



20 February 2024

From: President, Whidbey Island Chapter Military Officers Association of America (WICMOAA)

To: Commanding Officers/Officers in Charge of NAS Whidbey Island area commands

Ref: (a) 5 CFR 16-2635.204(d)

Subj: Whidbey Island Chapter Military Officers Association of America (WICMOAA)  
2024 Outstanding Junior Officer Award

Encl: (1) Sample cover page  
(2) Citation template

1. In celebration of Armed Forces Day on May 18, 2024, the Whidbey Island Chapter Military Officers Association of America (WICMOAA) will be honored to recognize an Outstanding Junior Officer stationed on or near NAS Whidbey Island, Washington.

2. Purpose. The purpose of the WICMOAA Outstanding Junior Officer Award is to recognize the achievements and dedicated service of a junior officer who has demonstrated outstanding leadership and professionalism in their service to the country and community.

3. Background.

a. Armed Forces Day is a joint celebration of all branches of the U.S. military to honor all people currently serving in the U.S. armed forces, either on active duty or in the reserves. Former Secretary of Defense Robert D. Lovett said, "It is fitting and proper that we devote one day each year to paying special tribute to those whose constancy and courage constitute one of the bulwarks guarding the freedom of this nation and the peace of the free world." Armed Forces Day was first observed in 1950 and is now celebrated on the third Saturday in May.

b. WICMOAA is the local chapter of the Military Officers Association of America (MOAA). MOAA's mission is to preserve and protect earned benefits for our uniformed services, veterans, their families, and surviving spouses through advocacy, leadership, education, and service. MOAA and WICMOAA are independent, nonprofit, politically nonpartisan organizations.

4. Nomination criteria. Each command may nominate one officer.

a. Eligibility: Any active duty or reserve officer O-1 to O-3 from any branch of the U.S. military stationed on or near NAS Whidbey Island.

b. Period of Award: March 2023 to March 2024.

5. Selection criteria. A WICMOAA Awards Committee will select the junior officer whose qualities and achievements best display:

a. Outstanding leadership that fosters the professional growth of enlisted personnel.



- b. Exemplary performance of their duties.
  - c. Community service that reflects positively on the military, especially in support of our military Veterans and/or military families.
6. Nomination package shall include:
- a. A cover page with nominee's full name, rank, branch of service, length of service, current duty station and address; command point of contact name, commercial phone number, and e-mail address; and signature of commanding officer. A sample cover page is included in enclosure (1).
  - b. A nomination achievement/justification section in paragraph or bulletized format not to exceed 2 pages. It should be written in a manner easily understood by the general public and should avoid acronyms, generalities, or excessive use of superlatives.
  - c. A proposed citation: a template is included in enclosure (2).
7. Submission. The requested method of submission is via email to [wic.moaa@gmail.com](mailto:wic.moaa@gmail.com) with all attachments in Microsoft Word format or Adobe Acrobat. Nominations must be received no later than 15 April 2024.
8. Recognition. The WICMOAA Outstanding Junior Officer will be recognized at an awards ceremony during the chapter's monthly meeting on 16 May 2024 (or as soon thereafter if the officer is deployed). Recognition will include presentation of an award certificate and lunch for the Junior Officer, his/her Commanding Officer, and their spouse(s)/partner(s). The value of the award and meal will be in compliance with reference (a). Additionally, the Junior Officer's name and photo will be submitted to national MOAA for publication in *Military Officer* magazine and potential inclusion in other MOAA social media communication channels.
- All nominating activity Commanding Officers and their nominated junior officers will be invited to attend the WICMOAA Armed Forces Day celebration and awards luncheon.
- If you have a Junior officer you would like to nominate for this award and plan to submit an award, please send me an email indicating that you are planning to submit an award application to [wic.moaa@gmail.com](mailto:wic.moaa@gmail.com).

A handwritten signature in black ink, appearing to read "T. Sparks".

Terry Sparks  
President, WICMOAA  
[www.wicmoaa.com](http://www.wicmoaa.com)



**Sample Cover Page**

From: Commanding Officer, (Squadron/Command/unit name)

To: Whidbey Island Chapter Military Officers Association of America, Awards Committee

Subj: WICMOAA Outstanding Junior Officer Award

Encl: (1) Achievements and justification

(2) Proposed citation

1. It gives me great pleasure to nominate \_\_\_\_\_ for the 2024 Whidbey Island Chapter Military Officers Association of America Outstanding Junior Officer Award.

a. Full Name:

b. Rank:

c. Branch of Service:

c. Current Duty Station/Address:

d. MOAA Member Yes/No

2. Enclosures (1) and (2) provide supporting information.

3. My point of contact is \_\_\_\_\_, phone number \_\_\_\_\_, email address \_\_\_\_\_.

*//Commanding Officer signature//*



**Citation Template**

The Whidbey Island Chapter Military Officers Association of America takes pleasure in presenting:

The Outstanding Junior Officer Award  
to  
RANK  
NAME  
BRANCH OF SERVICE

for service as set forth in the following  
CITATION:

"For outstanding leadership and exemplary performance while serving as \_\_\_\_\_ in <name of command> from March 2023 to March 2024.

(Insert specific accomplishments. Total citation not to exceed 20 lines.)

\_\_\_\_\_ 's leadership, professionalism, and dedicated service reflect great credit upon <himself/herself> and are in keeping with the highest traditions of the United States Armed Forces and the Military Officers Association of America."