National Honours & Awards Committee shall consider annually all submissions received at NHQ by 01 July of each year.
- a) Nominations - made by Wings shall be submitted to the Group President who shall add his comments and forward to NHQ to meet the deadline date.
 - b) Nominations - made by Group shall be submitted to NHQ to meet the deadline date.
 - c) Nominations made by NEC shall be submitted to NHQ by the designated deadline.
- 3.07 All nominations - at all levels - shall be held in confidence until completion of the

selection process.

- 3.08 The National Honours & Awards Committee shall consider only those nominees placed before it.

National Awards Committee Membership

- 3.09 The following shall comprise the National Honours & Awards Committee:
- a) Honorary National President (Chair)
 - b) All Group Presidents
 - c) Immediate Past Presidents
 - d) Executive Director (Ex-Officio and Committee Secretary)

Award Presentation Frequency

- 3.10 The award may be presented annually, but if in the opinion of the National Honours & Awards Committee, no suitable candidates are nominated in any year, the Committee shall be entitled to withhold presentation. The award shall be presented only once to a recipient in a lifetime. Unsuccessful nominees may be resubmitted in the next membership year.

Administration

- 3.11 The Executive Director shall inform the President(s) of the sponsoring body of the nominee(s) selected for the award(s). The President of the recipient's Wing or Group shall be responsible for advising the Executive Director when the recipient has been informed of her/his award. Subsequently the Executive Director shall publicize the award to the Association through the Honours & Awards Committee.

Presentation

- 3.12 Ideally, the award presentation shall take place at the Association Annual General Meeting. Failing the attendance of the recipient at the meeting, the Executive Director at no cost to NHQ, shall make arrangements for presentation by a member of the NEC at the Group or Wing level, at an appropriate special event.

Initial Cost and Maintenance

- 3.13 The cost of the award shall be borne by the Association. There is no maintenance cost involved in this award.

(3.14 to 4.00 inclusive, not allocated)

SECTION 4 - MERITORIOUS SERVICE AWARD

General

- 4.01 The NEC in 1982 approved the establishment of a Meritorious Service Award as the third highest award of the Association to be awarded to regular members in recognition and appreciation of outstanding meritorious service to the Association. No more than six awards may be confirmed in any annual meeting year. (NEC 76/82)

Purpose

- 4.02 The purpose of the award, which shall be a special plaque, is as follows:
"IN RECOGNITION AND APPRECIATION OF MERITORIOUS
SERVICE TO THE ASSOCIATION"

Eligibility

- 4.03 Any regular member who is involved in the activities of the Association and by the member's dedication, performance of duties and length of continuous service, is eligible for the award.

Nominations and Submissions

- 4.04 Nominations for this award to an individual may be made annually by:
- a) WING PRESIDENTS, with the approval of a regularly constituted meeting of the Wing Executive Council;
 - b) GROUP PRESIDENTS - at the NEC midterm meeting; and
 - c) THE NATIONAL EXECUTIVE COUNCIL - at their mid term meeting.
- 4.05 All nominations shall be submitted in writing and contain a substantiated statement of the service which prompted the nomination. The submission shall include a narrative suitable for reading at the presentation, not to exceed one page. The submission shall also include a statement by the nominating body to indicate the acceptability of a lesser award for the nominee. Refer Annex B for nomination format.
- 4.06 The National Honours & Awards Committee shall consider annually all submissions received at NHQ by 01 July of each year.
- a) Nominations - made by Wings shall be submitted to the Group President who shall add his comments and forward to NHQ to meet the deadline date.
 - b) Nominations - made by Group shall be submitted to NHQ to meet the deadline date.
 - c) Nominations made by NEC shall be submitted to NHQ by the designated deadline.
- 4.07 All nominations - at all levels - shall be held in confidence until the completion of the selection process.
- 4.08 The National Honours & Awards Committee shall consider only those nominees placed before it.

National Honours & Awards Committee Membership

4.09 The following shall comprise the National Honours & Awards Committee:

- a) Honorary National President (Chair)
- b) All Group Presidents
- b) Immediate Past President
- d) Executive Director (ex-Officio) and Committee Secretary

Award Presentation Frequency

4.10 The award is presented annually, but if in the opinion of the National Honours & Awards Committee, no suitable candidates are nominated in any year, the Committee shall be entitled to withhold presentation. The award shall be presented only once to a recipient in a lifetime. Unsuccessful nominees may be resubmitted in the next membership year.

Authority to Amend Selection Criteria

4.11 The NEC retains sole and complete authority over development and amendment of selection criteria, and shall be responsible for arbitration of any dispute regarding their application or implementation.

Administration

4.12 The Executive Director shall inform the President(s) of the sponsoring body of the nominee(s) selected for the award(s). The President of the recipient's Group or Wing shall be responsible for advising the Executive Director when the recipient has been informed of her/his award. Subsequently the Executive Director shall publicize the award to the Association, through the Honours & Awards Committee.

Presentation

4.13 Ideally the award presentation shall take place at the Association Annual General Meeting. Failing the attendance of the recipient at the meeting, the Executive Director at no cost to the NHQ, shall make arrangements for presentation by a member of the NEC at the Group or Wing level, at an appropriate special event.

Initial Cost and Maintenance

4.14 The cost of the award shall be borne by the Association. There is no maintenance cost involved in this award.

(4.15 to 5.00 inclusive not allocated)

SECTION 5 - AWARD OF DISTINCTION

General

5.01 The NEC in 1982 approved the establishment of an Award of Distinction as the fourth highest award of the Association to regular members in appreciation of service with distinction to the Association. (NEC 76/82). Subsequently, at the AGM 2001, Group Presidents were authorized responsibility for the administration and presentation of this award. The following guidelines will assist in carrying out this responsibility.

Purpose

5.02 The purpose of the award, which shall be a scroll (Annex A), is as follows:

"IN RECOGNITION AND APPRECIATION OF SERVICE WITH
DISTINCTION TO THE ASSOCIATION"

Eligibility

5.03 Any regular member who is involved in the activities of the Association and by the member's dedication, performance of duties and length of continuous service, is eligible to be considered for the award.

Nominations and Submissions

5.04 Nominations for this award to an individual will normally be made annually by:

- a) WING PRESIDENTS, with the approval of a regularly constituted meeting of the Wing Executive Council.
- b) GROUP PRESIDENTS - in consultation with the appropriate Wing President.

5.05 Nominations shall be submitted in writing and contain a statement of the service which prompted the nomination. They are normally submitted annually at a time mutually agreed to by the Group President and his Wing Presidents. Nominations shall be held in confidence until completion of the selection process at Wing and Group levels. Refer Annex B for nomination format.

Award Presentation Frequency

5.06 The award may be presented at any time during the membership year. If the supporting narrative does not have the strength to merit the award, approval may be withheld and the nominating body advised accordingly. Unsuccessful nominees may be resubmitted in the next membership year.

Nominating Committee Instructions

5.07 The nominating body shall be entirely responsible for preparing the supporting narrative on the nominee and also for preparing the narrative on the nominee it wishes reproduced on the award in accordance with the following instructions:

- a) the name heading may be in any form desired and of any length. It may include Mr. Mrs. Miss etc., or merely the name itself at the option of the nominating body and may include a bracketed nickname if desired however, it should be written on the draft in a mixture of capital and lower case letters exactly as desired on the award, including accents or other letter modifications where they apply.
- b) where Wing names apply, they should be spelled out in full and bracketed to conform to the wording of the charter.
- c) where Group names apply they should be spelled out in full.

Award Preparation

5.08 The nominating bodies shall ensure that sufficient lead time is available to prepare the award in advance of a proposed presentation date. Scroll formats (refer Annex A) are available from NHQ on request.

Presentation

5.09 The President of the Wing Group shall make such arrangements for presentation as deemed appropriate.

(5.10 to 6.00 inclusive, not allocated)

SECTION 6 - AWARD OF MERIT

General

6.01 The Award of Merit was introduced in 1960 to acknowledge service rendered by regular members of the Association. At AGM 2001, Group Presidents were authorized responsibility for the administration and presentation of this award. The following guidelines will assist in carrying out this responsibility.

Purpose

6.02 The purpose of the Award, which shall be a scroll (Annex "A") is as follows:

"IN RECOGNITION AND APPRECIATION OF VALUABLE SERVICE
RENDERED TO THE ASSOCIATION."

Eligibility

6.03 Any regular member whose contributions are worthy of recognition, who otherwise may not qualify for a higher award, is eligible to be considered for the award.

Nominations and Submissions

6.04 Nominations for this award to an individual will normally be made annually by:

- a) WING PRESIDENTS - with the approval of a regularly constituted meeting of the Wing Executive Council.
- b) GROUP PRESIDENTS - in consultation with the appropriate Wing President.

6.05 Nominations shall be submitted in writing and contain a statement of the service which prompted the nomination. They are normally submitted annually at a time mutually agreed to by the Group and his wing Presidents. Nominations shall be held in confidence until completion of the selection process at wing and Group levels. Refer Annex B for nomination format

Award Presentation Frequency

6.06 The award may be presented at any time in the membership year but if the supporting narrative does not have the strength to merit the award, approval may be withheld and the nominating body advised accordingly. Unsuccessful nominees may be resubmitted in the next membership year.

Nominating Committee Instructions

6.07 The nominating body shall be entirely responsible for preparing the supporting narrative on the nominee and also for preparing the narrative it wishes reproduced on the award, in accordance with the following instructions:

- a) the name heading may be in any form desired and of any length. It may include Mr., Mrs., or Miss, etc., or merely the name itself, at the option of the nominating body and may include a bracketed nickname if desired. However, it should be written on the draft in a mixture of capital and lower case letters, exactly as desired on the award, including accents or other letter modifications where they apply;
- b) where Wing names apply, they should be spelled out in full and bracketed to conform to the wording of the charter as originally granted, or as amended; and
- c) where Group names apply they should be spelled out in full.

Award Preparation

6.08 The nominating body shall ensure that sufficient lead time is available to prepare and return the award, in advance of a proposed presentation date. Scroll format (refer Annex A) are available from NHQ on request.

Presentation

6.09 The President of the Wing or Group shall make such arrangements for presentation as deemed appropriate.

(6.10 to 7.00 inclusive, not allocated)

SECTION 7 - THE LEN BALDOCK MEMORIAL AWARD
(MEMBER OF THE YEAR)

General

7.01 Originated in 1962 by the Chief of the Air Staff as the RCAFA "Member of the Year" award, it became a Canadian Forces award following military forces integration in 1968. In 1991 it was renamed the Len Baldock Memorial Award, in tribute to Past National President, Len Baldock, 412 Wing, Windsor, Ontario, and referred to as the Air Force Association's "Member of the Year".

Purpose

7.02 The purpose of the award, which shall be a plaque affixed with a Canadian Forces badge, inscribed to indicate the recipient as the "Member of the Year", will honour the performance of one whose skill, enthusiasm, inspiration, direction or leadership in Association activities has been above the ordinary. It will recognize the achievements of one whose influence has been beneficial, either directly or indirectly, to the national body of the Association.

7.03 The award will acknowledge superior performance throughout the year in which the award is presented or continuous outstanding performance over a longer period.

Eligibility

7.04 All regular members of the Association are eligible for consideration.

Nominations & Submissions

7.05 Nominations for the award will be forwarded to the appropriate Group President along with the Annual Wing Report prior to the Annual Group Meeting. The Group President will add a narrative endorsement or recommendation to each nomination, and then will forward them to the Honours & Awards Committee, Air Force Association of Canada, P.O. Box 2460, Stn. "D", Ottawa, Ontario, K1P 5W6. Refer Annex B for format.

7.06 It is most important that the Honours & Awards Committee be provided with information as complete as possible. Wings are urged therefore to support their nominations with a detailed statement outlining the performance and character of the nominees and the specific reason for their nominations.

7.07 Completed submissions are to reach NHQ by 01 July of each year.

Selection & Presentation

7.08 The selection of the Air Force Association of Canada "Member of the Year" will be made by the National Honours & Awards Committee. The award will be presented annually at the Annual General Meeting by a serving Canadian air Force senior officer. The Honours & Awards Committee will arrange for the awards to be available with the AGM

for the presentation.

Initial Cost and Maintenance

7.09 The initial cost of the plaque will be borne by NHQ. There is no maintenance cost involved in this award.

(7.10 to 8.00, inclusive, not allocated)

SECTION 8 - WING OF THE YEAR AWARD

General

- 8.01 Originated in 1961 by the Chief of the Air Staff as the RCAFA Wing of the Year Award, it is now referred to as the AFAC Wing of the Year Award presented to the Wing whose efforts during the year appreciably enhanced the aims of the Association.

Purpose

- 8.02 The purpose of the award, which shall be a plaque bearing a Canadian Forces Badge, inscribed to show the recipient as the "Wing of the Year", is to honour the achievements of the Wing in furthering the aims & objectives of the Association.

Eligibility

- 8.03 All Wings of the Association with a charter in effect for one year or more prior to the date of selection will be eligible.

Nominations and Submissions

- 8.04 Each eligible Wing in the Association is entitled and encouraged to submit an application for the "Wing of the Year" Award.
- 8.05 Applications will outline the general terms of the achievements of the Wing in fulfilling the aims and objectives of the Association, and in addition, will include as supporting documentation a more detailed report of Wing projects, observances, social activities, welfare work, public relations programs and the like.
- 8.06 Wing applications must reach NHQ together with the relevant Group Report by the date established for the receipt of Group Reports (NH 0277).

Selection

- 8.07 The selection of the Air Force Association of Canada "Wing of the Year" award will be made by the National Honours & Awards Committee.
- 8.08 The Awards Committee will consider only those eligible Wings making application each year. It will consider the following factors:
- a) the Wing application for the award;
 - b) all-round accomplishment within the aims and objectives of the Association;
 - c) relative success in consolidation and enlargement of the Wing membership position; and,
 - d) Wing achievement output as portrayed in the Wing Annual Report.

Presentation

8.09 The award will be presented annually at the Annual General Meeting.

Initial Cost and Maintenance

8.10 The initial cost of the plaque will be borne by NHQ. There is no maintenance cost involved in this award.

(8.11 to 9.00 inclusive, not allocated)

SECTION 9 - AIR MARSHAL W.A. CURTIS AWARD

General

9.01 The award was originated in 1964 as the Grand President's Trophy. In 1969 it was renamed as the Air Marshal W.A. Curtis Award in honour of the then retiring Grand President, Air Marshal W.A. Curtis.

Purpose

9.02 The purpose of this award is to annually recognize the Wing , in the over 150 membership class, which makes the largest average percentage increase in regular membership during the previous three year period. (NEC 59 - 29)

Eligibility

9.03 All Wings commencing a year with a recorded membership of over 150 regular members.

Nominations

9.04 Nominations are not required, NHQ membership record at 30 June is used as the source material.

Selection

9.05 The winner of this award will be selected by the National Honours & Awards Committee.

Presentation

9.06 The award shall be presented to the recipient Wing at the Annual General Meeting normally by the Honorary National President.

Initial Cost and Maintenance

9.07 The initial cost of the plaque will be borne by NHQ.

(9.08 to 10.00 inclusive, not allocated)

SECTION 10 - NATIONAL PRESIDENT'S AWARD

General

10.01 The National President's Award was introduced in 1964.

Purpose

10.02 The purpose of this award is to annually recognize the Wing in the under 150 membership class which makes the largest average percentage increase over the previous three year period. (NEC 59 - 29)

Eligibility

10.03 All Wings commencing a year with a recorded membership up to 150 regular members.

Nominations

10.04 Nominations are not required, NHQ record at 30 June is used as source material.

Selection

10.05 The winner of this award will be selected by the National Honours & Awards Committee.

Presentation

10.06 The trophy will be presented at the Annual General Meeting, normally by the National President.

Initial Cost and Maintenance

10.07 The initial cost of the plaque will be borne by NHQ.

(10.08 to 11.00 inclusive, not allocated)

SECTION 11 - NATIONAL VICE PRESIDENT'S AWARD

General

11.01 The National Vice President's Award was introduced in 1964.

Purpose

11.02 The purpose of this award is to recognize annually the Association member who has contributed most to the membership campaign during the past year or, cumulatively during the past several years.

Eligibility

11.03 All Association members are eligible for this award.

Nominations

11.04 Nominations may be made by Wings and Groups and must be included in Wing and Group reports. In addition, nominations may also be made by the National Executive Committee (NH 0277).

Selection

11.05 The winner of this award will be selected by the National Honours & Awards Committee.

Presentation

11.06 The National Vice President's Award shall be presented to the recipient at the Annual General Meeting, normally by the National Vice President.

Initial Cost and Maintenance

11.07 The initial cost of the plaque will be borne by NHQ.

(11.08 to 12.00 inclusive, not allocated)

SECTION 12 - GROUP EFFICIENCY AWARD

General

12.01 The Group Efficiency Award was introduced in 1964.

Purpose

12.02 The purpose of this award is to recognize annually the Group making the best showing in the Membership Campaign for the previous three year period. The award shall be an inscribed plaque comprising the Association badge (NEC 59-29).

Eligibility

12.03 All Groups are eligible to be considered for this award.

Nominations

12.04 Nominations are not required. NHQ membership record at 30 June is used as source material.

Selection

12.05 Selection of the winner will be made by the National Honours & Awards Committee.

Presentation

12.06 Presentation will be made to the recipient Group at the Annual General Meeting.

Initial Cost and Maintenance

12.07 The initial cost of the plaque will be borne by NHQ.

(12.08 to 13.00 inclusive, not allocated)

SECTION 13 - 408/437 WING AWARD

General

13.01 The 408/437 Wing Award was established in 1968 by 408/437 (Toronto-York) Wing for presentation annually to the Wing submitting the best Wing Annual Report.

Purpose

13.02 The hope is that competition for the award will encourage Wings to provide important information on their activities to NHQ and Groups.

Eligibility

13.03 All Wings are eligible to compete for the 408/437 Wing Trophy. Wing Presidents bear the responsibility for the preparation and dispatch of the Wing Annual Report, the document used for comparative assessment.

Selection

13.04 The National Honours & Awards Committee shall select the winner. The criteria to be used in considering reports shall include:

- a) Punctuality: the report must have been post-marked five days subsequent to the date for Wing Reports (NH 0277).
- b) Completeness: the report form must be fully completed.
- c) Conciseness: the report must be concise. The need for brevity is self-evident, but it should not detract from a complete and balanced report as outlined in Booklet 114 (NH 0277).

Presentation

13.05 The award shall be presented to the recipient Wing at the Annual General Meeting, normally by the Wing President of 408/437 (Toronto-York) Wing.

Initial Cost and Maintenance

13.06 The initial cost of the plaque will be borne by NHQ.

(13.07 to 14.00 inclusive, not allocated)

SECTION 14 -WING BULLETIN AWARDS

General

14.01 The Wing Bulletin Awards were introduced in 1959. Two awards are involved.

- a) Wing Bulletin Award A - for competition among Wings with more than 125 regular members recorded in NHQ membership files as at June 30th; and
- b) Wing Bulletin Award B - for competition among Wings with a membership up to 125 regular members, determined similarly.

Purpose

14.02 The purpose of these awards is to recognize the best Wing Bulletin in each category based on:

- a) it's success in publishing and interpreting the work of the Wing to its own members and to the Association as a whole;
- b) it's ability to command the interest and attention of those receiving it;
- c) its format making complete yet economical use of the space available; and,
- d) its content containing a thorough cross-section of the Wing's activities.

Eligibility

14.03 Eligibility is established by a Wing when it arranges for a copy of its Bulletin to be addressed:

Air Force Association of Canada
P.O. Box 2460, Stn. "D"
Ottawa, ON
K1P 5W6 (NH 0277)

Selection

14.04 Selection will be made by the National Honours & Awards Committee.

Presentation

14.05 The presentation of the Wing Bulletin Awards will be made at the Annual General Meeting.

Initial Cost and Maintenance

14.06 The initial cost of the plaques will be borne by NHQ.

(14.07 to 15.00 inclusive, not allocated)

SECTION 15 - CONTINUOUS SERVICE BADGES

General

15.01 Beginning in 1964, the Association introduced special lapel badges beginning with five years and thereafter at five year intervals, to recognize continuous service of long time members and to provide incentive for others to reach these goals (NH 0277).

Eligibility

15.02 Members are eligible for these badges upon achieving the continuous time required.

15.03 Members may pay for gaps in continuous service as outlined in Booklet 105, Wing Membership Policies and Procedures. Such back-payments shall be at current membership fee rates.

Availability

15.04 Lapel badges are available at unit cost on order from National Headquarters.

Presentation

15.05 Wings are encouraged to hold special investitures in connection with their charter night celebration or another special event to recognize recipients of these awards.

(15.06 to 16.00 inclusive, not allocated)

SECTION 16 - BLAZER CRESTS AND SCROLLS

General

16.01 Association gold wire blazer crests with integral scrolls to recognize offices formerly held were introduced in 1973.

Eligibility

16.02 The following are eligible to wear these crests:

- a) current and past members of the NEC as now constituted;
- b) Past Group President; and,
- c) Past Wing Presidents.

Availability

16.03 The Association gold wire blazer crests and scrolls are listed in the current Association regalia price list. They are custom made, delivery taking about 10 weeks, and the following information is required to enable provision:

- a) the name of the individual; and,
- b) the year or years of incumbency.

(16.04 to 17.00 inclusive, not allocated)

SECTION 17 - JOE SHKWAREK PLAQUE

General

17.01 This award was introduced in 1972 by Joe Shkwarek, proprietor of Dracks Military Plaques, Inc. and a member of 410 (William Barker VC) Wing.

Purpose

17.02 To annually recognize the dedication and effort shown by a member of the Annual General Meeting host committee.

Eligibility

17.03 All members of a host committee are eligible for consideration.

Selection

17.04 The President(s) of the host Wing(s) shall select one person from the host committee to be honoured by this award. The name of the member selected shall be forwarded to the Executive Director prior to 1 September annually.

(17.05 to 18.00 inclusive, not allocated)

SECTION 18 - CHRISTINA HANDLER MEMORIAL AWARD

General

18.01 The Christina Handler Memorial Award was approved at the 2003 NEC Mid Term meeting in memory of the former Association Comptroller who tirelessly and unselfishly contributed so much to the Association..

Purpose

18.02 The purpose of this award is to recognize annually the contribution made by an Association member in a non-elected position. The award is presented to an individual who has, like Christina, worked tirelessly and unselfishly for the benefit of the Association.

Eligibility

18.03 All Association members in a non-elected position are eligible to be nominated for this award.

Nominations

18.04 Nominations for this award may be made by any member of the Association through Wings and Groups. In the case of MALs, nominations may be made directly to the National Office for submission to the Honours and Awards Committee.

Selection

18.05 Selection of the winner will be made by the National Honours & Awards Committee.

Presentation

18.06 Presentation will be made at a suitable Group or wing function. In the case of MALs, a suitable occasion/method will be determined.

Initial Cost and Maintenance

18.07 The initial cost of the plaque will be borne by NHQ.

PART II

AIR FORCE ASSOCIATION OF CANADA HONOURS AND AWARDS OUTSIDE THE ASSOCIATION

SECTION 1 - GORDON R. MCGREGOR MEMORIAL TROPHY



General

19.01 The Association, at its Twenty-Second Annual General Meeting in 1972, approved the establishment of a trophy to commemorate the late Gordon R. McGregor, Past Grand President of the Association, in recognition of his outstanding achievements in the field of air transportation in Canada.

19.02 The first presentation was made in 1973 at the Association's Silver Anniversary convention.

Purpose

19.03 The purpose of the trophy presentation is officially inscribed on the trophy as follows:

"IN RECOGNITION OF OUTSTANDING AND MERITORIOUS ACHIEVEMENT BY
CANADIANS IN THE FIELD OF AIR TRANSPORTATION"

Eligibility

19.04 Any Canadian citizen, group or unit organization, engaged in the fields of military and

civil air transportation or its support.

Recommendations and Submissions

19.05 The recommendation of potential candidates for the trophy may be made by an individual or group that wishes to propose a candidate. All recommendations shall be submitted in writing to the Secretary of the National Honours & Awards Committee, NHQ on or before the first day of July each year, and shall contain a fully detailed and substantiated statement of the achievement or achievements that prompted the recommendation. As applicable, submissions are to be staffed through the NDHQ/CAS Office, via 1 Canadian Air Division HQ, to NHQ, Ottawa.

National Honours & Awards Committee Membership

19.06 The Committee shall be the:

- a) Honorary National President, Chairman;
- b) All Group Presidents;
- c) Immediate Past President; and
- d) Executive Director, Air Force Association of Canada, (Ex-Officio, Member and Committee Secretary.)

19.07 In no case may a person nominated for the trophy be permitted to be a member of the Committee during a year in which he or she is nominated.

Trophy Presentation Frequency

19.08 The trophy may be presented annually but if, in the opinion of the National Honours & Awards Committee, no suitable candidates are recommended in any year, the Committee shall be entitled to withhold presentation after advising the National President of the Association of its decision. Recommendations received may be considered in the next succeeding year.

Retention of Trophy

19.09 Each recipient shall be entitled to hold the trophy for nine months from the date of presentation, and shall be provided with a suitable keeper plaque at the time the trophy is presented.

Selection Criteria and Committee Instructions

19.10 The Executive Director, under the guidance of the NEC, shall issue details on selection criteria and instructions for the guidance of the Committee.

19.11 The Committee Chairman shall select dates for screening and selection meetings in close consultation with the Executive Director.

Powers to Amend Selection Criteria

19.12 The NEC shall retain sole and complete authority over the development and amendment

of selection criteria and shall be responsible for the arbitration of disputes regarding their application or implementation.

Presentation

19.13 Presentation of the trophy will be made at the Annual General Meeting of the Association - or, a special function as arranged.

Initial Cost and Maintenance

19.14 The cost of the keeper plaque and of trophy maintenance will be borne by NHQ.

(19.15 to 20.00 inclusive, not allocated)

SECTION 2 - THE AIR MARSHAL W.A. BISHOP, VC MEMORIAL TROPHY



General

20.01 The Association at its Thirty-Ninth Annual General Meeting approved the establishment of a trophy to commemorate the late Air Marshal W.A. Bishop, VC, in recognition of his outstanding contribution to the legacy of excellence in Canadian aviation.

20.02 The first presentation was made in 1988 at the Fortieth Anniversary Convention.

Purpose

20.03 The purpose of the trophy presentation is inscribed on the trophy as follows:

"IN RECOGNITION OF OUTSTANDING AND MERITORIOUS
ACHIEVEMENT IN ANY FIELD OF AVIATION"

Eligibility

20.04 Any citizen, group or unit/organization engaged in any field of military or civilian aviation, other than air transportation or military search and rescue, is eligible to be considered for the trophy.

Recommendations and Submissions

20.05 The recommendation of potential candidates for the trophy may be made by an individual or group that wishes to propose a candidate. All recommendations shall be submitted, in writing, to the Secretary of the National Honours & Awards Committee, NHQ on or before the first day of July each year; and, shall contain a fully detailed and substantiated statement of achievement or achievements that prompted the recommendation. Military aviation submissions are to be staffed through NDHQ/CAS Office, via 1 Canadian Air Division HQ, to NHQ, Ottawa.

National Honours & Awards Committee Membership

20.06 The Committee shall be:

- a) Honorary National President, Chairman;
- b) All Group Presidents;
- c) Immediate Past President;
- d) Executive Director, (Ex-Officio member and Committee Secretary).

20.07 In no case, may a person nominated for the trophy be permitted to be a member of the committee, during the year in which he or she is nominated.

Trophy Presentation Frequency

20.08 The trophy may be presented annually but if, in the opinion of the National Honours & Awards Committee, no suitable candidates are recommended in any year, the Committee shall be entitled to withhold presentation and after advising the National President the Association of its decision. Recommendations received may be considered in the next succeeding year.

Retention of Trophy

20.09 Each recipient shall be entitled to hold the trophy for nine months from the date of presentation, and shall be provided with a suitable keeper plaque at the time the trophy is presented.

Selection Criteria and Committee Instructions

20.10 The Executive Director, under the guidance of the NEC, shall issue details on selection criteria and instructions for the guidance of the Committee.

20.11 The Committee Chairman shall select dates for screening and selection meetings in close consultation with the Executive Director.

Powers to Amend Selection Criteria

20.12 The NEC shall retain sole and complete authority over the development and amendment of selection criteria and shall be responsible for the arbitration of disputes regarding their application or implementation.

Presentation

20.13 Presentation of the trophy will be made at an Annual General Meeting of the Association
- or, a special function arranged.

Initial Cost and Maintenance

20.14 The cost of the keeper plaque and of trophy maintenance will be borne by NHQ.

(20.15 to 21.00 inclusive, not allocated)

SECTION 3 - THE MYNARSKI TROPHY



General

21.01 The NEC in 1976 approved the establishment of the Mynarski Trophy as an award to be presented to the most deserving unit, individual(s) or organization, in recognition of a significant contribution to air Search and Rescue (SAR) in Canada.

Purpose

21.02 The Mynarski Trophy is awarded annually by the Air Force Association of Canada to the most deserving federal, provincial or civilian organization, crew or individual,

“IN RECOGNITION OF OR CONTRIBUTION TO
AVIATION SEARCH AND RESCUE IN CANADA”

Eligibility

21.03 Any citizen, group or unit/organization engaged in military or civilian air SAR is eligible to be considered for the trophy.

Recommendations and Submissions

21.04 The recommendation for potential military candidates shall be passed to the Secretary of the National Honours & Awards Committee on or before the first day of July each year. As applicable, submissions are to be staffed through the NDHQ/CAS Office, via 1 Canadian Air Division HQ, to NHQ, Ottawa. Nominations for potential candidates from civilian organizations should be submitted to the Secretary of the National Honours & Awards Committee by the same date.

Selection Criteria

21.05 The criteria for nominations are:

- a) effectiveness in SAR operations, considering the intensity of activity and the

- established resources;
- b) heroic performance of a crew or an individual during a single incident;
- c) a very special or outstanding contribution to SAR during the period by an individual,
and,
- d) outstanding performance by an organization or individual in promoting Flight Safety and SAR training in the civilian sector.

Power to Amend Selection Criteria

21.06 The NEC shall retain sole authority over the development and amendment of selection criteria and shall be the sole arbiter of disputes regarding their application or implementation.

National Honours & Awards Committee Membership

21.07 The Committee shall be:

- a) Honorary National President, Chairman;
- b) All Group Presidents;
- c) Immediate Past President; and
- d) Executive Director (ex-officio Member and Committee Secretary)

21.08 In no case, may a person nominated for the trophy be permitted to be a member of the committee during the year in which he or she is nominated.

Award Presentation Frequency

21.09 The trophy will be presented annually. The period of assessment is the preceding calendar year.

Retention of Trophy

21.10 Each recipient shall be entitled to hold the trophy until recalled and shall be provided with a suitable keeper plaque at the time the trophy is presented.

Presentation

21.11 Presentation of the trophy will be made at an Annual General Meeting of the Association or, a special function will be arranged.

Initial Cost and Maintenance

21.12 The cost of the keeper plaque and of trophy maintenance will be borne by NHQ.

(21.13 to 22.00, inclusive, not allocated)

SECTION 4 - AIR MARSHAL C. ROY SLEMON AWARD (AIRPERSON OF THE YEAR)



Lieutenant-General Angus Watt, CMM, CD – Chief of the Air Staff – in cooperation with John Melbourne, National President of the Air Force Association of Canada, presents the Air Marshal C. Roy Slemmon Award to Master Corporal Nicholaas Soulis, with wife Tanya looking on. 26 October 2008.

General

22.01 This award originally named "Airperson of the Year" was established in 1973 to recognize the outstanding service of MCpl Peter Engbrecht, now deceased. MCpl Engbrecht, as an air gunner with 424 Squadron, was Canada's only non-pilot ace of the Second World War. The title of the award was changed in 1993 to the Air Marshal C. Roy Slemmon Award, but the significant operational contribution made by Peter Engbrecht continues to serve as a sterling example for our serving members eligible for the award.

Purpose

22.02 The purpose of the award presentation is to officially recognize the person selected to represent the regular component of the Canadian Forces as "Airperson of the Year".

Eligibility

22.03 Any recommended member of the Canadian Forces, engaged in military air service or support.

Recommendations and Submissions

22.04 The recommendation for potential candidates for the award shall be made by NDHQ/CAS Office, via 1 Canadian Air Division HQ. The Award winner will be selected by the National Honours & Awards Committee. All recommendations shall be submitted

in writing, to the Secretary of the National Honours & Awards Committee, on or before the first day of July each year and shall contain a fully detailed and substantiated statement of the achievement or achievements, which prompted the recommendation.

National Honours & Awards Committee Membership

22.05 The Committee shall be:

- a) Honorary National President, Chairman;
- b) All Group Presidents;
- c) Immediate Past President; and
- d) Executive Director, (Ex-Officio and Committee Secretary)

Award Presentation Frequency

22.06 The award may be presented annually but if, in the opinion of the National Honours & Awards Committee, no suitable candidates are recommended in any year, the Committee shall be entitled to withhold presentation, after advising the National President of the Association of its decision. Recommendations received may be considered in the next succeeding year.

Selection Criteria

22.07 The NEC established the following criteria for the guidance of the National Honours & Awards Committee:

- a) a recommended recipient must be a member of the Canadian Forces, engaged in military air service or support;
- b) the achievement(s) of the proposed recipients may include service to the nation in operations, outstanding contributions in support of United Nations' international tasks, or outstanding achievements in community activities both on or off base, for example:
 - i) outstanding service in the fields of youth activities, particularly Air Cadets and,
 - ii) exceptional service to citizen or social programs both on or off base.

NOTE:

The National Honours & Awards Committee is encouraged to give precedence to persons holding NCM rank, since this award was originally established to honour NCMs.

Presentation

22.08 Presentation of the plaque will be made at an Annual General Meeting of the Association - or, a special function will be arranged.

Initial Cost and Maintenance

22.09 The initial cost will be borne by NHQ. There is no maintenance cost.

(22.10 to 23.00 inclusive, not allocated)

SECTION 5 - THE JAD McCURDY TROPHY



General

23.01 The Association, at the 45th Annual General Meeting in Winnipeg during 1993, approved the establishment of an award to recognize outstanding achievements in the field of civil aviation in Canada. On the 23 February 1909, the Silver Dart piloted by JAD McCurdy lifted off at Baddeck, Nova Scotia to become the first heavier-than-air powered flight in Canada.

Purpose

23.02 The purpose of the presentation is officially inscribed on the award as follows:

"IN RECOGNITION OF OUTSTANDING AND PRAISEWORTHY ACHIEVEMENTS BY
CANADIANS IN THE FIELD OF CIVIL AVIATION"

Eligibility

23.03 Any Canadian citizen, group or unit organization, engaged in the various fields of civil aviation or its support is eligible to be considered for the award.

Recommendations and Submissions

23.04 The recommendation of potential candidates for the award may be made by an individual or group. All recommendations shall be submitted in writing to the Secretary of the National Honours & Awards Committee on or before the first day of July each year, and shall contain a fully detailed and substantiated statement of the achievement or achievements that prompted the recommendation.

National Honours & Awards Committee

23.05 The Committee shall be the:

- a) Honorary National President, Chairman;

- b) All Group Presidents;
- c) Immediate Past President;
- d) Executive Director, (Ex-Officio member and Committee Secretary).

23.06 In no case may a person nominated for the award be permitted to be a member of the Committee during a year in which he or she is nominated.

Trophy Presentation Frequency

23.07 The trophy may be presented annually but if, in the opinion of the National Honours & Awards Committee, no suitable candidates are recommended in any year, the Committee shall be entitled to withhold presentation after advising the National President of the Association of its decision. Recommendations received may be considered in the next succeeding year.

Retention of Award

23.08 Each recipient shall be entitled to hold the trophy for nine months from the date of presentation, and shall be provided with a suitable keeper plaque at the time the award is presented.

Selection Criteria and Committee Instructions

23.09 The Executive Director, under the guidance of the NEC, shall issue details on selection criteria and instructions for the guidance of the Committee.

23.10 The Committee chairman shall select dates for screening and selection meetings in close consultation with the Executive Director.

Powers to Amend Selection Criteria

23.11 The NEC shall retain sole and complete authority over the development and amendment of selection criteria and shall be responsible for the arbitration of disputes regarding their application or implementation.

Presentation

23.12 Presentation of the trophy will be made at the Annual General Meeting of the Association - or, a special function as arranged.

Initial Cost and Maintenance

23.13 The cost of the keeper plaque and of award maintenance will be borne by NHQ.

(23.14 to 24.00 inclusive, not allocated)

SECTION 6 - THE GOLDEN HAWKS TROPHY



General

24.01 The NEC, at the 45th Annual General Meeting in Winnipeg during 1993, approved the establishment of a trophy to recognize outstanding contributions or achievements in the field of military aviation in Canada. The Golden Hawks aerobatic team was formed in 1959 to commemorate the 50th anniversary of powered flight in Canada and as well as the 35th anniversary of the RCAF.

Purpose

24.02 The purpose of the trophy presentation is inscribed on the trophy as follows:

"IN RECOGNITION OF OUTSTANDING CONTRIBUTIONS OR HIGHLY
COMMENDABLE ACHIEVEMENTS IN ANY FIELD OF MILITARY AVIATION"

Eligibility

24.03 Any citizen, group or unit/organization engaged in any field of military aviation or its support, other than air transportation or search and rescue, is eligible for consideration.

Recommendations and Submissions

24.04 The recommendation of potential candidates for the trophy may be made by an individual or group that wishes to propose a candidate. All recommendations shall be submitted, in writing, to the Secretary of the National Honours & Awards Committee, on or before the first day of July each year, and, shall contain a fully detailed and substantiated statement of achievement or achievements that prompted the recommendation. As applicable, submissions are to be staffed through NDHQ/CAS Office, via 1 Canadian Air Division

HQ, to NHQ, Ottawa.

National Honours & Awards Committee Membership

24.05 The Committee shall be:

- a) Honorary National President, Chairman;
- b) All Group Presidents;
- c) Immediate Past President; and
- d) Executive Director, (Ex-Officio member and Committee Secretary).

24.06 In no case may a person nominated for the trophy be permitted to be a committee member, during the year of nomination.

Trophy Presentation Frequency

24.07 The trophy may be presented annually but if, in the opinion of the National Honours & Awards Committee, no suitable candidates are recommended in any year, the Committee is entitled to withhold presentation after advising the National President of the Association of its decision. Recommendations received may be considered in the next succeeding year.

Retention of Trophy

24.08 Each recipient shall be entitled to hold the trophy for nine months from the date of presentation, and shall be provided with a suitable keeper plaque at the time the trophy is presented.

Selection Criteria and Committee Instructions

24.09 The Executive Director, under the guidance of the NEC, shall issue details on selection criteria and instructions for the guidance of the Committee.

24.10 The Committee chairman shall select dates for screening and selection meetings in close consultation with the Secretary.

Powers to Amend Selection Criteria

24.11 The NEC shall retain sole and complete authority over the development and amendment of selection criteria and shall be responsible for the arbitration of disputes regarding their application or implementation.

Presentation

24.12 Presentation of the trophy will be made at the Annual General Meeting of the Association - or, if this is not possible, a special function will be arranged.

Initial Cost and Maintenance

24.13 The cost of the keeper plaque and of trophy maintenance will be borne by NHQ.

(24.14 to 25.00 inclusive, not allocated)

SECTION 7 - THE F/L DAVID HORNELL, VC MEMORIAL TROPHY

General

25.01 Originally introduced in 1952, as the "RCAF Association Trophy", the F/L David Hornell VC Memorial Trophy was annually awarded to the top Royal Canadian Air Cadet Squadron in Canada, as judged by the Air Cadet League of Canada. The last such award, in 1982, went to 650 Vanier Squadron, Moncton, N.B. The trophy was then "retired" until 1991 when it was resurrected to be presented, by the Commander or Deputy Commander of Air Command to the top RCAC drill squadron at the Senior Leaders Course each summer at 4 Wing, Cold Lake, AB. Should it be convenient, a member of the National Executive Council of the Air Force Association may be called upon to present the trophy. Newly refurbished, the Trophy is now maintained at 1 Canadian Air Division Command HQ.

(25.02 to 26.00 inclusive, not allocated).

SECTION 8 - F/L DM GRANT AWARD (AIR RESERVIST OF THE YEAR)



CWO René Couturier, in cooperation with John Melbourne, National President of the Air Force Association of Canada, presents the Flight Lieutenant D.M. Grant, DFC award to Sergeant Mark O’Neill.
26 October 2008.

General

26.01 This award named “Air Reservist of the Year” was established in 2000 at the instigation of the Air Reserve to recognize outstanding service of pilot F/L Duncan Marshall Grant of 400 Squadron, now a CF Air Reserve Squadron, killed in action 28 September 1943 over Paris, France when his Mustang aircraft was hit by flak and crashed..

Purpose

26.02 The purpose of the award is to officially recognize annually the person selected to represent the reserve component of the Canadian Air Force as “Air Reservist of the Year”.

Eligibility

26.03 Any recommended CAF reserve component member engaged in military air service or support.

Recommendation and Submission

26.04 The recommendations for award candidate shall be made by 1 Canadian Air Division HQ/SO Reserve, submitted through the NDHQ/CAS Office. Award winner selection shall be carried out by the National Honours & Awards Committee. Recommendations

shall be submitted in writing to the Secretary of the National Honours & Awards Committee on or before 1 July each year and shall contain a fully detailed statement of the achievement or achievements which prompted the recommendation. NHQ to notify NDHQ/CAS Office of successful Reservist of the Year name following determination by ICADHQ/SO Res.

National Honours & Awards Committee Membership

26.05 The Committee shall be:

- a) Honorary National President, Chair;
- b) All Group Presidents;
- c) Immediate Past President;
- d) Executive Director (ex-officio and Committee Secretary)

Award Presentation Frequency

26.06 The award may be presented annually but, if in the opinion of the National Honours & Awards Committee, no suitable candidates are recommended in any year, the Committee shall be entitled to withhold presentation, after advising the Association's President of its decision. Recommendations received may be considered in the next succeeding year.

Selection Criteria

26.07 The NEC established the following criteria for the guidance of the National Honours & Awards Committee:

- a) a recommended recipient must be a member of the Canadian Air Force reserve component, engaged in military air service or support;
- b) the achievement(s) of the recommended recipient(s) may include service to the nation in operations, outstanding contributions in support of UN international taskings, or outstanding achievements in community activities both on and off base such as youth activities, particularly Air Cadets, and social programs, both on and off base.

Presentation

26.08 Presentation of the award plaque will be made at the Annual General Meeting of AFAC, or a similar appropriate special function.

Cost and Maintenance

26.09 SO Reserve/ICAD HQ will absorb accommodation/transport and Annual General Meeting registration costs. Award costs will be borne by NHQ.

(26.10 to 27.00 inclusive, not allocated)

PART III

AIR FORCE ASSOCIATION OF CANADA SELECTION CRITERIA AND COMMITTEE INSTRUCTIONS

SECTION 1 - INSTRUCTIONS

National Honours and Awards Committee Instructions

- 27.01 a) Honours and awards nominations from Wings/Groups which normally accompany Wing Annual Reports, are forwarded to NHQ Ottawa for processing in the May-June-July period each year.
- b) The Committee Secretary shall collate the nominations for Association prestigious awards:
- i) The Distinguished Service Award (DSA);
 - ii) Life Membership Award (LMA); and,
 - iii) The Meritorious Service Award (MSA).
 - iv) Len Baldock Memorial Award (Association Members of the Year)
 - v) Wing of the Year Award
- and circulate the appropriate documentation to each Committee member for his respective review. Booklet 104 Part I, Sections 9 to 14, award nominations are determined by statistics and records maintained at NHQ.
- c) Each Committee member will submit to NHQ Ottawa his nomination or preference on the form provided by the Secretary by the date specified. The Secretary will collate the data and forward the results to the Chair for his approval.
- d) Following Chair's approval, the Secretary will:
- i) by late August, inform Committee members of the names of the honours and award winners. Included will be listed the Booklet 104 Part II winners of the prestigious awards to individuals and units outside the Air Force Association, in co-operation with National Defence Headquarters and the Chief of the Air Staff.
 - ii) prepare the scrolls, plaques and trophies for presentation at the Annual Convention in early October.)
- 27.02 The NEC retains sole authority over development and amendments of selection criteria, and shall be responsible for arbitration of disputes regarding their application/implementation.

27.03 National Honours and Awards Committee:

Chair: Honorary National President
Members: Immediate Past President
President Atlantic Group
President Quebec Group
President Ontario Group
President Prairies Group
President Alberta Group
President Pacific Group
Secretary: Executive Director (ex-officio)

(27.04 onward not allocated)

INSERT SAMPLE OF “AWARD OF MERIT” CERTIFICATE



NOMINATION FOR NATIONAL HONOURS AND AWARDS

COMPLETE A WRITTEN OR TYPED NARRATIVE BELOW, SUPPORTING YOUR WING OR GROUP'S NOMINATION ON BEHALF OF THE INDIVIDUAL YOU ARE COMMENDING FOR AN AWARD. UPON COMPLETION, TURN TO PAGE 2 AND COMPLETE PART I BEFORE SUBMISSION TO NEXT HIGHER AUTHORITY. NEED MORE SPACE? SIMPLY ADD A SHEET.

Narrative:

LIST ANY PREVIOUS NATIONAL AWARDS RECEIVED BY THE INDIVIDUAL

PART I

PART I of this form is to be used by Wings and Groups for all National awards. *(in accordance with Association Booklet No. 104)*

Title of Award: _____

Name of Nominee: _____ Wing No: _____

submitted by: _____ President Wing/Group: _____
(name)

Address: _____ Phone: () _____

Submission approved at a regular constituted meeting of the Wing/Group Executive Council on:

(date)

Signed: _____
Wing/Group Secretary

Signed: _____
Wing/Group President

PART II

PART II of this form is to be completed by Group Executive Council, for Wing submissions, not later than seven days after the Group Annual Meeting.

(N.B.: deadline date does not apply to Award of Distinction of Award of Merit)

The _____ Group Executive Council reviewed the above nomination on _____ (date)

and hereby add the following comments:

Signed: _____ Date: _____
Group President

PART III

PART III is reserved for the use of the National Honours & Awards Committee.

**ASSOCIATION AWARDS, as outlined in
Booklet 104, NATIONAL HONOURS AND AWARDS**

Len Baldock Memorial Award for Association Member-of-the-Year from nominations forwarded to Association HQ, page 14

Distinguished Service Award (DSA) not more than two are awarded each year, page 2

Life Membership Award (LMA) four may be awarded annually. Nominees must have at least 20 continuous years regular membership in the Association, page 4

Meritorious Service Award (MSA) not more than six awarded annually, page 6

Wing of the Year Award one selected each year from submissions forwarded to Association HQ, page 16

National Vice President's Award awarded annually to the Association member who has contributed most to increase membership, page 20

THE FOLLOWING DO NOT REQUIRE NOMINATIONS AND ARE AWARDED ANNUALLY BASED UPON STATISTICS COMPILED BY ASSOCIATION HQ; Air Marshal W.A. Curtis Award (membership increase in Wings with more than 100 members), National President's Award (membership increase in Wings with less than 100 members), Group Efficiency Award, Awards for best newsletter in Wings of more than, and less than 100 members.

The form may be copied for local use.