

**BY ORDER OF THE COMMANDER
446TH AIRLIFT WING**

**446TH AIRLIFT WING INSTRUCTION
36-2809**



5 MAY 2011
Certified Current on 21 August 2015
Personnel

SPECIAL AWARDS

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: 446 AW/CCE

Certified by: 446 AW/CCE
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Pages: 3

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It establishes procedures and assigns responsibilities for selection of the Spouse of the Year and Employer of the Year for the 446th Airlift Wing. This program provides special recognition on a calendar year basis for exceptional performance and/or achievements by spouses and employers of assigned members to the 446th Airlift Wing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF Form) 847, *Recommendation for Change of Publication*; route AF Form's 847 from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Responsibilities. The selection board will review packages submitted by 446th Airlift Wing (446 AW) subordinate units and select the Spouse of the Year and Employer of the Year based on the results of the nomination package review.

1.1. The 446th Airlift Wing Executive Officer (446 AW/CCE) provides administrative support for this program.

1.2. The Public Affairs Office (PA) will advertise the names of the winners as appropriate.

2. Eligibility.

2.1. **Spouse of the Year.** Spouse must be legally married to a member of the 446 AW for the entire reporting period of 1 January to 31 December. The award recognizes spouses of military members for their significant contributions to the Air Force, their community, and their spouse's career. Spouses who are a military member of any service are not eligible to be nominated for the award.

2.2. **Employer of the Year.** Employer must be associated with their 446 AW reservist for the entire reporting period of 1 January to 31 December. The award recognizes employers for employment policies and practices that are supportive of their employee's participation in the Reserve.

3. Nominations. Nominations will be a letter submitted by the reservist to their unit commander. Unit commanders will ensure that any reservist who submits their spouse or employer for one of these awards meets appropriate standards before forwarding the nomination to the wing executive officer. Nominations are due to the 446 AW/CCE in mid January of each year.

4. Selection Process. The selection panel will be a committee of an O-6 or E-9 from each Group and Headquarters. The senior member of the selection panel will be the chairperson and must be an O-6.

5. Recognition. The selected spouse and employer of the year will receive a congratulatory letter from the wing commander inviting them to the 446th Airlift Wing Annual Awards Banquet. At the banquet, they will be presented an award to recognize their support and contributions.

WILLIAM N. FLANIGAN, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations Program*, 1 August 1997

AFI 36-2803, *Air Force Awards and Decorations Program*, 15 June 2001

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AF—Air Force

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AW—Airlift Wing

CC—Commander

CCE—Executive Officer

MAJCOM—Major Command

OPR—Office of Primary Responsibility

PA—Public Affairs

POC—Point of Contact

RDS—Records Disposition System