

THE AARDVARK ROOST (RSA) AOC AWARDS AND ACCOLADE PROCEDURE

- Appendix A: Criteria for Individual Awards
B: Criteria for Top Achiever Awards.
C: Criteria for Life Time Achievement Awards.
D: Criteria for Friend of the AOC Certificate

INTRODUCTION

1. The AOC want to play a role in the development and acknowledgement of members in the Electronic Warfare Environment in the Department of Defence, Institutes, Industry and Armscor. To build and improve the relationship between the AOC, Defence and the EW industry, accolades could be a vehicle to bring this about. The presentation of accolades will hopefully encourage members of the EW community to focus on improvement and generate innovative ideas to the advantage of EW.
2. The AOC Board of Directors (BoD) tasked the committee to implement and execute an AOC awards and accolade procedure for the Aardvark Roost to provide acknowledgement to achievers in this discipline.
3. To implement the process it was decided to execute it in two phases. The first phase of the process will focus on acknowledgement of top academic achievers in identified DOD EW Courses within each Service in the DOD. This is planned for implementation by 2011.
4. The second phase will be applicable on the wider EW community with accolades aligned in categories with the International AOC body to acknowledge outstanding performance of individuals or groups within the EW community that excelled in this discipline. It is foreseen that this phase will only be implemented by 2012 and 2013.

SCOPE

5. This document will describe the process that must be followed annually to identify, decide and eventually hand out accolades to groups and/or individual members in the EW community for excelling in this discipline.

DISCRIPTION OF AOC AWARDS

6. AOC Awards
 - a. Individual Awards. These are awarded to individuals who have contributed significantly to EW and related efforts. Only members of the AOC will be eligible for the award. See Appendix A for detail.
 - b. Top Academic Performers Awards. To recognise outstanding

academic achievement in EW and related fields. This award is applicable to any RSA citizen military or civilian, attending identified SANDF courses.-See Appendix B for detail

- i. SA Army. The SA Army Signal Formation is responsible for the training of EW personnel in the SA Army. The School of Signals is the training institution to present the courses. It was decided that the best academic student of the most senior course would be recognised by the AOC. The course recognised by the AOC Aardvark Roost will be the R6 course. SACS Signal Unit Commanders (EW Module).
- ii. SA Air Force. The SAAF presents a number of EW related courses and it was decided that the best academic student of the most senior course would be recognised by the AOC. The course recognised by the AOC Aardvark Roost is the EW Systems course presented by the SAAF EW Centre and has no rank restriction.
- iii. SA Navy. The course recognised by the AOC Aardvark Roost is still to be determined.
- c. Life Time Achievement Award. This is awarded to any individuals (RSA Citizen) who have excelled during their careers by making outstanding contributions that significantly advanced EW in South Africa. See Appendix C for detail
- d. Friend of the AOC Certificate. This is a certificate that can be presented to any individual (RSA citizen) or RSA EW company/institution who has positively contributed to the establishment and maintaining of the AOC Aardvark Roost over an extended period in time. See Appendix D for detail

ADMINISTRATION PROCESS

- 7. Accolades and Awards Committee.
 - a. The BoD must appoint a director of the BoD to coordinate this function for the period of his/her service in the board.
 - b. The coordinator may identify active members in the AOC Roost to assist with the management of the process.
 - c. The members of the Accolades and Awards Committee must be appointed by the BoD on an annually basis.
- 8. Accolade and Awards Categories. The Accolade and Awards categories must be published on the AOC Aardvark Roost official web site as well as the criteria, format of nomination and time scales on an annual basis.
- 9. Selection Process
 - a. The Accolades and Awards Committee will present the results of the

applied criteria to the BoD for approval.

- b. This process must be aligned with the international accolades and awards process, as South African winners will be nominated for those international accolades and awards.
- c. A person can be nominated more than once. Nominations can roll over to the next year
- d. Except for the life time award, a person can receive an award more than once (but not for the same motivation).

10. Announcement of Winners

- a. The acknowledgment of winners will be done during the specific year at either a Mini AOC conference or at the Bi-Annual International Conference scheduled every second year depending of the cycle or conferences.
- b. The acknowledgement of DOD top academic performers will be done at the training institution as well as at Mini AOC Conferences or at the Bi-Annual International Conference depending on the cycle or conferences.

11. Awards Register. An awards register must be kept by the coordinator to ensure that there is an audit process for any member of the AOC to view on request.

12. Handing over of Awards. The awards will be presented as follows:

- a. Top Academic Performers. The President of the Aardvark Roost or an identified alternative member from the AOC board will present this award at the training institution when it is the most suitable time.
- b. Individual Awards. The President of the Aardvark Roost or identified alternative member from the AOC board will present this award at one of the mini AOC conferences or the Bi-annual international conference.
- c. Life Time Achievement Award. The President of the Aardvark Roost or identified alternative member from the AOC board will present this award at one of the mini AOC conferences or the Bi-annual international conference.
- d. Friend of the AOC Certificate. The President of the Aardvark Roost or identified alternative member from the AOC board will present this award at one of the mini AOC conferences or the Bi-annual international conference.

13. Recipients

- a. For a person to be nominated for an individual award, the individual must be an AOC Member of the local EW community and actively involved in the EW environment. The member must be nominated by an active member of the AOC Aardvark Roast.

- b. In the case of the acknowledgement of top performers in the DOD the only criteria will be that it should be the member that was the top academic achiever on the specific course.
- c. The BoD is the only group that can nominate and approve life time achievement award recipients. This criterion is very open and can be awarded to any RSA citizen who is still alive or has passed away, who has excelled in a lifelong support and contribution to the local and international EW environment. The recipient must have been involved for at least 20 years in the Electronic Warfare environment to qualify for this award.
- d. The BoD is responsible to nominate, motivate and approve the Friend of the AOC Certificate recipients. This can happen anytime during the year.

CRITERIA FOR AWARDING

The criteria is aligned with the International criteria and published on the official AOC Aardvark Roost web site. This will also include the period in which a group and/or individual was accessed as well as timing arrangements for nominations.

INTERNAL PROCEDURES

- 14. Annual Planning
 - a. The accolade and awards coordinator must present the next years plan and financial implications to the BoD, which will include the categories, criteria and timing arrangements.
 - b. The applicable information will be included in the Annual AOC Aardvark Roost Year Calendar. This calendar will be published on the official website.
- 15. Review Date. This process must be reviewed every two years or as required.



24 April 2013

(C. CLOETE)
PRESIDENT AARDVARK ROOST BOARD:

DATE