

**LETTERS OF RECOGNITION PROCESS, CRITERIA, AND SELECTION  
FOR  
DOD NATIONAL PREPAREDNESS CAMPAIGNS  
Spring 2016 *America's PrepareAthon!***

**Overview**

National preparedness campaigns help foster a culture of preparedness within the Department of Defense (DoD) and strengthen our readiness and security. OUSD Policy's intent, through letters of recognition signed by a senior Policy official, is to recognize Components and installations who set the standard through conduct of exceptional preparedness activities during national preparedness campaigns.

**Process**

Each Component and Service is encouraged to submit to OUSD Policy nomination letters for 5-7 installations or organizations worthy of a letter of recognition. Each nomination package should be endorsed by the appropriate General Officer/Flag Officer/SES in the chain of command, and include the following information:

- Installation/Organization Name;
- Commanding Officer or Program Head name;
- Mailing address at the organization's physical location;
- Full name (including go-by name), rank, job title/position of the individual(s) to be recognized; and
- A 1-2 paragraph description of the exceptional preparedness activity to be recognized, addressing the unique/creative aspects of the activity, a description of how the activity enhanced preparedness of individuals, families, and/or the workplace; identification of the hazard(s) addressed that threaten the local community; and actions addressed to plan ahead of emergencies.

Submissions must be received by June 30, 2016, to [osd.natlprep@mail.mil](mailto:osd.natlprep@mail.mil). The OSD Policy POC is Ryan Carey, who can be reached for questions at 703-695-3862.

**Selection Criteria**

- 1) Nominations should cover activities that occur between April 10 - May 28, 2016, however, nominations will be considered for national preparedness activities designed to specifically support *America's PrepareAthon!* but which occur outside of these specified dates.
- 2) Estimated total number of Component/installation personnel, family or community members reached through the preparedness activities to raise preparedness awareness and promote action among personnel and families (e.g. consider internal memoranda, e-messages, speaking engagements, distribution of support materials, preparedness fair or event to raise awareness).
- 3) Estimated total Component/installation personnel or family members reached through participation in a preparedness discussion, drill, or exercise; 4) Creative utilization of social

media and communications channels to promote the national preparedness campaign or preparedness awareness and action (e.g. internal/external website, Twitter, Facebook, etc.).

5) Inclusion, partnership, or collaboration with internal DOD or external community partners or stakeholders in activities of common interest supporting Component and/or community preparedness.

6) Use of FEMA's America's PrepareAthon campaign at [www.ready.gov/prepare](http://www.ready.gov/prepare) to register campaign participation or event; and completion of the DoD After Action Questionnaire, which can be found at [www.defense.gov/prepare](http://www.defense.gov/prepare), by clicking on the "Be Counted!" button.

### **Award Selection**

1) Based upon the stated criteria, Component/Service Headquarters should self-select nominees and internally select 5-7 installations, sites, or organizations for nomination to receive a letter of recognition by a senior OUSD Policy official.

2) Nomination packages received by OUSD Policy should be endorsed by the appropriate General Officer/Flag Officer/SES.

3) OUSD Policy will review all nomination package and make a final determination of selectees for letters of recognition. Letters should be mailed within 6-8 weeks of the receipt of all nominations.