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. 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 to register campaign participation or event; and completion of the DoD After Action Questionnaire, which can be found at 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.