

AVIATION BOATSWAINS MATE OF THE YEAR  
GUIDELINES AND PROCEDURES

**BACKGROUND:** Each year the Aviation Boatswain's Mates Association honors two Aviation Boatswain's Mates. One AB of the year is selected from the Atlantic Fleet and one from the Pacific Fleet. The AB's of the Year and their spouses are Guests of Honor at the ABMA Banquet, where they are presented with the prestigious Navy Blue Blazer with the embroidered ABMA logo. The AB's of the year by virtue of their title are automatically a member of the Board of Directors for the year after selection.

**GUIDELINES AND PROCEDURES FOR NOMINATION:** Candidates should be nominated for particularly outstanding military performance, professionalism, dedication to duty and contributions toward improvements within the Aviation Boatswain's Mates community. Nominee's performance throughout their career shall be addressed, with particular emphasis on individual performance for the period of 1 May through 30 April of the year in which nominated. All nomination packages for the Atlantic and Pacific fleet AB of the year will be accepted as indicated in the annual naval message announcing the working group. A maximum of one nomination for AB of the year will be accepted from each command.

Nomination packages shall include the following:

- a. Commanding Officer's recommendation
- b. Division LCPO recommendation
- c. Performance Evaluations for the past 5 years
- d. Advancement History
- e. List of previous duty assignment
- f. Brief synopsis of significant professional achievements

- g. Awards (page 4's)
- h. Off-duty education
- i. Correspondence courses completed during the current year
- j. Two 8"x 10" color photos in Service Dress Blues, one full front view, one full side view
- k. ABMA membership and involvement

Mail or deliver nomination packages to the following addresses:

COMNAVIAIRLANT Commands: COMMANDER NAVAL AIR FORCE U.S.  
ATLANTIC FLEET, ATTENTION: Aircraft Handling Team Code N73,  
1279 Franklin Street Norfolk, VA 23511-2494

COMNAVIAIRPAC Commands: COMMANDER NAVAL AIR FORCE, U. S.  
PACIFIC FLEET, ATTENTION: Aircraft Handling Team Code N73A,  
Box 357051 NAS North Island, CA 92135-7051

COMNAVSURFLANT Commands: COMMANDER AFLOAT TRAINING GROUP,  
ATTENTION: Code N88 Aviation Training Group, 8952 First Street,  
Suite 127, Norfolk, VA 23511-3786

COMNAVSURFPAC Commands: COMMANDER AFLOAT TRAINING GROUP,  
ATTENTION: Code N88 Aviation Training Group Naval Station Box  
368201, 3455 Sturtevant Street Suite 1, SAN DIEGO, CA 92136-5289

Shore Commands East of the Mississippi to include European  
Installations and Bahrain submit packages to: COMNAVIAIRLANT CODE  
N73

Shore Commands West of the Mississippi to include Hawaii, Guam,  
Japan and the Pacific theater submit packages to COMNAVIAIRPAC  
N73

1. **DUTIES OF THE BOARD PRESIDENT.** The President of a board (LCDR or above), (5) ABCMs are appointed and shall perform prescribed administrative duties. The Board President has no

authority to constrain the board from recommending for selection those fully qualified candidates whom the majority finds best qualified to meet needs of the Navy and Aviation Boatswain Mate Association (ABMA).

2. **BOARD PROCEEDINGS**. The following directions apply to all board proceedings:

a. Each of you (President and members) must maintain the integrity and independence of this selection board, and foster careful consideration, without prejudice or partiality, of all candidates.

b. You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be furnished to you, and the procedures you should follow if you believe that integrity of this selection board has been improperly affected.

c. You may not receive, initiate, or participate in communications or discussions involving information that is precluded from consideration by a selection board. You are to base your recommendations on the material in each eligible's military record, any information I have provided to the board, and any information communicated to you by the candidates under regulations I have issued. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of candidates only to the extent that such matters are not precluded from consideration by a selection board or inclusion in their military personnel record. You may not discuss or disclose the opinion of any person not a member of the board concerning a candidates being considered unless that opinion is contained in material provided to the board that are in compliance with Navy regulations.

d. When discussing your own personal knowledge concerning the professional qualifications of a candidates, the board is reminded that, if such personal remarks could be considered adverse, the member cannot discuss that personal knowledge or

evaluation unless such matters are contained in the candidate's official record or other material placed before the board in compliance with the law and Service regulation. In addition, should a record reveal the removal of an evaluation report, the member may not discuss any personal knowledge regarding the circumstance which resulted in the removal of the report.

e. Before the results of the ABMA selection board is assigned by each board member, the recommendations may be disclosed only to the members of the board designated. The recommendations of the board may be disclosed after authorized by ABMA President or higher authority, the proceedings and deliberations of the board may not be disclosed to any person who is not a board member.

f. If any time you believe that you cannot be in good conscience to perform your duties as a member of the board without prejudice or partiality, you have a personal duty to remove yourself from this responsibility. Any such request will be honored. If a member believes that the integrity of the board's proceedings has been affected by improper influence of military authority, misconduct by the board president or a member, or any other reason, or believes someone is exerting or attempting to exert inappropriate influence over the board or its proceedings, he or she has a duty to request relief from the obligation not to disclose board proceedings and, upon receiving it, to report the basis for this belief.

The grading criteria for the AB of the Year, both East and West Coast will be in accordance with the Aviation Boatswain's Mate of the Year record screen selection form included in the SOP and guide lines establish by the BOD.

**SELECTION REPORTING PROCESS:** The selection results will be announced via Naval Message. Example: "Selection of COMNAVAIRLANT and COMNAVAIRPAC Aviation Boatswain's Mate of the Year naval message" appendix enclosures.

Selected Aviation Boatswain's Mate of the year both East and West coast must send an updated biography, 8"x 10", and blazer suit jacket size to the ABMA President and Treasure, by any means available, immediately upon notification of selection.

See attached Appendixes for all related correspondences, forms and general information.