

**BY ORDER OF THE COMMANDER
FOURTH AIR FORCE**

4TH AIR FORCE INSTRUCTION 36-2802

21 SEPTEMBER 2010



Personnel

**CHIEF MASTER SERGEANT JAMES K.
CLOUSE TROPHY FOR MAINTENANCE
EXCELLENCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 4AF/A4M

Supersedes: 4AFI36-2802, 1 March 2003

Certified by: 4 AF/DS
(Col Jeffery Robertson)

Pages: 4

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*. This instruction extends the guidance of Air Force Instruction (AFI) 36-2803, *The Air Force Awards and Decorations Program*. It establishes policies and procedures for awarding the CMSgt James K. Clouse Trophy to the Fourth Air Force maintenance organization demonstrating the most notable sustained superior performance for the year. It applies to all Fourth Air Force Aircraft Maintenance organizations. 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 847s from the field through the appropriate functional's chain of command. Ensure 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 Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rds>

SUMMARY OF CHANGES

This publication has been substantially revised and must be reviewed in its entirety. Units that want to be considered for the CMSgt James K. Clouse Trophy must submit a formal package to HQ 4 AF/A4.

1. Purpose or Objective: Maintenance units represent a large segment of the Air Force Reserve, providing vital support to the operational mission often under exceptionally adverse conditions. The CMSgt James K. Clouse Trophy is presented to recognize excellence among maintenance organizations within Fourth Air Force.

2. **Award Period:** Award period is 1 October through 30 September.
3. **Submission:** Units must submit nomination packages no later than 31 October to 4 AF/A4M.
4. **Eligibility:** All maintenance units assigned to Fourth Air Force.
5. **Selection Criteria:** Units must submit a formal package using an AF Form 1206, *Nomination for Award*. Formal package will include the five nomination categories outlined paragraph 6.
 - 5.1. Only the front page of the AF Form 1206 will be utilized and submitted.
 - 5.2. Use capital letters for the nomination category headings in the specific accomplishment block of the AF Form 1206.
 - 5.3. Use bullet statements. Each major bullet will consist of no more than five lines each (including sub-bullets). Single space the entire bulleted portion with no blank lines between major bullets and no blank lines between category headings.
 - 5.4. Write bullet statements in a style that describes a particular action, its result, and finally, its impact to the unit, Air Force Reserve Command (AFRC), Air Force, or beyond.
6. **Nomination Categories:**
 - 6.1. **Mission Accomplishment:** A description of mission accomplishments in bullet format for the competition period. Accomplishments shall stress maintenance efforts and the impacts of those efforts on the unit's, or on any supported units, operational capability and mission accomplishment. Examples of areas that may be included are:
 - 6.1.1. Accomplishment of unit mission requirements.
 - 6.1.2. Weapon system or equipment materiel readiness status.
 - 6.1.3. Operational deployment participations and successes.
 - 6.1.4. Local or higher headquarters exercise involvement and successes.
 - 6.1.5. Special programs such as time compliance and technical order accomplishment.
 - 6.2. **Innovations:** Innovative actions taken by the unit that have significantly improved unit, Reserve or Air Force mission performance. An example that may be included is:
 - 6.2.1. Unit reorganized its entire mobility tasking plan using newly acquired computers.
 - 6.2.1.1. Plan was adopted command wide.
 - 6.3. **Evaluations:** Describe performance on local and higher headquarters evaluations. An example that may be included is:
 - 6.3.1. Received an "Outstanding" score during HQ AMC ORI, June 2010.
 - 6.4. **Awards Participation:** Describe unit participation in Maintenance Award programs during the rating period. An example that may be included is:
 - 6.4.1. Eight maintenance awards were submitted to higher headquarters.
 - 6.4.2. Unit MXS Engine Shop was recognized as the AFRC "Maintenance Section of the Year" for 2009. Examples that may be included are:

6.5. Safety: Describe innovative safety programs implemented and list the number of mishaps and lost time injuries incurred during the rating period.

6.5.1. There were no lost duty hours in Fiscal Year 2010.

6.5.2. Instituted a new AF Form 55 process that reduces errors by 25 percent.

7. Selection Procedure: The selection will be accomplished as follows:

7.1. The A4 Director will appoint a chairperson who, in turn, will assemble a quorum of staff members (at least 6 people) from the Fourth Air Force Logistics Division for the award panel.

7.2. The panel may convene during the November or December Unit Training Assembly (UTA). Deliberations will be in closed session.

7.3. The chairperson will notify the A4 Director of the selection.

7.4. The panel may decline to award this trophy.

8. Awarding the Trophy: Formal announcement will be made before 31 December.

8.1. The A4 Director will notify the Fourth Air Force Public Affairs Officer of the selection.

8.2. The Public Affairs Officer will ensure the trophy presentation receives the appropriate publicity.

8.3. The Fourth Air Force Commander or A4 Director will present the trophy at the Raincross conference or an appropriate ceremony.

9. Trophy Display and Care: Fourth Air Force Logistics Division will display and maintain the perpetual trophy engraved with the name of the awarded unit. The selected unit will also be awarded an engraved trophy for permanent display at their unit.

9.1. **Prescribed Forms.** None

9.2. **Adopted Forms.** AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

ERIC W. CRABTREE, Maj Gen, USAFR
Commander

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

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

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

AFI 36-2818, *The USAF Maintenance Awards Program*, 27 Nov 2007

AFMAN 33-363, *Management of Records*, 1 Mar 2009