

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



AETC INSTRUCTION 36-2810

3 DECEMBER 2009

*Certified Current 9 January 2012
Personnel*

**APPOINTMENT OF AIR FORCE
ASSOCIATION (AFA) COMPANY GRADE
OFFICER COUNCIL (CGOC) AND
ENLISTED COUNCIL (EC) COMMAND
REPRESENTATIVES**

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/A1R

Certified by: HQ AETC/A1
(Col B. Lovely)

Pages: 5

This instruction outlines the nomination and selection process for AETC representatives to the Air Force Association (AFA) and provides general information, criteria, and areas of responsibilities. It applies to all personnel involved with nominations, the board process, selection, and protocol. This publication does not apply to the Air National Guard or Air Force Reserve Command. Refer recommended changes and questions about this publication to HQ AETC/A1RI 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. (AF Form 847 is prescribed in AFI 11-215, *USAF Flight Manuals Program (FMP)*. Refer to that publication for guidance on filling out the form.) This publication may be supplemented at any level, but all direct supplements must be routed to HQ AETC/A1RI for coordination prior to certification and approval. 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Attachment 1 contains a glossary of references and supporting information used in this publication.

1. General. Headquarters Air Education and Training Command (HQ AETC) will have one representative on the AFA Company Grade Officer Council (CGOC) and one representative on the AFA Enlisted Council (EC). Command representatives will be volunteers who will represent the views of the men and women of AETC. CGOC and EC representatives will attend several

meetings each year (e.g., the AFA National Convention and the Air and Space Conference and Technology Exposition in Washington DC) and prepare trip reports for AETC/CC's information. Representatives will use unit organizational funds for travel associated with their representation and will submit a trip report within 30 days of trip completion to HQ AETC/A1R1 for coordination.

1.1. CGOC Representative:

1.1.1. The CGOC representative is normally selected from nominations submitted by the wings, other subordinate units (e.g., Air Force Recruiting Service, Air University, etc.), and the HQ AETC staff using criteria and selection procedures listed in paragraph 2.

1.1.2. HQ AETC will appoint one primary and at least one alternate representative to the CGOC. The CGOC representative is appointed on a calendar year basis every 2 years and will normally serve 2 years. If it becomes necessary to replace either the CGOC primary or alternate representative out of cycle, the new selectee will serve for the remainder of the current term and be eligible for election in the subsequent term.

1.2. EC Representative:

1.2.1. HQ AETC will have at least a primary representative to the EC. The AFA EC is composed of at least the 12 Outstanding Airmen of the Year (OAY) winners selected in Air Force-wide competition. Any AETC member selected as an OAY will serve as the AETC representative. If two or more AETC members are selected as 12 OAY winners, the senior ranking member is the primary representative, with alternates serving in rank order. If no AETC member is selected as an OAY, then the AETC Commander (AETC/CC) may:

1.2.1.1. Continue the term of the previous year's representative.

1.2.1.2. Decline to continue the previous year's representative. If the AETC/CC declines to continue the prior year's representative, the AETC command chief (AETC/CCC) will:

1.2.1.2.1. Review the three enlisted annual award winners' packages (Airman, noncommissioned officer, and senior noncommissioned officer) as well as AETC nominees for the 12 OAY, and provide a recommendation to the AETC/CC.

1.2.1.2.2. If necessary, convene and chair a board to determine the best representative from AETC annual award winners and AETC nominees for the 12 OAY. The board will consist of the AETC/CCC and four chief master sergeants.

1.2.2. The AETC EC representative will serve 1 year (except as noted in paragraph 1.2.1.1).

2. Criteria:

2.1. Selected individuals should have at least 2 years remaining on their current AETC tour. An individual who undergoes a permanent change of station and/or a permanent change of assignment PCA and remains assigned to AETC will retain his or her representative status on the CGOC or EC as appropriate.

2.2. The CGOC representative should not exceed 8 years of commissioned service during the initial year of CGOC membership.

2.3. The EC representative's grade and total years of service will not be factors in the selection process as he or she is normally selected from the 12 OAY or from among the command's OAY winners.

3. Responsibilities:

3.1. HQ AETC/A1RI will:

3.1.1. Monitor selection of representatives to the AFA.

3.1.2. Require representatives to provide information copies of all correspondence generated as a result of council activities.

3.1.3. Prepare appropriate correspondence for AETC/CC signature to the AFA appointees and their respective commanders or directors informing them of the appointment.

3.1.4. Provide a copy of this instruction to each representative upon appointment to a council position.

3.1.5. Monitor the selection of the CGOC representative by:

3.1.5.1. Soliciting nominations of volunteers from the wings, other subordinate units, and AETC staff. The selection process also occurs if the incumbent is reassigned outside the command, retires, or separates from active duty.

3.1.5.2. Setting up a selection board (see paragraph 4).

3.1.5.3. Ensuring AETC/CC approves the selection. HQ AETC/A1RI will notify HQ USAF/A1I, AFA, and the member's commander or director of the appointment.

3.2. CGOC and EC representatives will:

3.2.1. Keep the AETC/CC advised on current projects and activities of the AFA.

3.2.2. Be available to the maximum extent possible for attendance at their respective council meetings and provide trip reports to the AETC/CC.

3.2.3. Provide information copies of all appropriate correspondence to HQ AETC/A1RI.

4. Selection Boards:

4.1. Selection boards will consist of at least three field grade officers (preferably lieutenant colonels) selected by HQ AETC/A1.

4.2. The senior officer on the board will preside as the chairman.

4.3. Members appointed to the board will be from directorates other than those of the nominees.

4.4. Individual command records (maintained by HQ AETC/A1K) and written nominations will be used in the selection process. Board procedures will be established by the chairman.

5. Nomination Format for the CGOC:

5.1. Use the AF IMT 1206, *Nomination for Award*, for the nomination. Provide no more than 20 lines on the AF IMT 1206 to support the nomination using the following headings:

Leadership and Job Performance in Primary Duty, Significant Self-Improvement, Base or Community Involvement.

5.2. Include a cover memo signed by the appropriate wing commander or director with the AF IMT 1206.

6. Maintenance and Disposition of Records. HQ AETC/A1RI is designated as the office of record for correspondence generated by this instruction. Maintain and dispose of records according to the Air Force RDS.

7. Adopted Forms.

AF IMT 847, *Recommendation for Change of Publication*

AF IMT 1206, *Nomination for Award*

MERRILY D. MADERO, Colonel, USAF
Director of Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 December 2008

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

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFA—Air Force Association

CC—commander

CCC—command chief

CGOC—Company Grade Officer Council

EC—Enlisted Council

OAY—Outstanding Airmen of the Year

RDS—Records Disposition Schedule