



Personnel

## CALIFORNIA AIR NATIONAL GUARD ANNUAL SOCIAL ACTIONS AWARDS PROGRAMS

### COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction establishes and describes the Social Actions Awards that California Air National Guard presents each year to a California Air National Guard unit, and to individuals in recognizing their outstanding service or contributions to the Air National Guard Social Actions Program. It also explains who is eligible for the awards, how winners are selected, and when the awards are presented. Reference: ANGI 36-2802.

### SUMMARY OF REVISIONS

Updates references and formatting.

Section A - CA ANG Outstanding Social Actions Office Award Program

- 1. Awards Established.** The Social Actions Award Program recognizes the best California Air National Guard Social Actions Program each year.
- 2. Description of Award.** The winning unit will receive recognition as the CA ANG Outstanding Social Actions Office.
- 3. Eligibility for Award.**
  - 3.1. Any California Air National Guard wing or group may nominate their social actions office only if they have made significant achievements and contributions managing social actions programs.
  - 3.2. The reporting year for the award is 1 January through 31 December. Nominations are due no later than 1 March.
- 4. Basic Nomination and Composition of Package.** To be nominated and selected for the CA ANG Social Actions Office Award, the unit Social Actions Program must be superior to all other units being considered for the same award. Accomplishments, tangible results, and mission impact must be shown. The results achieved will be major deciding factors in selecting nominees and winners - not factors such as capability, experience, and working facilities that vary by each unit.
  - 4.1. The unit must have a well-balanced Social Actions Program. Nominees must show significant achievements in more than one Social Actions functional area.
  - 4.2. Nominating units will submit their specific achievements or accomplishments in accordance with ANGI 36-2802, para 12.2. ANG Outstanding Social Actions Office of the Year Award.
- 5. Nomination Procedures.** Each nominating unit will:
  - 5.1. Send a typed original of their nomination package. Transmit the package by a letter signed by the unit commander. Unit nominations must be in the prescribed format and be received by HQ CA ANG/DS not later than 1 March. The selection board will not consider nominations not arriving by the due date or conforming to the guidelines.
  - 5.2. Submit each package with one original and four quality copies. Do not include classified data. Limit nomination package to no more than four standard typewritten pages addressing inspection reports and annual reports, human relations programs, drug and alcohol abuse/control, community involvement, and significant achievements. An accompanying fact sheet will be required (ANGI 36-2802, Attachment 7). Do not use photographs, attachments, decorative binders, or other extraneous material. Emphasize significant facts (achievements and accomplishments) and tangible results. Avoid generalities and superlatives.

**6. Board Members.** A board composed of the following members but not limited to them, will choose the selectee: The commander, California Air National Guard or his designated representative, Executive Support Staff Officer, Social Actions Officer, and the State Senior Enlisted Advisor.

**7. Announcement of Selectee.** The CA ANG will:

7.1. Publicly announce the winner after they are notified to Federal/State legislators, NGB magazines, Grizzly magazine, NGB, and special interest groups.

7.2. Arrange for presentation of the California ANG Outstanding Social Actions Office of the Year Award.

**8. General Information.** It is recognized that units will emphasize programs consistent with their needs. However, the selection board will select winners based on the best all-around and balanced Social Actions Program. In other words, units should not stress unique programs at the expense of other facets of Social Actions Program Management.

8.1. Each part should highlight programs that reflect senior commander interest, involvement, and support.

8.2. The winning unit will provide the names of the individual's assigned to the Social Actions Office during the period of the award. Certificates with the individuals names will be presented along with this award.

8.3. The selectee of the CA ANG Outstanding Social Actions Office of the Year Award will be submitted as this state's nominee for the ANG Outstanding Social Actions Office of the Year Award.

## **SECTION B - Outstanding California Air National Guard Social Actions Individual Awards Program**

**9. Purpose of Awards.** These awards are designed to recognize and encourage outstanding achievements and significant contributions by individual Social Actions Officers and airmen.

**10. Command Responsibility.** The nominee's unit must make sure that each individual assigned duty in a Social Actions specialty (regardless of unit assigned, size, location, or activity) is given an opportunity to take part in the Social Actions Individual Awards Program.

**11. Level and Type of Awards.** Only personnel assigned a Social Actions Duty Air Force Specialty Code (DAFSC) are eligible for the Social Actions Individual Awards Program. The following are the awards categories:

11.1. Outstanding Unit-Level Chief of Social Actions (officer assigned the primary duty of "Chief, Social Actions" for a period no less than 6 months).

11.2. Outstanding Unit-Level Drug/Alcohol Abuse Control Officer.

11.3. Outstanding Unit-Level Equal Opportunity and Treatment Officer.

11.4. Outstanding Unit-Level Drug/Alcohol Abuse Control NCO.

When an individual meets more than one award criteria, for example currently serving as chief of social actions and as the EOT and Drug/Alcohol Officer, the unit may submit the nomination for only one award category. There should be only one submission per category per unit. A nomination for each category is not required.

**12. Eligibility Criteria.** To be eligible for these awards, nominees must serve in Social Actions specialties at least 9 months during award period (1 January through 31 December).

**13. Nomination Procedures:** Units will:

13.1. Select a nominee in each category, but no more than one, a nominee's performance must be superior to all other nominees considered for the same award. Judges will base their selection on specific achievements and accomplishments.

13.2. Prepare the nomination package with no more than one single-spaced typewritten page. Describe the individual's achievements or accomplishments during the reporting of the year award.

13.3. Submit each package by a letter, signed by the commander or representative. Nominations are due to CA ANG/DS no later than 1 March and must conform to the prescribed format. The selection board will not consider nomination package not arriving by the due date or not-conforming to the guidelines.

**14. Board Members.** A board composed of the following members but not limited to them, will choose the selectees: The Commander, California Air National Guard or his designated representative, Executive Support Staff Officer, or his designated representative, Executive Support Staff Officer, Social Actions Officer, and the United States Enlisted ADVISOR.

**15. Announcement of Selectees.** The CA ANG will:

- 15.1. Publicly announce the selectees after the unit and individuals have been notified.
- 15.2. Individual units should coordinate with their Public Affairs Office for news media coverage.
- 15.3. Arrange for presenting the Social Actions Individual Awards to each winner.

ROBERT W. BARROW  
Major General, CA ANG  
Commander