

**BY ORDER OF THE COMMANDER
25TH AIR FORCE**

25TH AIR FORCE INSTRUCTION

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**CMSGT JAMES C. SWINDELL ANNUAL
AWARDS PROGRAM**

PERSONNEL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. This publication establishes the Twenty-Fifth Air Force (25 AF) Communications and Information Systems Professional Achievement Awards Program. Its purpose is to recognize unit achievements. This instruction describes the awards program and states the eligibility and selection criteria. It applies to all 25 AF units and 25 AF-aligned Air National Guard and Air Force Reserve units. **Note:** The records and nominations generated as a result of participation under the provisions of this publication are protected under the Privacy Act Statement of 1974 and subject to the provisions of AFI 33-332, *Air Force Privacy and Civil Liberties Program*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct supplements must be routed through the OPR prior to certification and approval. Maintain records created as a result of the processes prescribed in this publication in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact your supporting Records Manager as required. This publication does not generate information collection and reports as outlined in AFI 33-324, *The Air Force Information Collections and Reports Management Program*.

1. Introduction. This program is named in honor of the late Chief Master Sergeant (CMSgt) James C. Swindell. He is considered the most professional communicator ever assigned to the United States Air Force Security Service (USAFSS) (predecessor of the Electronic Security Command [ESC], Air Force Intelligence Command [AFIC], Air Intelligence Agency [AIA], Air Force Intelligence, Surveillance, and Reconnaissance Agency [AFISRA], and 25 AF). He was instrumental in obtaining the first long-haul, secure, on-line circuits for USAFSS in the early 1950's. He was also the prime architect for the eventual merger of critical communications and automatic digital network (CRITICOMM/AUTODIN) trunking. These two actions are considered major milestones in arriving at the present communications capabilities of 25 AF. Chief Swindell was selected for promotion under the Air Force's first CMSgt promotion cycle on 1 December 1959.

2. Program Objective. Originated in 1974, the CMSgt James C. Swindell Awards Program is a means to recognize a unit's outstanding communications and information operations systems as the best in 25 AF.

2.1. Award. Each year the 25 AF Commander (25 AF/CC) presents an appropriate award to the winning unit, engraved with the unit's name and the year received.

2.2. Permanent Plaque. An engraved wall plaque, entitled "Chief Master Sergeant James C. Swindell Award", is presented to the commander of the winning unit at the 25 AF/CC Conference.

2.3. Eligible Units. Any unit that has a communications and information operations system function supporting the 25 AF mission is eligible for this award.

2.4. Who May Submit a Nomination. Any 25 AF or 25 AF supported unit commander or director.

2.5. Selection Panels, Process, and Rules of Engagement. 25 AF Director of Communications (25AF/A6) or delegated representative shall administer the selection board.

2.5.1. Panels. The Panel shall consist of at least three (3) but no more than five (5) members who will evaluate and score the nominees. Panel membership shall be functional in nature and comprised of USAF military members and federal civilian employees assigned to 25 AF/A6.

2.5.2. Process. The senior-ranking member on the panel shall take the role of president. Panel presidents will not score the nominations unless a requirement exists for the president to score. They will take the role of tie-breaker, if and when a requirement exists, and will certify the panel members' scores and the outcome of the competition.

2.5.3. Panel Rules of Engagement. The rules of engagement shall provide no room for discussions about the nominations or scoring decisions, in whole or part, between panel members or with anyone else inside or outside of the selection process. Panel members will not attempt to coerce or influence any other members on the panels to formulate scores. Exception to the no discussion rule may take place only if and when significant differences occur between panel members' scores or ties occurred and the members must talk to each other to resolve the differences.

2.6. How to Submit a Nomination. Send one copy of the nomination package to the intermediate headquarters to be forwarded electronically to 25 AF/A6 with a cover letter

from the Unit Commander or Director. The direct reporting units will submit their packages, covering the award period of 1 September through 31 August, directly to 25 AF/A6 no later than 1 November of the current year. Submissions which contain classified information must be marked properly and forwarded on a system commensurate with the classification level. There are no limits on classification level. Additional instructions will be included in the call for nominations.

3. Format. Nomination packages consist of the latest version of AF Form 1206, *Nomination for Award*, with the following headers: *Complexity of the Mission, Management of Resources, Initiatives and Innovations Used*, and *Evidence of Outstanding Performance during the Award Year* (such as unit awards, various types of recognition, and inspections results). Packages will not exceed one full page (front page of AF Form 1206) and will consist of one-line bullet statements outlining major accomplishments corresponding to each header. There is no minimum or maximum number of bullets required per header. Explain acronyms in alphabetical order on the reverse side of the AF Form 1206. See attachment 2 for an example nomination package.

4. Award Presentation. The 25 AF/A6 will approve all awards and the 25 AF/CC will announce the results. The Director of Manpower and Personnel (25 AF/A1) will be notified if the award involves reservists. 25 AF/A6 will arrange the preparation and presentation of the awards.

BRADFORD J. SHWEDO, Maj Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 March 2013

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-28, *Awards and Decorations Programs*, 9 May 2014

Prescribed Forms

25AF Form 111, *Certificate of Recognition*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

25 AF—Twenty-Fifth Air Force

AF—Air Force

AFI—Air Force Instruction

AFIC—Air Force Intelligence Command

AIA—Air Intelligence Agency

AFISRA—Air Force Intelligence, Surveillance, and Reconnaissance Agency

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AUTODIN—Automatic Digital Network

CMSGT—Chief Master Sergeant

CRITICOMM—Critical Communications

DRU—Direct Reporting Units

ESC—Electronic Security Service

IAW—In Accordance With

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAFSS—United States Air Force Security Service

Attachment 2

SAMPLE NOMINATION – CMSGT JAMES C. SWINDELL AWARD

Figure A2.1. SAMPLE NOMINATION – CMSGT JAMES C. SWINDELL AWARD

NOMINATION FOR AWARD		
AWARD CMSgt James C. Swindell	CATEGORY (if Applicable) Unit	AWARD PERIOD 1 Sept 20xx- 1 Aug 20xx
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJ/COM, FOA, OR DRU
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
COMPLEXITY OF MISSION		
MANAGEMENT OF RESOURCES		
INITIATIVES AND INNOVATIONS USED		
EVIDENCE OF OUTSTANDING PERFORMANCE DURING THE AWARD YEAR		