

# **Vietnamese American Armed Forces Association Outstanding Junior and Senior Enlisted Members Award**

## **I. Purpose**

To provide direction and instructions for applicants to complete the Vietnamese American Armed Forces Association (VAAFA) Outstanding Junior and Senior Enlisted Members award application processes.

## **II. Background**

The Vietnamese American Armed Forces Association (VAAFA) Chairman and the Board of Directors established the Outstanding Junior and Senior Enlisted Members award program to promote and recognize individual who best represents VAAFA Junior (Enlisted E-1 to E-5) and Senior(Enlisted E-6 to E-9) Enlisted by demonstrating both professional and personal dedication.

The VAAFA Outstanding Junior and Senior Enlisted Members award recipient will represent the large number of superior dedicated Vietnamese American professionals serving in the military. The VAAFA Outstanding Junior and Senior Enlisted Member award candidate is typified but not limited by a history of sustained superior performance, command impact, mission contribution, proven leadership, and dedication to self-improvement, outstanding professionalism, and superior personal appearance; epitomizes the expectations of a leader, and core values, and shows the ability to exercise and follow the VAAFA mission, vision, and guiding principles.

## **III. Eligibility Requirements**

- 1) A good standing VAAFA member.
- 2) Active/Reserve/Retired VAAFA enlisted member (E-1 to E-5) is in the Outstanding Junior Enlisted Member award category and enlisted member (E-6 to E-9) is in the Outstanding Senior Enlisted Member category.
- 3) Member of the Board of Directors and the Selection Board members are ineligible.
- 4) Applicant must agree to have their name and photo published in the news media and/or website as a recipient of the VAAFA Outstanding Junior and Senior Enlisted Member.

## **IV. Application Requirements**

- 1) Submit the VAAFA Outstanding Junior or Senior Enlisted Members award application by 30 April of the VAAFA banquet year, specify Junior or Senior. The competitive

cycle will run bi-annually (two years) concurrent with the VAAF Banquet year. For example: competitive cycle will be from 1 May 2012 through 30 April 2014 and the selected VAAFA Outstanding Junior and Senior Enlisted Members will be request to attend the VAAFA banquet in 2014.

- 2) Submit a letter of recommendation from either member's unit Commanding Officer/Executive Officer or from a good standing VAAFA member addressing the applicant's history of sustained superior performance, command impact, mission contribution, proven leadership, and dedication to self-improvement, outstanding professionalism, and superior personal appearance as well as the community service leadership ability, contribution, and involvement. (Limited to 300 words and typed. Be sure to include personal email address and phone number on the letter).
- 3) Submit documentation/proof of any awards, letters of commendation and/or appreciation, and acts of heroism.
- 4) Submit documentation/proof of College degree/certification, off-duty education, as well as professional continued education through military schools and correspondences.
- 5) Submit member's annual evaluation for the last three years.
- 6) Submit three (3) photos in dressed uniform without cover, two (2) full lengths (front and side) and one (1) from waist up.
- 7) Submit member's biography (starting with date and place of birth, schooling, military service, current assignment, personal and professional awards/medals, family, etc.). (Limit one (1) typed page).
- 8) Submit the most two (2) recent Physical Readiness tests and be within military height and weight standards.
- 9) Submit any *other* pertinent information which the applicant believes to promote and favor their nomination.
- 10) Provide a valid phone number for telephone/personal interview.
- 11) Application will be made available on 1 January of the VAAFA banquet calendar year.
- 12) Scan and email the application package to [vaafa.org@gmail.com](mailto:vaafa.org@gmail.com). (*Email Subject header: VAAFA Outstanding Enlisted Member Award-First and Last Name*)

## **V. Review and Selection Processes**

The VAAFA Senior Enlisted Advisor is the Chairman of the VAAFA Outstanding Junior or Senior Enlisted Members award Selection Board Committee. Members of the Selection Board committee should be VAAFA Senior enlisted member of each branch of services minus PHS and NOAA.

When reviewing candidates for selection as the VAAFA Outstanding Junior and Senior Enlisted Member award, the selection board will take into consideration those individuals who

have excelled in increasingly demanding, challenging, and unique assignments which typify military service.

Once the selection board has reached the decision, the Chairman will notify the recipients via an email and or by phone.

## **VI. Recognition**

The VAAFA Outstanding Junior and Senior Enlisted Member award recipient will receive:

- (a) An engraved plaque.
- (b) A round trip tickets for the selected VAAFA Outstanding Enlisted member and his/her spouse to attend the VAAFA's Banquet.
- (c) A check for Three hundred (300) dollars.

The engraved plaque and a check will be mailed to the recipient home mailing address, if he/she is unable to attend the VAAFA banquet.

## **VII. Responsibilities**

1. Applicant shall ensure that they have read, understand, follow and accept all application requirements.

2. Applicant shall ensure that they submit a complete and accurate application and emailed by 23:59:59 hours PST on 30 April deadline. Applications received after the deadline will not be considered for the review and selection.