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Personnel

**MAJOR GENERAL RICHARD “CRAIG” COSGRAVE
CHIEF’S AWARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESIBILITY: This publication is available electronically digitally DMAVA, JFHQ SharePoint Webpage, 108th Wing and 177th Fighter Wing network.

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs* and AFI 36-2805, *Special Trophies and Awards* for the Major General Richard “Craig” Cosgrave Chiefs Award. It outlines the procedures and responsibilities for selection and the final award. This award is developed to honor those outstanding Chief Master Sergeants in the New Jersey Air National Guard that demonstrate superior performance, community service, professionalism and leadership in the highest standards expected of a Chief Master Sergeant. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms>.

SUMMARY OF CHANGES: This nomination section of this instruction has been changed to reflect that the awardees can only receive award once, deleted paragraph 3.1 (General Information Sheet) and have a passing fitness score. The entire instruction should be reviewed to insure compliance and understand.

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1. General. This award is established to honor an outstanding Chief Master Sergeant in the New Jersey Air National Guard who have shown through word and deed the best qualities of a Chief. Each Wing and the Joint Force Headquarters – Air Component are encouraged to nominate one candidate annually. Only Non-Commissioned Officers in the grade of Chief Master Sergeant may be nominated for this award. Current Command Chief Master Sergeants are not eligible for nomination. An awardee can only receive this award once during his/her career. Retired Chief Master Sergeants may be nominated if they have been retired less than one year from the required submission date.

2. Nomination Procedures.

2.1. Headquarters and Wing Commanders in the New Jersey Air National Guard may submit a nomination IAW the procedures established in this instruction.

2.2. The State Command Chief Master Sergeant will announce during the month of November the suspense date for nomination packages for the current calendar year.

3. Nomination Package. (Each Nomination Package will include the following):

3.1. Write-up, limited to 30 lines (including Headers, if applicable), single - spaced, size 12 font, using only the AF IMT 1206, *Nomination for Award* most current version,. Use Point Paper or Talking Paper Format (bulleted, short statements or key points). Nominations will include specific facts, achievements, and examples showing the individual is an exceptional CMSgt in accordance with standards in AFI 36-2618, *The Enlisted Force Structure*. Achievements should distinguish the member from his or her peers. Nominations must include the following areas and cite examples that occurred only during the award period as a Chief.

3.1.1. Leadership and Job Performance: Describe leadership accomplishments and how well the member performed assigned responsibilities and additional duties. Define the scope and level of responsibilities and the impact on the mission, unit and state. Include any new initiatives or techniques developed by the member that positively impacted the state, unit and/or mission. Include results of Air Force, MAJCOM, Numbered Air Force – Level inspections and/or evaluations, AEFs and/or deployments. Include but not limited to awards received; e.g. federal, state, or professional.

3.1.2. Significant Self-Improvement: Show how the member developed or improved skills related to their primary duties; (e.g.) formal training, career development, certifications, off duty education relating to primary duties or leadership (military or civilian), included completion of any Professional Military Education including but not limited to the Chiefs Executive Course (CEC), Chiefs Leadership Course (CLC) and degrees earned to include Community College of the Air Force (CCAF). Include any off-duty education not directly related to primary duties; (e.g.) class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced member’s value as a military citizen.

3.1.3. Base or community involvement: Define the scope and impact of the member's positive leadership and active involvement in both military and civilian community. Included leadership, membership, or participation in Advisory Councils, Professional Military Organizations, Associations, and events; (e.g.), President of Chiefs Council, Enlisted Dining-Out leadership role, active member of the Enlisted Association or Air Force Sergeant Association, Active participation in Youth Challenge Program, Sea Girt Youth Camp, Veterans Home Visits, Student Flight Quarterly, Veterans Stand Down Operations and so forth.

3.2. Base-Level RIP (Records Review).

3.3. Current physical fitness test with a passing score on all categories of the Fitness Assessment (retired CMSgt's must have had a passing fitness score prior to retirement).

3.4. Wing Commanders Endorsement.

4. Selection Process.

4.1. Wing Level. Unit nominations will be submitted to the Wing Command Chief Master Sergeants. The Wing Command Chief Master Sergeant will review the packages and notify the respective Wing Commander of the nomination packages. The Wing Commander will convene a selection board consisting of three or more people. The board should normally consist of the Wing Commander, Vice Commander, Executive Officer, and the Wing Command Chief Master Sergeant. The board will review all packages to insure they reflect the selection criteria established in this instruction. Each respective board will select one individual nomination package for the award and forward to the State Command Chief Master Sergeant.

4.2. Final Selection. The State Command Chief Master Sergeant on behalf of the Commander, NJ Air National Guard should convene a selection board utilizing headquarters level Colonels and Chief Master Sergeants to determine the best candidate for recommendation to the Commander, NJ Air National Guard.

5. Responsibilities. The State Command Chief Master Sergeant is responsible for this program and will coordinate through the Commander, NJ Air National Guard and the Chief of Staff, NJ Air National Guard for the implementation of this program and the selection/award process. All Commanders are encouraged to promote this program to insure deserving Chief Master Sergeants are nominated for this award. The State Command Chief Master Sergeant will maintain all documents pertaining to the Major General Richard "Craig" Cosgrave Chiefs Award.

6. Award Recognition. The award will be presented at an appropriate headquarters/wing ceremony during the following calendar year.

ROBERT C. BOLTON
Brigadier General, NJANG
Commander