



Awards and Citations Handbook

(Last Updated June 29, 2022)

(This page intentionally left blank.)

Table of Contents

Section 1: Overview

Purpose.....	Page 6
Establishment of New Awards	Page 6
Awards Board Composition	Page 6
Handbook Organization.....	Page 6

Section 2: National President Approval

1. National President's Award.....	Page 7
------------------------------------	--------

Section 3: National Executive Committee Approval

1. Thomas F. Royals ROA National Minuteman Media Award.....	Page 8
2. H.J. Reilly National Security Award.....	Page 8
3. International Medal	Page 8
4. John R. Delafield Achievement Award.....	Page 9
5. Minuteman of the Year	Page 9

Section 4: National Awards Board Approval

1. Award of Merit	Page 10
2. Lewis Blaine Hershey Award	Page 10
3. Harry S Truman Achievement Award	Page 10
4. Minuteman Hall of Fame	Page 10
5. Theodore Roosevelt Heroism Award	Page 11
6. Distinguished Service Citation	Page 11
7. Brigade of Volunteers	Page 11

Section 5: National President or Executive Director Approval

1. Twice the Citizen Award	Page 12
2. Achievement Award.....	Page 12
3. Loyalty and Support	Page 12
4. Meritorious Contribution	Page 12
5. Other Certificates.....	Page 12

Section 6: Other Awards

1. John W. Richardson Retention Award	Page 13
2. Chaplain Vincent R. Capodanno Chaplain of the Year Award.....	Page 13
3. Eldridge Smith Religious Affairs/Program Specialist of the Year Award	Page 13
4. Outstanding Junior Officer of the Year Award.....	Page 14
5. Michael Novosel Award for the ROA Warrant Officer of the Year	Page 15
6. Outstanding Junior Enlisted Servicemember of the Year	Page 15

Section 7: National Committee Awards

▪ Membership Committee	
1. Samuel P. Mitchell Jr. Award for Member Recruiting Excellence.....	Page 16

- Communications Committee
 1. Ben Franklin Journalism Publications Award Page 16
 2. David Sarnoff Electronic Journalism Award Page 16
 3. Art Curtis Sword and Pen Award Page 17
 4. Jerry Kromrey Sword and Screen Award Page 17

Section 8: Department Awards

1. Award of Merit Page 19
2. John Lynker ROA Department Minuteman Award Page 19
3. Outstanding Family Readiness Contributor Award..... Page 19
4. ROA Family Support Award..... Page 19
5. Nathan Hale Award Page 19
6. ROTC/JROTC Awards..... Page 20
7. Certificates Page 20
 - Certificate of Appreciation
 - Department Meritorious Contribution
 - Guest Speaker Appreciation
 - Outstanding Service Recognition
 - ROA Department Membership
 - Unit Commander Outstanding Service

Section 9: Chapter Awards

1. Outstanding Family Readiness Contributor Award..... Page 21
2. ROA Family Support Award..... Page 21
3. ROTC/JROTC Awards..... Page 21
4. Certificates Page 21
 - Certificate of Appreciation
 - Chapter Membership
 - Chapter Meritorious Contribution
 - Guest Speaker Appreciation
 - Outstanding Service Recognition
 - Unit Commander Outstanding Service

Section 10: Air Force Section Awards

1. Air Reserve Components Outstanding Junior Enlisted of the Year Page 22
2. Air Reserve Components Outstanding Company Grade Officer of the Year Page 22
3. Tom E. Marchbanks, Jr., Award..... Page 23
4. Outstanding Non-Flying Unit Page 23

Section 11: Army Section Awards

1. Small Unit Award Page 25
2. Company Size Unit Award Page 25
3. Large Unit Award Page 26
4. Thomas Plewes Reserve Component Nat'l Security Strategy Writing Award.... Page 26
5. ROA Outstanding USAR Aviation Support (ASF) Facility Award..... Page 26
6. ROA Army Outstanding Junior Officer of Year Page 27
7. ROA Army Outstanding Junior Warrant Officer of the Year Page 27

- 8. Outstanding Army Junior Enlisted Servicemember of the Year..... Page 28
- 9. ROA Army National Guard Outstanding Junior Warrant Officer of the Year Page 28
- 10. Outstanding Army Junior Enlisted Servicemember of the Year..... Page 29

Section 12: Naval Services Section Awards

- Awards Representing all Services
 - 1. Marshall A. Hanson Anchor Award..... Page 30
 - 2. Alexander Jackson Award Page 30
- Navy Awards
 - 1. Outstanding Navy Reserve Junior Officer Page 30
 - 2. ROA Navy Outstanding Junior Warrant Servicemember of the Year Page 31
 - 3. ROA Navy Outstanding Junior Enlisted Servicemember of the Year Page 31
- Marine Corps Awards
 - 1. Harry Schmidt Trophy Page 32
- Coast Guard Awards
 - 1. Russell Waesche Award – Category 1 Page 32
 - 2. Russell Waesche Award – Category 2 Page 32
 - 3. Congressional Trophy Page 33
 - 4. Bennett S. “Bud” Sparks Coast Guard Reserve Outstanding Junior Officer.. Page 33
 - 5. ROA Cost Guard Outstanding Junior Warrant Servicemember of the Year .. Page 34
 - 6. ROA Cost Guard Outstanding Junior Enlisted Servicemember of the Year .. Page 34
 - 7. Bennett S. “Bud” Sparks Unit Award – Category 1 Page 34
 - 8. Bennett S. “Bud” Sparks Unit Award – Category 2 Page 35
- Public Health Service Awards
 - 1. C. Everett Koop Award - USPHS Junior Officer of the Year Page 35
- National Oceanic & Atmospheric Administration Awards
 - 1. Outstanding Junior Officer of the Year Page 36

Section 13: Accessories

- 1. ROA Miniature Medal Page 14

Section 1: Overview

Purpose

The purpose of ROA's award program is to provide tangible recognition for exceptional service or achievement.

Awards and citations are symbols of acknowledgement that may be presented by ROA National President, Executive Director, Committees, Departments, and Chapters to individual ROA members, Departments, Chapters, Reserve units, other deserving persons, or organizations that have rendered outstanding service to national security or who have otherwise contributed to the promotion of ROA aims and objectives.

This publication is intended to be sufficiently comprehensive for the administration of the ROA program of awards and citations by defining the categories and criteria for various awards and establishing actions necessary to initiate and make appropriate awards.

Establishment of New Awards

Awards of the Association are established by the Executive Committee. Sections, departments or chapters may establish local awards consistent with the awards policy approved by the National Executive Committee. [C&B Article B-13, Section 2]

ROA National Awards Board Composition

The ROA National Awards Board is composed of the following:

- National President
- Immediate Past National President
- Executive Director
- National Service Section Vice Presidents

The National Awards Board establishes criteria and makes recommendations to the President for National awards. The Board shall approve selected, major, national awards and those appreciation and recognition certificates that require ROA Departments and Chapters to submit a resolution or letter of nomination including justification to the Board for approval.

The ROA National Awards Board is the initial vetting authority for the consideration of the establishment of additional awards not mentioned in this publication. Final approval will be made by the Executive Committee.

Handbook Organization

This handbook is divided into 13 sections, which include:

- Overview
- National Awards
- Committee Awards
- Service Section Awards
- Department Awards
- Chapter Awards

Section 2: National President Approval

1. National President's Award

- ◆ Selected by: ROA National President.
- ◆ Criteria: As determined by the National President.
- ◆ Process: At the discretion of the National President.
- ◆ Presentation: At the discretion of the National President.

Section 3:

National Executive Committee Approval

1. Thomas F. Royals ROA National Minuteman Media Award

- ◆ Selected by: National Executive Committee
- ◆ Criteria: This award recognizes an individual or organization from any media platform who, on a national scale, significantly promotes public awareness of the members of the uniformed serves of the United States.
- ◆ Process: A resolution or a letter of nomination, including justification, and signed by the Department or Chapter President, must be sent to Ms. Diane Markham (dmarkham@roa.org), attention Executive Committee.
- ◆ Presentation: Presented at a national ROA meeting.

2. H.J. Reilly National Security Award

- ◆ Selected by: National Executive Committee
- ◆ Criteria: This award is presented in lieu of the Minuteman of the Year Award to the citizen who has contributed the most to protect National Security in the previous year. It is usually given to an elected official or federal executive who has been a leader in national security and defense issues in keeping with the ROA charter. Normally rotates between the Senate and the House, Democrat and Republican.
- ◆ Process: A resolution or a letter of nomination, including justification, and signed by the Department or Chapter President, must be sent to Ms. Diane Markham (dmarkham@roa.org), attention Executive Committee.
- ◆ Presentation: Presented at a national ROA meeting.

3. International Medal

- ◆ Selected by: National Executive Committee
- ◆ Criteria: This award is presented on behalf of ROA to members of CIOR/CIOMR or UPORFA for exceptionally meritorious service of long standing on behalf of the Interallied Confederation of Reserve Officers and/or the Interallied Confederation of Medical Reserve Officers, or the Pan-America Union of Reserve Officers of the Armed Forces. This medal can be awarded to leaders of CIOR/CIOMR or UPORFA allied delegations for exceptionally meritorious service on behalf of, and in support of, CIOR/CIOMR or UPORFA objectives.
- ◆ Process: A resolution or a letter of nomination, including justification, and signed by the Department or Chapter President, must be sent to Ms. Diane Markham (dmarkham@roa.org), attention Executive Committee.
- ◆ Presentation: Presented jointly by the heads of the CIOR/CIOMR or UPORFA Delegations at the annual Conference and/or Congress in an appropriate ceremony.

4. John R. Delafield Achievement Award

- ◆ Selected by: National Executive Committee
- ◆ Criteria: Awarded to any class of ROA membership or to a national staff member for an important contribution to ROA that distinguishes the individual beyond normal commitment. Recommendation is that one annual award be authorized and presented, although as many as three recipients can be recognized annually.
- ◆ Process: A resolution or a letter of nomination, including justification, and signed by the Department or Chapter President, must be sent to Ms. Diane Markham (dmarkham@roa.org), attention Executive Committee.
- ◆ Presentation: Presented at a national ROA meeting, or at another suitable time/place.

5. Minuteman of the Year

- ◆ Selected by: National Executive Committee
- ◆ Criteria: Presented to the individual who has shown over a consistent period of time to be an advocate for National Security and Reserve Component Issues, having worked directly with the ROA. Normally given to a member of Congress or a member of the Executive Branch. Normally rotates between the Senate and the House, Democrat and Republican. If no suitable recipient is nominated, it is appropriate to pass any specific year.
- ◆ Process: A resolution or a letter of nomination, including justification, and signed by the Department or Chapter President, must be sent to Ms. Diane Markham (dmarkham@roa.org), attention Executive Committee.
- ◆ Presentation: Presented at a national ROA meeting.

Section 4:

National Awards Board Approval

1. **Award of Merit**

- ◆ Selected by: National Awards Board
- ◆ Criteria: For presentation to individuals in recognition of outstanding devotion to the cause of National Defense and ROA.
- ◆ Process: A resolution or a letter of nomination, including justification, and signed by the Department or Chapter President, must be sent to Ms. Diane Markham (dmarkham@roa.org), attention Executive Committee.
- ◆ Presentation: Presented at a national ROA meeting.

2. **Lewis Blaine Hershey Award for Exceptional Service**

- ◆ Selected by: National Awards Board
- ◆ Criteria: Presented at a national meeting of the Association to the individual or individuals, who, through their unselfish and tireless service, have contributed substantially to the preservation of the ROA's most treasured asset, the Minuteman Memorial Building. Service must be voluntary, and the individual may not have received monetary compensation for their efforts.
- ◆ Process: Nominations may be made by a chapter, department, national officer, member, or senior member of the ROA staff. A resolution or letter of nomination, including justification, must be sent to Ms. Diane Markham (dmarkham@roa.org), attention Awards Board.
- ◆ Presentation: Presented at a national ROA meeting.

3. **Harry S Truman Achievement Award**

- ◆ Selected by: National Awards Board
- ◆ Criteria: Awarded to any class of ROA membership or to a National Staff member for significant contribution to ROA above and beyond normal contributions. Recommendation is that one annual award be authorized and presented, although as many as three recipients can be recognized annually. If no suitable recipient is nominated it is appropriate to pass any specific year.
- ◆ Process: A resolution or a letter of nomination, including justification, and signed by the Department or Chapter President, must be sent to Ms. Diane Markham (dmarkham@roa.org), attention Executive Committee.
- ◆ Presentation: Presented at a national ROA meeting, but may be presented at another suitable time/place.

4. **Minuteman Hall of Fame**

- ◆ Selected by: National Awards Board
- ◆ Criteria: Presented annually to a uniformed service member "who has conspicuously contributed to the advancement of ROA programs and objectives." Normally given to a uniformed service member; has been given to members of the DoD and Service Secretariats. Rotates annually among the Service Sections (exceptions may be made occasionally).

- ◆ Process: A resolution or a letter of nomination, including justification, and signed by the Department or Chapter President, must be sent to Ms. Diane Markham (dmarkham@roa.org), attention Executive Committee.
- ◆ Presentation: Presented at the Annual Meeting, but may be presented at another suitable time/place.

5. Theodore Roosevelt Heroism Award

- ◆ Selected by: National Awards Board
- ◆ Criteria: For presentation to an individual in recognition of a reservist or national guardsman for heroism in combat.
- ◆ Process: A resolution or a letter of nomination, including justification, and signed by the Department or Chapter President, must be sent to Ms. Diane Markham (dmarkham@roa.org), attention Executive Committee.
- ◆ Presentation: The award consists of a sketch of Teddy Roosevelt as a Rough Rider imprinted on a metal plate and mounted on a walnut plaque.

6. Distinguished Service Citation (Certificate)

- ◆ Selected by: National Awards Board
- ◆ Criteria: For presentation to individual in recognition of distinguished service on behalf of ROA and National Defense.
- ◆ Process: A resolution or a letter of nomination, including justification, and signed by the Department or Chapter President, must be sent to Ms. Diane Markham (dmarkham@roa.org), attention Executive Committee.
- ◆ Presentation: Presented as deemed appropriate by the nominating department or chapter and approved by the Awards Board.

7. Brigade of Volunteers Award (Certificate)

- ◆ Selected by: National Awards Board
- ◆ Criteria: Members commissioned as “ROA Minutemen” for their voluntary activity within the Association, particularly in membership solicitation and retention, signifying their unquestioned loyalty to ROA traditions and their dependability to serve without the reward of any ROA political office or recognition.
- ◆ Process: A resolution or a letter of nomination, including justification, and signed by the Department or Chapter President, must be sent to Ms. Diane Markham (dmarkham@roa.org), attention Executive Committee.
- ◆ Presentation: Presented as deemed appropriate by the nominating department.

Section 5:

National President or Executive Director Approval

1. **Twice the Citizen Award**

- ◆ Selected by: National President or Executive Director
- ◆ Criteria: Presented, at the discretion of the Executive Director, to those individuals who are not necessarily affiliated with ROA, but have been supportive to our missions, etc.
- ◆ Process: At the discretion of the National President or Executive Director.
- ◆ Presentation: At the discretion of the National President or Executive Director.

2. **Achievement Award (Certificate)**

- ◆ Selected by: National President or Executive Director
- ◆ Criteria: For presentation to individuals for specific actions in on behalf of National Defense and ROA.
- ◆ Process: At the discretion of the National President or Executive Director.
- ◆ Presentation: Presented in the form of a certificate at a time and place deemed appropriate by the National President or Executive Director.

3. **Loyalty and Support (Certificate)**

- ◆ Selected by: National President or Executive Director
- ◆ Criteria: Presented to individuals whose loyalty and support have materially contributed to the achievement of ROA's mission and programs.
- ◆ Process: At the discretion of the National President or Executive Director.
- ◆ Presentation: Presented in the form of a certificate at a time and place deemed appropriate by the National President or Executive Director.

4. **Meritorious Contribution (Certificate)**

- ◆ Selected by: National President or Executive Director
- ◆ Criteria: Presented to one who has contributed to the National Defense and ROA.
- ◆ Process: At the discretion of the National President or Executive Director.
- ◆ Presentation: Presented in the form of a certificate at a time and place deemed appropriate by the National President or Executive Director.

5. **Other Certificates (Certificate)**

1. Certificate of Appreciation
 2. Guest Speaker Appreciation
 3. Outstanding Service Recognition
 4. Unit Commander Outstanding Service
- ◆ Selected by: National President or Executive Director
 - ◆ Criteria: Selected by the National President or Executive Director
 - ◆ Process: At the discretion of the National President or Executive Director.
 - ◆ Presentation: Presented in the form of a certificate at a time and place deemed appropriate by the National President or Executive Director.

Section 6: Other Awards

1. **John W. Richardson Retention Award**

- ◆ Selected by: National Staff
- ◆ Criteria: Presented annually to all departments and chapters meeting minimum retention standards. Recipients will be recognized at one of three levels. Retention rates are calculated on a fiscal year basis. Calculations do not include life members.
 - Gold Level: Minimum retention rate of 80%
 - Silver Level: Minimum retention rate of 70%
 - Bronze Level: Minimum retention rate of 60%
- ◆ Process: National staff will calculate retention rates at the conclusion of the fiscal year and determine qualified departments and chapters.
- ◆ Presentation: Presented annually at the National Annual Meeting in the form of a certificate.

2. **Chaplain Vincent R. Capodanno Chaplain of the Year Award**

- ◆ Selected by: Chief of Chaplains of appropriate service.
- ◆ Criteria: Must be a Guard or Reserve O-3 or O-4 chaplain who: 1) has demonstrated the utmost commitment and dedication to the role of the military chaplaincy; 2) has displayed application of the gifts and graces of a chaplain to the unit and command; 3) has a professional attitude and military bearing expected of a military chaplain; 4) has the ability to grasp the mission and values of the respective service to which the chaplain is assigned; 5) models and mentors other chaplains; and 6) is an example of the spiritual life and service for others for whom a chaplain is responsible. Rotated annually among the services (services attempt also to rotate among the religious faiths).
- ◆ Process: ROA National Chaplain will:
 1. Coordinate with the Chief of Chaplains to get information on the awardee.
 2. Forward awardee information to national.
 3. Coordinate awardee's National Annual Meeting attendance, in conjunction with national.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide recipient with a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or their department or chapter.

3. **Eldridge Smith Religious Affairs/Program Specialist of the Year**

- ◆ Selected by: Chief of Chaplains of appropriate service.

- ◆ **Criteria:** Must be a Guard or Reserve religious affairs/program specialist in the pay grade of E-1 to E-6 who: 1) demonstrated the utmost commitment and dedication to functional knowledge regarding world religions and the religious dynamics of indigenous populations; 2) has arranged opportunities to promote religious cooperation, understanding, and support; 3) has developed and provided mentorship for emerging military chaplaincies; and 4) coordinates efforts for advising others on the religious, moral, and ethical issues related to policies and programs.
- ◆ **Process:** ROA National Chaplain will:
 1. Coordinate with the Chief of Chaplains to get information on the awardee.
 2. Forward awardee information to national.
 3. Coordinate awardee's National Annual Meeting attendance, in conjunction with national.
- ◆ **Presentation:** Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide recipient with a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or their department or chapter.

4. Outstanding Junior Officer of the Year

- ◆ **Selected by:** ROA Awards Board
- ◆ **Criteria:** Criteria includes:
 1. Awardee must be selected from the Outstanding Junior Officer of the Year in each respective uniformed service. Only one nomination from each service will be considered.
 2. Award considerations include: 1) leadership/mentoring demonstrated in their military and/or civilian career; 2) accomplishments that contribute to their military specialty; and 3) involvement in the community and/or professional organizations. Presented annually unless no servicemember is nominated.
- ◆ **Process:** Process includes:
 1. The ROA awards board will conduct virtual interviews prior to the National Annual Meeting and select a recipient.
 2. The awards board will notify staff of the selection in order to order the plaque.
 3. The name of the recipient will remain confidential until presentation of the award.
- ◆ **Presentation:** Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide recipient with a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or their department or chapter.

5. Michael Novosel Award for the ROA Warrant Officer of the Year

- ◆ Selected by: ROA Warrant Officer of the Year Selection Committee
- ◆ Criteria: Criteria includes:
 1. Awardee must be selected from the Outstanding Warrant Officer of the Year in each of the following participating reserve service branches, Army, Army National Guard, Navy and Coast Guard.
 2. Award considerations include excellence in achievement and service to the Nation and National Security.
- ◆ Process: Process includes:
 1. The ROA Warrant Officer of the Year selection committee will conduct virtual interviews, if necessary, prior to the National Annual Meeting and select a recipient.
 2. The selection committee will notify staff of the selection to order the plaque.
 3. The name of the recipient will remain confidential until presentation of the award.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide recipient with a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or their department or chapter.

6. Outstanding Junior Enlisted Servicemember of the Year

- ◆ Selected by: ROA Awards Board
- ◆ Criteria: Criteria includes:
 1. Awardee must be selected from the Outstanding Junior Enlisted Reserve Component Member awardee in each respective uniformed service. Only one nomination from each service will be considered.
 2. Award considerations include: 1) leadership/mentoring demonstrated in their military and/or civilian career; 2) accomplishments that contribute to their military specialty; and 3) involvement in the community and/or professional organizations. Presented annually unless no servicemember is nominated.
- ◆ Process: Process includes:
 1. The ROA awards board will conduct virtual interviews prior to the National Annual Meeting and select a recipient.
 2. The awards board will notify staff of the selection in order to order the plaque.
 3. The name of the recipient will remain confidential until presentation of the award.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide recipient with a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or their department or chapter.

Section 7: National Committee Awards

Membership Committee

1. Samuel P. Mitchell Jr. Award for ROA Member Recruiting Excellence

- ◆ Selected by: ROA Membership Committee
- ◆ Criteria: This award is presented to individual(s) who, through their efforts, have contributed substantially to the growth of ROA's member base.
 1. Both the recruiter and new member must be current members in good standing.
 2. Award is based on a recruiting year of 1 April – 31 May.
 3. Includes recruitment of members in all categories of membership.
 4. Service must be voluntary; the nominee may not have received any monetary compensation for their efforts.
- ◆ Process: Individuals may be nominated by any member, staff, or group having specific knowledge of the recommended member's recruiting activities. Nominations should be sent to Ms. Diane Markham (dmarkham@roa.org), who will forward to the Membership Committee for approval.
- ◆ Presentation: The award should be presented in an appropriate ceremony by the ROA National President at the National Annual Meeting or other occasion selected by the National President.

Communications Committee

1. Ben Franklin Journalism Publications Award

- ◆ Selected by: Communications Committee
- ◆ Criteria: Candidates must be selected to receive the Sword & Pen Award in the same year. Up to three Department newsletter editors and three Chapter newsletter editors may be selected each year. Once an editor has been selected for the award, they become ineligible for the next two years.
- ◆ Process: The Sword and Pen selection committee reviews all Sword and Pen awardees to determine those that should be further recognized.
- ◆ Presentation: Presented in the form of a certificate during the National Annual Meeting.

2. David Sarnoff Electronic Journalism Award

- ◆ Selected by: Communications Committee
- ◆ Criteria: Candidates must be selected to receive the Sword & Screen Award in the same year. Up to three Department webmasters and three Chapter webmasters may be selected. This award cannot be presented to the same recipient in consecutive years.
- ◆ Process: The Sword and Screen selection committee reviews all Sword and Screen awardees to determine those that should be further recognized.
- ◆ Presentation: Presented in the form of a certificate during the National Annual Meeting.

3. Art Curtis Sword and Pen Award

- ◆ Selected by: Communications Committee
- ◆ Criteria: Given annually to editors of Department and Chapter newsletters whose communications best convey the purpose of ROA and fill the need for information of value. Editors may receive the award in consecutive years. Judging criteria include:
 1. Must be submitted in PDF format no later than March 15th of the following year.
 2. Must produce a minimum of two issues per calendar year.
 3. The newsletter should have a title other than “newsletter.”
 4. The editor must be clearly identified.
 5. The newsletter must have a “disclaimer” statement.
 6. Newsletters that are merely flyers, meeting announcements, or leadership directives intended for limited distribution do not qualify.
 7. Must have an attractive, interesting, and creative layout.
 8. Must have a flag (or nameplate), newsletter title, ROA logo and attractive design.
 9. Must have a masthead that includes the name and address of editor, president, and secretary.
 10. Must have appropriate and attention getting headlines.
 11. Special Features/Content is encouraged. Suggested topics include, but not limited to, membership data and status, financial data, department officer and committee chair reports, national security issues, legislative objectives and actions, relevant retiree information, member letters or articles, Reserve Unit activities, etc.
 12. Photographs should be clear, appropriate, identified, and cropped as necessary for composition.
- ◆ Process: Departments and Chapters submit newsletters to the Communications Committee Chair (hplimack@roa.org), copy to national headquarters (dmarkham@roa.org), and with a subject line of “ROA Newsletter Submission for CY## (state appropriate year).” The Communications Committee chair appoints a selection committee who reviews all submissions and determines the winners.
- ◆ Presentation: Presented in the form of a certificate during the National Annual Meeting.

4. Jerry Kromrey Sword and Screen Award

- ◆ Selected by: Communications Committee
- ◆ Criteria: Given annually to webmasters of the Department and Chapter websites which best convey the purpose of ROA and fulfill the Department/Chapter need for information of value. Editors may receive the award in consecutive years. The basic criteria for both Department and Chapter websites for the Sword & Screen Award are:
 1. Must have the Department or Chapter name.
 2. Must have the ROA mission statement.
 3. Must have the ROA logo.
 4. Must link to the ROA national website.
 5. Must have a disclaimer statement (mandatory).

6. Must contain the name of the president, secretary, and webmaster.
7. Must contain current Department/Chapter news.
8. Site must be updated a minimum of three times per calendar year. The minimum time frames are March/April (Between the ROA Leaders Conference and May 1st), May-July (Newly elected officers must be posted no later than August 1st, and November-December (Current news and events must be posted between November 1st and December 31st (and then restarting January-February).
9. The main page shall indicate the date of the latest website update.

Additional optional criteria to be considered for the BG Sarnoff Award:

1. Service Section announcements
2. Use of color
3. Use of photographs
4. Use of logos (all Service logos are prohibited)
5. "Special" site name (other than just Department/Chapter name)
6. Events calendar
7. ROA membership application
8. Department/Chapter committee activity/reports (membership, National Annual Meeting, health services, junior officer, legislation, etc.)
9. Other department/Chapter officer listings (Treasurer, Service Section VPs, Chaplain, committee chairs, etc.)
10. Other unique/special/individual features (website hit counter, guestbook, etc.)

- ◆ **Process:** The Communications Committee chair will appoint a selection committee, who will visit each website throughout the year and determine which ones meet the criteria for a Sword & Screen Award.
- ◆ **Presentation:** Presented in the form of a certificate during the National Annual Meeting.

Section 8: Department Awards

1. **Award of Merit**

- ◆ Selected by: Departments
- ◆ Criteria: For presentation to individuals in recognition of outstanding devotion to the cause of National Defense and ROA.
- ◆ Process: As defined by the Department.
- ◆ Presentation: The award consists of a certificate, and a miniature medal. Presented at a time/place deemed appropriate by the Department. (Visit www.roa.org/Awards to download the certificate. Medals can be purchased by contacting Tracey Ware [tware@roa.org].)

2. **John Lynker ROA Department Minuteman Award**

- ◆ Selected by: Nominee's Department
- ◆ Criteria: This award is to recognize an individual or organization who, in a specific market, significantly promotes public awareness of the members of the armed forces of the United States.
- ◆ Process: As defined by the Department.
- ◆ Presentation: Presented in the form of a certificate at a time/place deemed appropriate by the Department. (Visit www.roa.org/Awards to download the certificate.)

3. **Outstanding Family Readiness Contributor Award**

- ◆ Selected by: Department
- ◆ Criteria: Presented to an individual in recognition of exceptional service in support of military families, particularly during deployments and/or a family crisis. This award may also be called the Outstanding Ombudsman Award or Outstanding Key Spouse Award, depending on the service-specific term.
- ◆ Process: As determined by the Department.
- ◆ Presentation: Presented in the form of a certificate and/or plaque at a time/place deemed appropriate by the Department.

4. **ROA Family Support Award**

- ◆ Selected by: Department
- ◆ Criteria: Presented to a school, organization or their personnel in recognition of exceptional service in support of military families, particularly during deployments and/or a family crisis.
- ◆ Process: As determined by the Department.
- ◆ Presentation: Presented in the form of a certificate and/or plaque at a time/place deemed appropriate by the Department.

5. **Nathan Hale Award**

- ◆ Selected by: Nominee's Department
- ◆ Criteria: The Nathan Hale Award is given to prominent federal, state and local

government and civic leaders by ROA Department Presidents. It is intended to recognize outstanding and dedicated individual service in the interest of national security. The concept is that patriotic dedication to country was epitomized in the person of Nathan Hale.

- ◆ Process: As defined by the Department.
- ◆ Presentation: Presented in the form of a certificate at a time/place deemed appropriate by the Department. (Visit www.roa.org/Awards to download the certificate.)

6. **ROTC/JROTC Awards**

- ◆ Selected by: School officials in collaboration with the local ROA Department
- ◆ Criteria: At a minimum, the recipient(s) should be enrolled in the JROTC/ROTC program and recognized for having contributed the most to advancing the objectives of the JROTC/ROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.
- ◆ Process: As defined by the Department.
- ◆ Presentation: Presented at an appropriate ceremony as agreed upon by the school and local ROA Department. All efforts should be given to ensure a local ROA official participates in the awards presentation when possible. The award consists of a certificate of achievement. Optional award items include a ribbon bar, medal, and/or challenge coin. (Visit www.roa.org/Awards to download the certificate. Coins can be purchased via the ROA Store at www.roa.org/ROAStore.)

7. **Certificates**

- ◆ Available certificates include:
 - Certificate of Appreciation
 - Department Meritorious Contribution
 - Guest Speaker Appreciation
 - Outstanding Service Recognition
 - ROA Department Membership
 - Unit Commander Outstanding Service
- ◆ Selected by: Department
- ◆ Process: As defined by the Department.
- ◆ Presentation: Presented in the form of a certificate at a time/place deemed appropriate by the Department. (Visit www.roa.org/Awards to download the certificate.)

Section 9: Chapter Awards

1. Outstanding Family Readiness Contributor Award

- ◆ Selected by: Chapter
- ◆ Criteria: Presented to an individual in recognition of exceptional service in support of military families, particularly during deployments and/or a family crisis. This award may also be called the Outstanding Ombudsman Award or Outstanding Key Spouse Award, depending on the service-specific term.
- ◆ Process: As determined by the Chapter.
- ◆ Presentation: Presented in the form of a certificate and/or plaque at a time/place deemed appropriate by the Chapter.

2. ROA Family Support Award

- ◆ Selected by: Chapter
- ◆ Criteria: Presented to a school, organization or their personnel in recognition of exceptional service in support of military families, particularly during deployments and/or a family crisis.
- ◆ Process: As determined by the Chapter.
- ◆ Presentation: Presented in the form of a certificate and/or plaque at a time/place deemed appropriate by the Chapter.

3. ROTC/JROTC Awards

- ◆ Selected by: School officials in collaboration with the local ROA Chapters.
- ◆ Criteria: At a minimum, the recipient(s) should be enrolled in the JROTC/ROTC program and recognized for having contributed the most to advancing the objectives of the JROTC/ROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.
- ◆ Process: As defined by the Chapter.
- ◆ Presentation: Presented at an appropriate ceremony as agreed upon by the school and local ROA Chapter. All efforts should be given to ensure a local ROA official participates in the awards presentation when possible. The award consists of a certificate of achievement. Optional award items include a ribbon bar, medal, and/or challenge coin. (Visit www.roa.org/Awards to download the certificate. Coins can be purchased via the ROA Store at www.roa.org/ROAStore.)

4. Certificates

- ◆ Available certificates include:
 - Certificate of Appreciation
 - Chapter Membership
 - Chapter Meritorious Contribution
 - Guest Speaker Appreciation
 - Outstanding Service Recognition
 - Unit Commander Outstanding Service
- ◆ Selected by: Chapter
- ◆ Process: As defined by the Chapter.
- ◆ Presentation: Presented in the form of a certificate at a time/place deemed appropriate by the Department. (Visit www.roa.org/Awards to download the certificate.)

Section 10: Air Force Section Awards

1. Air Reserve Components Outstanding Junior Enlisted of the Year Award

- ◆ Selected by: ROA National Air Force Vice President and Executive Committeemen
- ◆ Criteria: Nominees must be a currently serving in the pay grades of E1-E6 in the Air Force Reserve or Air National Guard. Award considerations include: 1) leadership/mentoring demonstrated in their military and/or civilian career; 2) accomplishments that contribute to their military specialty; and 3) involvement in the community and/or professional organizations.
- ◆ Process: Process includes:
 1. National staff sets the deadline for applications submissions, prepares the application, and sends an announcement to the Chief of Air Force Reserve, Director of Air National Guard, all state adjutant generals, and ROA department presidents, Air Force vice presidents and secretaries.
 2. Nominations are submitted to national headquarters.
 3. The ROA National Air Force Vice President appoints a selection board who will select a recipient.
 4. The selection board will notify staff of the selection no less than 4 weeks before the National Annual Meeting.
 5. Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
 6. Staff provides a one-year membership to awardee.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

2. Air Reserve Components Outstanding Company Grade Officer of the Year Award

- ◆ Selected by: ROA National Air Force Vice President and Executive Committeemen
- ◆ Criteria: Nominees must be a currently serving in the pay grades of O1-O3E in the Air Force Reserve or Air National Guard. Award considerations include: 1) leadership/mentoring demonstrated in their military and/or civilian career; 2) accomplishments that contribute to their military specialty; and 3) involvement in the community and/or professional organizations.
- ◆ Process: Process includes:
 1. National staff sets the deadline for applications submissions, prepares the application, and sends an announcement to the Chief of Air Force Reserve, Director of Air National Guard, all state adjutant generals, and ROA department presidents, Air Force vice presidents and secretaries.
 2. Nominations are submitted to national headquarters.
 3. The ROA National Air Force Vice President appoints a selection board who will select a recipient.

4. The selection board will notify staff of the selection no less than 4 weeks before the National Annual Meeting.
5. Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
6. Staff provides a one-year membership to awardee.

◆ Presentation: Presentation includes:

1. The award will be presented during the ROA National Annual Meeting.
2. ROA will provide a complimentary basic registration (not including paid food functions).
3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

3. Tom E. Marchbanks, Jr., Memorial Award

◆ Selected by: ROA National Air Force Vice President and Executive Committeemen

◆ Criteria: Feats or accomplishments displaying unique ability or courage, performed during aerial flight, by one or more aircrew members of the air reserve components during the previous calendar year. The Air Force Section of ROA provides and presents the award annually at the National Annual Meeting.

◆ Process: Process includes:

1. National staff sets the deadline for applications submissions, prepares the application, and sends an announcement to the Chief of Air Force Reserve, Director of Air National Guard, all state adjutant generals, and ROA department presidents, Air Force vice presidents and secretaries.
2. Nominations are submitted to national headquarters.
3. The ROA National Air Force Vice President appoints a selection board who will select a recipient.
4. The selection board will notify staff of the selection no less than 4 weeks before the National Annual Meeting.
5. Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
6. Staff provides a one-year membership to awardee.

◆ Presentation: Presentation includes:

1. The award will be presented during the ROA National Annual Meeting.
2. ROA will provide a complimentary basic registration (not including paid food functions).
3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

4. Outstanding Non-Flying Air Reserve Components Unit Award

◆ Selected by: National Air Force Vice President and Executive Committeemen

◆ Criteria: Feats or accomplishments displaying unique ability or courage, performed in support of aerial flight, by a non-flying unit of the air reserve components during the previous calendar year.

- ◆ Process: Process includes:
 1. National staff sets the deadline for applications submissions, prepares the application, and sends an announcement to the Chief of Air Force Reserve, Director of Air National Guard, all state adjutant generals, and ROA department presidents, Air Force vice presidents and secretaries.
 2. Nominations are submitted to national headquarters.
 3. The ROA National Air Force Vice President appoints a selection board who will select a recipient.
 4. The selection board will notify staff of the selection no less than 4 weeks before the National Annual Meeting.
 5. Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
 6. Staff provides a one-year membership to awardee.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

Section 11: Army Section Awards

1. Small Unit Award

- ◆ Selected by: Commanding General, Forces Command
- ◆ Criteria: As defined by Army Regulation 140-1, section 8-4 (https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r140_1.pdf). U.S. Army Reserve TPUs with an authorized strength of 75 or less (small units) are eligible. These small units include detachments, platoons, sections, bands, training division companies and laboratories.
- ◆ Process: Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Army Reserve Command, G1 requesting the name of the Unit and contact information for the award recipient.
 2. The G1 collects submissions per Army regulation, selects recipient, and notifies ROA of the award recipient.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

2. Company Size Unit Award

- ◆ Selected by: Commanding General, Forces Command
- ◆ Criteria: As defined by Army Regulation 140-1, section 8-4 (https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r140_1.pdf) USAR troop program companies, batteries, troops, higher level command headquarters units (e.g., HHC; Group HHC/HHD; Depot HHC; Brigade HHC, HHD, HHB; Battalion HHC, HHD; and HQ Centers) are eligible.
- ◆ Process: Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Army Reserve Command, G1 requesting the name of the Unit and contact information for the award recipient.
 2. The G1 collects submissions per Army regulation, selects recipient, and notifies ROA of the award recipient.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

3. Large Unit Award

- ◆ Selected by: Commanding General, Forces Command
- ◆ Criteria: As defined by Army Regulation 140-1, section 8-4 (https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r140_1.pdf) USAR troop program MTOE battalions, squadrons, and hospitals are eligible.
- ◆ Process: Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Army Reserve Command, G1 requesting the name of the Unit and contact information for the award recipient.
 2. The G1 collects submissions per Army regulation, selects recipient, and notifies ROA of the award recipient.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

4. Thomas J. Plewes Reserve Component National Security Strategy Writing Award

- ◆ Selected by: Faculty of the Army War College
- ◆ Criteria: The award will recognize the best strategy papers addressing Reserve Component roles, missions and contributions to the National Military Strategy or other significant issues related to the Reserve Components' contributions to national security strategy.
- ◆ Process: The Army War College identifies the recipient(s) and notifies ROA staff. ROA staff orders the plaque. As many as two awards can be presented each year – one for the residence program, and one for the distance education program. A copy of each recipient's paper will be made available to ROA for its use.
- ◆ Presentation: The award is provided by the Army Section and presented USAWC Commandant at their graduation ceremony.

5. ROA Outstanding USAR Aviation Support (ASF) Facility Award

- ◆ Selected by: Commanding General, Forces Command
- ◆ Criteria: As defined by Army Regulation 140-1, section 8-7 (https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r140_1.pdf) USAR Aviation Support Facilities designated per this regulation.
- ◆ Process: Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Army Reserve Command, G1 requesting the name of the Unit and contact information for the award recipient.
 2. The G1 collects submissions per Army regulation, selects recipient, and notifies ROA of the award recipient.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.

- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

6. ROA Army Outstanding Junior Officer of the Year

- ◆ Selected by: ROA Army Section Executive Committee Members
- ◆ Criteria: Presented for recognition of excellence in achievement and service to our Nation and National Security.
- ◆ Process: Process includes:
 1. National staff sets the deadline for applications submissions, prepares the application, and sends an announcement to the Chief of the Army Reserve, all state adjutant generals, and ROA department presidents, Army vice presidents and secretaries.
 2. Nominations are submitted to national headquarters.
 3. The ROA National Army Vice President appoints a selection board, who will select up to 10 finalists for interview prior to the National Annual Meeting, then select a recipient.
 4. The selection board will notify staff of the selection no less than 4 weeks before the National Annual Meeting.
 5. Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
 6. Staff provides a one-year membership to awardee.
- ◆ Presentation: Presented annually at the ROA National Annual Meeting.

7. ROA Army Outstanding Junior Warrant Officer of the Year

- ◆ Selected by: ROA Army Section Awards Board
- ◆ Criteria: As defined by the US Army Reserve.
- ◆ Process: Process includes:
 1. National staff sets the deadline for applications submissions, prepares the application, and sends an announcement to the Chief of the Army Reserve, all state adjutant generals, and ROA department presidents, Army vice presidents and secretaries.
 2. Nominations are submitted to national headquarters.
 3. The ROA National Army Vice President appoints a selection board, who will select up to 10 finalists for interview prior to the National Annual Meeting, then select a recipient.
 4. The selection board will notify staff of the selection no less than 4 weeks before the National Annual Meeting.
 5. Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
 6. Staff provides a one-year membership to awardee.

- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

8. Outstanding Army Junior Enlisted Servicemember of the Year

- ◆ Selected by: ROA Army Section Awards Board
- ◆ Criteria: As defined by the US Army Reserve.
- ◆ Process: Process includes:
 1. National staff sets the deadline for applications submissions, prepares the application, and sends an announcement to the Chief of the Army Reserve, all state adjutant generals, and ROA department presidents, Army vice presidents and secretaries.
 2. Nominations are submitted to national headquarters.
 3. The ROA National Army Vice President appoints a selection board, who will select up to 4 finalists for interview, if needed, prior to the National Annual Meeting, then select a recipient.
 4. The selection board will notify staff of the selection no less than 4 weeks before the National Annual Meeting.
 5. Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
 6. Staff provides a one-year membership to awardee.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

9. ROA Army National Guard Outstanding Junior Warrant Officer of the Year

- ◆ Selected by: ROA Army Section Awards Board
- ◆ Criteria: As defined by the US Army National Guard.
- ◆ Process: Process includes:
 1. National staff sets the deadline for applications submissions, prepares the application, and sends an announcement to the Chief of the Army Reserve, all state adjutant generals, and ROA department presidents, Army vice presidents and secretaries.
 2. Nominations are submitted to national headquarters.
 3. The ROA National Army Vice President appoints a selection board, who will select up to 4 finalists for interview, if needed, prior to the National Annual Meeting, then select a recipient.
 4. The selection board will notify staff of the selection no less than 4 weeks before the National Annual Meeting.

5. Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
6. Staff provides a one-year membership to awardee.

◆ Presentation: Presentation includes:

1. The award will be presented during the ROA National Annual Meeting.
2. ROA will provide a complimentary basic registration (not including paid food functions).
3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

10. Outstanding Army Junior Enlisted Servicemember of the Year

◆ Selected by: ROA Army Section Awards Board

◆ Criteria: As defined by the US Army Reserve.

◆ Process: Process includes:

1. National staff sets the deadline for applications submissions, prepares the application, and sends an announcement to the Chief of the Army Reserve, all state adjutant generals, and ROA department presidents, Army vice presidents and secretaries.
2. Nominations are submitted to national headquarters.
3. The ROA National Army Vice President appoints a selection board, who will select up to 10 finalists for interview prior to the National Annual Meeting, then select a recipient.
4. The selection board will notify staff of the selection no less than 4 weeks before the National Annual Meeting.
5. Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
6. Staff provides a one-year membership to awardee.

◆ Presentation: Presentation includes:

1. The award will be presented during the ROA National Annual Meeting.
2. ROA will provide a complimentary basic registration (not including paid food functions).
3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

Section 12:

Naval Services Section Awards

Awards Representing All Services

1. Marshall A. Hanson Anchor Award

- ◆ Selected by: Naval Services Awards Committee
- ◆ Criteria: Awarded for longtime service, over an extended period, in posts of high responsibility within the Naval Services Section of ROA. This will not be an annual award but is to be presented upon obvious qualification of a section member. The award will be limited to no more than two per calendar year.
- ◆ Process: Nominations are to be submitted to the Vice President, Naval Services, for consideration by the Naval Services Awards Committee.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting in the form of a plaque. The recipient's name will be added to the plaque at national headquarters.
 2. Travel and lodging expenses will be borne by the individual or ROA department or chapter.

2. Alexander Jackson Award

- ◆ Selected by: Navy Section Awards Committee (All Navy Section voting members of the Executive Committee, plus the five immediate Past Navy Vice Presidents)
- ◆ Criteria: A lifetime of service to a Reserve Component of the Navy, Marine Corps, Coast Guard, Public Health Service, or National oceanic and Atmospheric Administration.
- ◆ Process: Nominations are to be submitted to the Vice President, Naval Services, for consideration by the Naval Services Awards Committee.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

Navy Awards

1. Outstanding Navy Reserve Junior Officer

- ◆ Selected by: Commander, Naval Reserve Force
- ◆ Criteria: As defined in COMNAVRESFOR Instruction 1650.11C and 1650.11C CH-1. Recipient. Must be a drilling Navy Reserve Junior Officer and selected in accordance with criteria contained in Navy directives.
- ◆ Process: Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Navy Reserve Command, requesting the name and contact information of the awardee.

2. The Navy selects recipient and notifies ROA of the selection.
3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
4. Staff provides a one-year membership to awardee.

◆ Presentation: Presentation includes:

1. The award will be presented during the ROA National Annual Meeting.
2. ROA will provide a complimentary basic registration (not including paid food functions).
3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

2. ROA Navy Outstanding Junior Warrant Servicemember of the Year

◆ Selected by: US Navy Reserve

◆ Criteria: As defined by the US Navy Reserve.

◆ Process: Process includes:

1. National staff sets a deadline for response, then sends a letter to the Navy Reserve Command, requesting the name and contact information of the awardee.
2. The Navy selects recipient and notifies ROA of the selection.
3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
4. Staff provides a one-year membership to awardee.

◆ Presentation: Presentation includes:

5. The award will be presented during the ROA National Annual Meeting.
6. ROA will provide a complimentary basic registration (not including paid food functions).
7. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

3. ROA Navy Outstanding Junior Enlisted Servicemember of the Year

◆ Selected by: US Navy Reserve

◆ Criteria: As defined by the US Navy Reserve.

◆ Process: Process includes:

1. National staff sets a deadline for response, then sends a letter to the Navy Reserve Command, requesting the name and contact information of the awardee.
2. The Navy selects recipient and notifies ROA of the selection.
3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
4. Staff provides a one-year membership to awardee.

◆ Presentation: Presentation includes:

1. The award will be presented during the ROA National Annual Meeting.
2. ROA will provide a complimentary basic registration (not including paid food functions).
3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

Marine Corps Awards

1. Harry Schmidt Award

- ◆ Selected by: Headquarters, U.S. Marine Corps
- ◆ Criteria: A perpetual rotating trophy awarded annually to a unit of the Fourth Marine Division, Fleet Marine Force, for outstanding achievement and unit excellence.
- ◆ Process: Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Marine Corps Reserve Command, requesting the name and contact information of the awardee.
 2. The Marine Corps selects recipient and notifies ROA of the selection.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

Coast Guard Awards

1. Russell Waesche Award – Category 1

- ◆ Selected by: Headquarters, U.S. Coast Guard
- ◆ Criteria: Awarded annually to the Commander of the Coast Guard District whose overall Reserve performance has been outstanding. (As defined in COMDTINST M1650.26)
- ◆ Process: Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Coast Guard Reserve Command, requesting the name and contact information of the awardee.
 2. The Coast Guard selects recipient and notifies ROA of the selection.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the representative, their service, or ROA department or chapter.

2. Russell Waesche Award – Category 2

- ◆ Selected by: Headquarters, U.S. Coast Guard
- ◆ Criteria: Awarded annually to the Commander of the Coast Guard District whose overall Reserve performance has been outstanding. (As defined in COMDTINST M1650.26)

- ◆ Process: Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Coast Guard Reserve Command, requesting the name and contact information of the representative.
 2. The Coast Guard selects recipient and notifies ROA of the selection.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

3. Congressional Trophy

- ◆ Selected by: Headquarters, U.S. Coast Guard
- ◆ Criteria: Awarded annually by the District of Columbia ROA Coast Guard Chapter to the USCGR Unit winning in national competition. Award originally presented by the late Congressman Gordon Canfield. Honorable mention certificates are presented to the four runner-up units.
- ◆ Process: Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Coast Guard Reserve Command, requesting the name and contact information of the representative.
 2. The Coast Guard selects recipient and notifies ROA of the selection.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the representative, their service, or ROA department or chapter.

4. Bennett S. “Bud” Sparks Coast Guard Reserve Outstanding Junior Officer Award

- ◆ Selected by: Headquarters, U.S. Coast Guard
- ◆ Criteria: Must be a drilling Coast Guard Reserve Junior Officer (O-3 or below) and is selected in accordance with criteria contained in Coast Guard directives. (As defined by COMDTINST M1650.26)
- ◆ Process: Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Coast Guard Reserve Command, requesting the name and contact information of the awardee.
 2. The Coast Guard selects recipient and notifies ROA of the selection.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
 4. Staff provides a one-year membership to awardee.

- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

5. ROA Coast Guard Outstanding Junior Warrant Servicemember of the Year

- ◆ Selected by: US Coast Guard Reserve
- ◆ Criteria: As defined by the US Coast Guard Reserve (COMDTINST M1650.26).
- ◆ Process: Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Coast Guard Reserve Command, requesting the name and contact information of the awardee.
 2. The Coast Guard selects recipient and notifies ROA of the selection.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
 4. Staff provides a one-year membership to awardee.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

6. ROA Coast Guard Outstanding Junior Enlisted Servicemember of the Year

- ◆ Selected by: US Coast Guard Reserve
- ◆ Criteria: As defined by the US Coast Guard Reserve (COMDTINST M1650.36D).
- ◆ Process: Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Coast Guard Reserve Command, requesting the name and contact information of the awardee.
 2. The Coast Guard selects recipient and notifies ROA of the selection.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
 4. Staff provides a one-year membership to awardee.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

7. Bennett S. "Bud" Sparks Unit Award – Category 1

- ◆ Selected by: Headquarters, U.S. Coast Guard

- ◆ **Criteria:** Awarded annually to the Coast Guard unit judged to be the most supportive of a totally integrated coast guard force, demonstrated by its effective use of Coast Guard Reservists. (As defined by COMDTINST M1650.26)
- ◆ **Process:** Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Coast Guard Reserve Command, requesting the name and contact information of the awardee.
 2. The Coast Guard selects recipient and notifies ROA of the selection.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
- ◆ **Presentation:** Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the representative, their service, or ROA department or chapter.

8. Bennett S. “Bud” Sparks Unit Award – Category 2

- ◆ **Selected by:** Headquarters, U.S. Coast Guard
- ◆ **Criteria:** Awarded annually to the Coast Guard unit judged to be the most supportive of a totally integrated Coast Guard force, demonstrated by its effective use of Coast Guard Reservists (as defined in COMDTINST M1650.26).
- ◆ **Process:** Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Coast Guard Reserve Command, requesting the name and contact information of the awardee.
 2. The Coast Guard selects recipient and notifies ROA of the selection.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
 4. Staff provides a one-year membership to representative.
- ◆ **Presentation:** Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

Public Health Service Awards

1. C. Everett Koop Award - USPHS Junior Officer of the Year

- ◆ **Selected by:** Committee convened by the Surgeon General
- ◆ **Criteria:** Awarded annually at the ROA National Annual Meeting to a Junior Officer (O1 – O4) in the USPHS Reserve Corps, either active duty or inactive reserve who has not previously received the award and who has had exemplary performance and accomplishments in USPHS assignments, civic accomplishments, demonstrated leadership abilities, and notable contributions to the mission of the USPHS.

- ◆ Process: Process includes:
 1. National staff sets a deadline for response, then sends a letter to the Public Health Service Reserve Command, requesting the name and contact information of the awardee.
 2. The USPHS selects recipient and notifies ROA of the selection.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
 4. Staff provides a one-year membership to awardee.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

National Oceanic & Atmospheric Administration Awards

1. Outstanding Junior Officer of the Year

- ◆ Selected by: National Association of Commissioned Officers (ACO)
- ◆ Criteria: Awarded to a NOAA Junior Officer and is selected in accordance with criteria set forth by the ACO. ROA provides and presents the award annually at the National Annual Meeting.
- ◆ Process: Process includes:
 1. National staff sets a deadline for response, then sends a letter to the NOAA Command, requesting the name and contact information of the awardee.
 2. NOAA selects recipient and notifies ROA of the selection.
 3. National Staff orders the plaque and coordinates National Annual Meeting attendance with the recipient.
 4. Staff provides a one-year membership to awardee.
- ◆ Presentation: Presentation includes:
 1. The award will be presented during the ROA National Annual Meeting.
 2. ROA will provide a complimentary basic registration (not including paid food functions).
 3. Travel and lodging expenses will be borne by the individual, their service, or ROA department or chapter.

Section 13: Accessories

1. **ROA Miniature Medal**

The ROA ribbon and miniature medal signify membership in ROA but have no relationship to military service. They are suitable for wear as a lapel decoration with civilian attire or may be worn with the military uniform, when the uniform is appropriate, **ONLY** at ROA functions. The exception to this rule is for the Public Health Service. The ROA ribbon or medal may be worn on the USPHS uniform at all times. When the ROA ribbon or medal is worn on the uniform it must take lowest precedence to other military ribbons or medals. The bar ribbon is to be worn with the red stripe nearest the heart.

The ROA Miniature Medal can be purchased through Symbol Arts.
<https://symbolartsshop.com/collections/merit-bars-pins/products/roa-medal>