

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

**AIR EDUCATION AND TRAINING
COMMAND INSTRUCTION 36-2802**

17 SEPTEMBER 2014



Personnel

**AETC FLYING AND TECHNICAL
TRAINING, TRAINING SUPPORT, BASIC
MILITARY TRAINING (BMT), AND
MILITARY TRAINING LEADER (MTL)
ANNUAL RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AETC/A3PV

Certified by: HQ AETC/A3P
(Ms. Bonnie Molina)

Supersedes: AETCI36-2802, 9 January
2009

Pages: 11

This instruction implements AFPD 36-28, *Awards and Decorations Programs*, and establishes the AETC flying, technical training, and training support, BMT and MTL recognition program. It describes the award categories, eligibility and selection criteria, awards presentation, and procurement process. This instruction applies to Air Force personnel at AETC wings and training organizations aligned under the Second Air Force (2 AF); HQ AETC/A2/3/10; and formal technical training administered by Air University (AU) Eaker Center; and MTIs assigned to AU Holm Center, USAF Officer Training School (OTS). This instruction also applies to Air National Guard and Air Force Reserve Command personnel gained by AETC.

This AETCI may be supplemented by commanders responsible for implementing this instruction. Supplements will be used to establish organization-specific guidance. (T-2) Do not use local operating instructions to implement this guidance. (T-2) Commanders will send proposed supplements through their training group or wing and 2 AF (2 AF units only) to HQ AETC/A3P for review and coordination prior to publishing. (T-2)

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 unit through the training group, training wing and 2 AF (2 AF units only) to HQ AETC/A3P.

The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, and T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Unless otherwise specified, requests for waiver must be submitted by the group or wing commander through 2 AF (2 AF units only) to HQ AETC/A3P. (See paragraph 2. for specific procedures.) T-2 This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information is in Title 10, United States Code, Chapter 857, *Decorations and Awards*. System of records notice F036 AFPC V, Awards and Decorations, applies. 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 Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This document changes applicability from 19 Air Force to HQ AETC/A2/3/10; changes the suspense date for nominations to 31 January; deletes award categories for combat rescue officers, special tactics officer, combat controllers, pararescue, and survival, evasion, resistance, and escape personnel; and adds BMT annual awards; clarifies content of the nomination package; clarifies the AETC selection process and changes the administrative oversight to HQ AETC/A2/3/10 Directors Action Group (DAG).

1. Program Overview

1.1. Throughout AETC both civilian and military Air Force personnel are performing at a level that ensures AETC provides the highest quality of training for our customers. The AETC Flying and Technical Training, Training Support, BMT and MTL Annual Recognition Program selects 19 individuals who possess the expertise in their assigned duties, have made significant achievements to the training enterprise, and have demonstrated high measures of dedication to the Air Force core values, community support, and personal improvement.

1.2. These awards spotlight individuals whose contributions to the Air Force and AETC missions have exceeded the minimum standards and expectations. It is the intent that this recognition program will increase professional prestige for both the nominees and award recipients, stimulate competition, increase mission effectiveness, improve morale, and sustain AETC's commitment to excellence. **Note:** Base support and contract personnel are not eligible for these awards.

2. Waivers.

2.1. Policy and procedures. Occasionally, unique circumstances may warrant special consideration and possible waiver of policy provisions. To facilitate evaluation of waiver requests, a process is established for review of proposed waivers.

2.2. Waiver Authority. Unless otherwise stated in this instruction, HQ AETC/A3P is the waiver authority for waivers that change the intent of the policy outlined in this instruction. (T-2) For waivers to unit supplements, the unit generating the supplement will identify the waiver authority to that supplemental guidance.

2.3. Waiver Requests. Requests for waiver must be submitted through the group or wing commander and 2 AF (2 AF units only) to HQ AETC/A3P. (T-2) Waiver requests must:

- 2.3.1. Identify the specific policy reference and text to be waived.
- 2.3.2. Rationale for the waiver: Explain which of the 3 reasons listed under AFI 33-360, paragraph 1.9.1 apply and describe why.
- 2.3.3. Time period or circumstance for which the waiver will be required.
- 2.3.4. Risk mitigation measures the requesting commander will implement during the waiver period.
- 2.3.5. Impact if waiver is disapproved.

2.4. Units will upload approved waivers into Management Internal Control Toolset (MICT) for inspection activity review. Because waivers are the expression of a specific commander accepting risk, Tier 1, 2, and 3 waivers expire 30 days after a change of command unless the new commander renews the waiver. For non-tiered waivers, a waiver remains in effect until canceled in writing by the approving official, the publication is revised, or the waiver expires.

3. Responsibilities.

3.1. **HQ AETC/A2/3/10** DAG will manage the awards process for the Flying Training, Technical Training, Training Support, BMT, and MTL Annual Recognition Program and forward the results to HQ AETC/CV for approval. The HQ AETC/A2/3/10 DAG will:

- 3.1.1. Solicit nominations from the training wings and groups (if not aligned under a training wing).
- 3.1.2. Solicit and select board members (CMSgts or above, GS-13s or above and O-4s or above). Evaluation boards will consist of 5 members and select the recipient for their respective category. Multiple boards may be established for any category to expedite review and scoring of nomination packages. **Note:** The AETC/CV must approve all recipients before any announcements are made.
 - 3.1.2.1. Flying Training Board. As a minimum, one member from outside the directorate and a member from each of the following divisions: A3F, A3R, A3V, and A3Z.
 - 3.1.2.2. Technical Training Board. As a minimum, one member from outside the directorate and one member from each of the following divisions A3P and A3T.
 - 3.1.2.3. Training Support Board. As a minimum, one member from outside the directorate and one member from each of the following divisions A3F, A3P, A3R, and A3T. **Note:** Since HQ AETC/A3 are eligible for this award, a nominee will not sit on this board.

3.1.2.4. Basic Military Training (BMT), MTI and MTL Board. As a minimum, one member from outside the directorate, MTI Career Field Manager (CFM) and MTL CFM and one member each from A3P and A3T.

3.1.3. Generate and send congratulatory letters.

3.1.4. Generate and send announcement emails.

3.1.5. Procure and mail or ship the trophies.

3.2. **HQ AETC/A3F, /A3P, /A3R, /A3T, /A3V and /A3Z** will provide board members as requested.

3.3. **Wing and Group Commanders** (if not aligned under a training wing) will establish a recognition program with categories that afford all training personnel an opportunity to compete for local recognition and subsequently compete for AETC and higher levels of recognition. AETC awards are listed in Table 4.1. Where applicable, the tables indicate Air Force-level recognition and the organizational sponsor for winners in specific categories. Recognition external to AETC will be initiated and conducted by the sponsoring organization.

3.3.1. One nominee may be submitted for each AETC annual award category, as applicable.

3.3.2. Wing public affairs office should publicize the accomplishments of award recipients through base and community media. Recognition at wing-, group-, and squadron-level meetings and functions is encouraged.

4. Award Categories.

4.1. **Flying Training.** Flying training awards recognize exceptional performance of instructors and flight commanders in formal schools that teach and support officially designated flying training courses. There are four AETC flying training award categories (see Table 4.1). **Note:** The Major General Glenn A. Profitt II Award is an award given to the AETC Flying Training Officer Instructor of the Year. **Note:** The competition is not limited to pilots.

4.2. **Technical Training.** Technical training awards recognize exceptional performance of instructors and flight commanders or flight chiefs in formal schools that teach officially designated technical training courses. Nominees in instructor categories must be assigned to a T-prefix or equivalent, manpower position. There are six AETC Technical Training award categories (see Table 4.1).

4.3. **Training Support.** This category affords an opportunity for competition to personnel who are neither flight commanders nor instructors. Training support awards recognize exceptional performance of personnel who perform duties in a flying, basic military, or technical training specific support function. (e.g. Training pipeline managers, resource advisors, cost center managers, registrars, career development course writers, training managers, course developers/managers, interactive multimedia instruction developers/managers, training development element chiefs, and training evaluators) **Note:** Officers, enlisted, and civilian personnel assigned to T-prefixed or other instructor equivalent positions, MTIs, MTLs, and base support personnel are not eligible. There are five AETC Training Support award categories (see Table 4.1).

4.4. **Basic Military Training (BMT).** The BMT awards recognize exceptional performance to personnel with special duty identifier 8B000 assigned to the 737 Training Group, 433rd Training Squadron, and AU Holm Center, Air Force Officer Training School and Flight Commanders at the 737 TRG. There are two AETC BMT award categories (see Table 4.1).

4.5. **Military Training Leader (MTL).** The MTL awards recognize exceptional performance of personnel with special duty identifier 8B100. There are two AETC MTL award categories (see Table 4.1).

Table 4.1. Annual Award Categories.

I T E M	A	B	C
	Awards	Suspense Date for Nominations	Air Force and/or Other Agency Recognition
Flying Training Awards			
1	Major General Glenn A. Profitt II (AETC Flying Training Officer Instructor of the Year)	31 January	Air Force Association (AFA)—Texas Chapter
2	AETC Flying Training Flight Commander of the Year		
3	AETC Flying Training Enlisted Instructor of the Year		
4	AETC Flying Training Civilian Instructor of the Year		
Technical Training Awards			
5	AETC Technical Training Flight Commander or Chief of the Year	31 January	NA
6	AETC Technical Training Officer Instructor of the Year		
7	AETC Technical Training SNCO Instructor of the Year		
8	AETC Technical Training NCO Instructor of the Year		
9	AETC Technical Training Junior		

I T E M	A	B	C
	Awards	Suspense Date for Nominations	Air Force and/or Other Agency Recognition
	Enlisted Airman Instructor of the Year		
10	AETC Technical Training Civilian Instructor of the Year		
Training Support Awards			
11	AETC Support Officer of the Year.	31 January	NA
12	AETC Support SNCO of the Year		
13	AETC Support NCO of the Year		
14	AETC Support Junior Enlisted Airman of the Year		
15	AETC Support Civilian of the Year		
Basic Military Training Awards			
16	AETC BMT Flight Commander of the Year.	31 January	
17	Chief Master Sergeant of the Air Force, Gary R. Pfingston, MTI of the Year		Air Force Sergeants Association (AFSA)
Military Training Leader Awards			
18	AETC SNCO Military Training Leader of the Year	MAJCOM— 31 January	AFSA (See Note)
19	AETC NCO Military Training Leader of the Year		

Note: The Air Force Sergeants Association (AFSA) recognizes the important contributions and leadership of one Air Force member in each of the MTI and MTL career fields as the Air Force MTI and MTL of the Year, respectively. AFSA honors the recipients during an awards ceremony held in conjunction with the AFSA annual convention. AFSA notifies the recipient of the date, location, and travel arrangements for the ceremony, but participation is usually unit funded. Recipients of the Air Force-level MTI and MTL award are authorized to wear the Air Force Recognition Ribbon in accordance with AFI 36-2805, *Special Trophies and Awards*.

5. Nomination Criteria.

5.1. **Eligibility.** Nominees should be the wing or group (if not aligned under a training wing) award recipient. **Note:** Winners of HQ AETC annual awards may not compete again in the same category for 3 years. For example, the winners of a 2013 annual award may not compete again until 2017, and their nomination packages would be submitted in January of 2018.

5.2. **Job qualification.** Nominees for HQ AETC annual awards must complete all job qualification requirements for the category in which they have been nominated.

5.3. **Time in category.** Nominees for HQ AETC annual awards must have served more than 6 months of the competition year (1 Jan – 31 Dec) in the grade category in which they are competing.

5.4. **Applicability.** Nominee's accomplishments must have occurred during the competition year (1 Jan – 31 Dec) covered by the awards cycle.

6. Contents of the Nomination Package. Nomination packages consist of:

6.1. **Recommendation Memorandum.** A memorandum signed by the wing or group commander (if not aligned under a training wing), recommending the individual for the award and the following attachments. **Note:** Commanders may submit one memorandum with their recommendations for multiple awards.

6.2. **Attachment 1, AF Form 1206, Nomination for Award.** Describe the nominee's meritorious performance. Limit the content to 30 lines, including categories/headers. Use a bullet format and single space the nomination. Avoid generalities and broad or vague terminology. Do not use local acronyms or abbreviations. Use only Air Force standard acronyms and abbreviations. Do not include an acronym list on the nomination. For each type of nomination, enter the following information (by section heading) into the Specific Accomplishments block of the AF Form 1206.

6.2.1. Section headings are:

6.2.1.1. **Job Performance.** Describe and include examples of performance that set the nominee apart from their peers. Address extraordinary skills and job knowledge in the specialty, leadership abilities, oral and written communication abilities, resource management, judgment, decision-making, and other related performance achievements. This section weighted and comprises 50% of the award score for nominees.

6.2.1.2. **Impact on the Training Environment.** Explain and include examples of how the nominee positively impacted the training environment through innovative improvements, initiatives, special projects, student processes, or AFSO21 process improvement events. Describe contributions made to the training environment that are outside of the nominee's primary area of expertise. Include innovative applications of technology in the training process, when applicable. This section is weighted and comprises 30% of the award score for nominees.

6.2.1.3. **Community/Self Improvement.** Describe and include examples of the nominee's actions that contribute to the whole-person concept, such as participation in military or civic community activities, voluntary education, or other self-

improvement accomplishments. This section weighted and comprises 20% of the award score for nominees.

6.3. **Attachment 2, Biography.** This information must not exceed one page and must be formatted in accordance with AFI 36-2805, Attachment 2. Include the name, grade (as of 31 December), organization and location, duty title or assignment, assignment history, instructor hours, total flying time (flying training nominees only), professional military education, civilian education, and other noteworthy awards, recommendations, and recognition.

6.4. **Attachment 3, Flight Evaluation Folder** (mandatory for flying training nominations): the last 24 months of the nominee's flight evaluation folder.

6.5. **Attachment 4, DD Form 2266, News Release Information, Hometown** (optional): If requested by the public affairs office, this information will be used to prepare and release publicity about award recipients.

7. Award Nomination and notification process.

7.1. No later than 15 December of the award year, the HQ AETC/A2/3/10 DAG will electronically notify and suspense AETC training wings and groups for this year's nomination packages. **Note:** Ensure personal identifiable information (PII) is not disseminated through unofficial channels.

7.2. No later than 31 January of the selection year, Wing and Group Commanders (if not aligned under a training wing) will submit nomination packages for each AETC award category applicable to their mission to the HQ AETC/A2/3/10 DAG.

7.3. No later than 15 January of the selection year the HQ AETC/A2/3/10 DAG will solicit board members. **Note:** May develop an annual rotation schedule for directorate personnel or divisions to serve as board members.

7.4. No later than 5 February of the selection year, the HQ AETC/A2/3/10 DAG will:

7.4.1. Identify all board members and grant them access to the HQ AETC/A2/3/10 Awards Board collaboration SharePoint site. **Note:** Score sheets and instructions for raters will be available on the collaboration site.

7.4.2. Remove all PII from award packages and upload AF 1206 onto the HQ AETC/A2/3/10 Awards Board collaboration SharePoint site.

7.5. **The HQ AETC/A2/3/10 DAG will:**

7.5.1. Monitor and process nominations packages until selection is complete. **Note:** Selections must be completed by 15 February.

7.5.2. Prepare the staff package for the AETC/CV signature on congratulatory letters and AETC/DS signature on transmittal letters.

7.6. No later than 28 February of the selection year, the HQ AETC/A2/3/10 DAG will send the staff package to the AETC command section identifying the award recipients. **Note:** Written notification will include congratulatory letters to each recipient for AETC/CV signature.

7.7. Upon AETC/CV approval of all winners, HQ AETC/A2/3/10 DAG will:

7.7.1. Send electronic notification to wing and group commanders (if not aligned under a training wing) announcing the award recipients. **Note:** HQ AETC/CV must approve all winners before announcements are made.

7.7.2. Procure and mail or ship the trophies and congratulatory letters the recipient's respective wing or group command section.

7.7.3. Notify HQ AETC/PA to manage the command-level publicity regarding recipients of these awards. **Note:** The public affairs office may request a high quality 5" x 7" official photo in JPEG format from the recipients. Photo will be from the waist up only, in service dress uniform (civilians will be business attire), with blue background and U.S. flag in the background.

7.8. Upon notification of award winners and receipt of trophies, and congratulatory letters, Wing and Group Commanders (if not aligned under a training wing) will present AETC awards to recipients. **Note:** Make the presentation in the presence of the recipients peers and if feasible, align the presentation of the award trophy with a forthcoming visit by an HQ AETC VIPs (e.g. HQ AETC/CC, CV, or a Director or Chief of the Command Staff).

8. Selection process.

8.1. **Point System.** Board members will use a 10 point scale and the provide score sheet for each package and after weighting, the maximum rater composite score is 100 points. The package with the highest board score will determine the award recipient.

8.1.1. A maximum of 50 weighted (50%) points will be awarded for job performance.

8.1.2. A maximum of 30 weighted (30%) points will be awarded for impact to training environment.

8.1.3. A maximum of 20 weighted (20%) points will be awarded for professional qualities.

8.2. **Composite Score.** The scores in each area are weighted and totaled to determine the rater's composite score.

8.2.1. The high and low rater's composite scores for each package will be thrown out and the three remaining rater composite scores will be totaled to determine the board score.

8.2.2. In case of a tie, the board will reconvene and each member will re-rate each package for that award category.

MICHAEL A. KELTZ, Major General, USAF
Director of Intelligence, Operations, and Nuclear
Integration

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 36-2803, *The Air Force Military Awards and Decorations Program*, 18 December 2013

AFI 36-2805, *Special Trophies and Awards*, 14 March 2013

AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff, Operations, Plans and Requirements Annual Awards Program*, 18 July 2007

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

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

AFMAN33-363_AFGM2014-01, Air Force Guidance Memorandum to AFMAN 33-363, *Management of Records*, 28 May 2014

Air Force Enlisted Classification Directory at <https://gum-crm.csd.disa.mil>

Adopted Forms/IMTs:

DD Form 2266, *News Release Information, Hometown*, 1 June 1995

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1206, *Nomination for Award*, 26 September 2012

Prescribed Forms:

None

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFA—Air Force Association

AFSA—Air Force Sergeants Association

AFPD—Air Force Policy Directive

AU—Air University

AFSO21—Air Force Smart Operations for the 21st Century

BMT—Basic Military Training

CC—commander

DAG—Director's Action Group

HQ—headquarters

MAJCOM—major command

MICT—Management Internal Control Toolset

MTI—Military Training Instructor

MTL—Military Training Leader

NCO—non-commissioned officer

OPR—office of primary responsibility

OTS—Officer Training School

PII—personal identifiable information

SNCO—senior non-commissioned officer

Terms

Junior Enlisted Airman—This sub-category consists of Airman Basic, Airman, Airman First Class, and Senior Airman.

NCO—This sub-category consists of Staff Sergeant and Technical Sergeant.

SNCO—This sub-category consists of Master Sergeant, Senior Master Sergeant, and Chief Master Sergeant.