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SECRETARY OF THE AIR FORCE**

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**Personnel**

**SMALL BUSINESS AWARDS PROGRAM**

**COMPLIANCE WITH THE PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-28, Awards and Decorations, as it pertains to the Small Business Programs Awards. It applies to Commanders of Major Commands (MAJCOMs), Direct Reporting Units (DRUs), Field Operating Activities (FOAs) and Program Executive Offices (PEOs) and individuals who submit nominations for an award for the Air Force Small Business Programs. It applies to the Air Force Reserve Units but not to the Air National Guard. This Air Force Instruction (AFI) supersedes AFI 36-2834 dated 25 July 1994. This AFI may be supplemented at any level, but all supplements that directly implement this Instruction must be routed to SAF/SB for coordination prior to certification and approval. 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 Form 847s from the field through 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

**(AETC) This supplement extends the guidance of AFI36-2834, 27 September 2010.** It applies to the Air Force Reserve Units but not the National Guard. Units may not supplement this instruction and will coordinate supplements with AETC/SB before approval then forward a copy to AETC/SB after publication. Submit suggested improvements to this publication on AF Form 847, *Recommendation for Change of Publication*, through standardization and evaluation (Stan/Eval) channels, to AETC/SB. See Attachment 1 for a glossary of references and supporting information. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the *Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS)*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, 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. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items publications.

### ***SUMMARY OF CHANGES***

This document has been substantially rewritten and must be completely reviewed. Major changes include revising evaluation criteria, eligibility for awards, nomination procedures, selection process, and the protocol for the awards presentation. This revised publication renames the Office of Small and Disadvantaged Business Utilization to Office of Small Business Programs and all small business award titles by prefacing each award title with “Secretary of the Air Force (SAF),” (e.g., Secretary of the Air Force Special Achievement Award - Individual or Secretary of the Air Force Special Achievement Award – Team, etc.).

**(AETC)** This document provides guidance and procedures for implementing the small business awards program. It includes small business program awards eligibility changes, updates nominations submission guidance and the selection and presentation procedures.

**1. Overview.** This document establishes the roles and responsibilities for the Air Force Office of Small Business Programs Awards programs. It provides awards, criteria and eligibility, and the nomination, selection and presentation procedures.

**2. Roles and Responsibilities.**

2.1. Office of the SAF, Small Business (SAF/SB) Programs. The Director of the Office of Small Business Programs:

2.1. (AETC) The Director, Small Business Programs, HQ AETC/SB:

2.1.1. Manages the Small Business Awards Program.

2.1.1. (AETC) Manages the Small Business Awards Program.

2.1.2. Convenes and oversees the selection panel described in paragraph 5.1.

2.1.2. (AETC) Convenes and oversees the selection panel described in paragraph 4

2.1.3. Announces award recipients.

2.1.3. (AETC) Coordinates the announcement of award recipients.

2.1.4. Hosts award presentation program.

2.1.4. (AETC) Mails awards to wing commanders for base-level presentation.

2.2. MAJCOMs, DRUs, FOAs and PEOs. Commanders of MAJCOMs, DRUs/FOAs (or equivalent) and/or PEOs may nominate eligible individuals, activities/units or teams for the appropriate award. Commanders shall:

**2.2. (AETC) Nomination Responsibilities and Procedures.** Commanders or their designee may nominate eligible individuals/activities/units or teams for awards under the small business awards program. Commanders shall:

2.2.1. Submit separate nomination packages annually that recognize individuals, activities/units or teams based on their performance from 1 July of the previous year to 30 June of the current year. The nomination packages shall be electronically submitted through the respective MAJCOM Office of Small Business Programs to arrive at SAF/SB not later than the last duty day of SEPTEMBER.

2.2.1. (AETC) Submit separate nomination packages in time to meet the HQ AETC/SB suspense date. Include a transmittal memorandum signed by the wing commander with nomination packages.

2.2.2. Ensure that each nomination package is limited to the specifications cited in paragraph 4, Nomination Procedures.

**3. Awards and Selection Criteria.** Commanders (or equivalents) may nominate an individual, activity/unit or team that is assigned to a MAJCOM, FOA, DRU, and/or PEO or subordinate unit. Each Commander may nominate only one awardee for each category. Nominations shall be competitively evaluated based on the criteria listed in Table 1.

**3. (AETC) Awards and Selection Criteria.** HQ AETC/SB will designate a panel to select no more than one nominee per award category. The selection panel shall review all nomination packages against established criteria and provide the Director, Small Business Programs with a

nominee for each type of award. The selection panel may decide not to give an award if it finds no suitable nominee. The selection panel's decision is subject to HQ AETC/SB approval.

**Table 1. Secretary of the Air Force Small Business Awards.**

AWARD	TYPE	EVALUATION CRITERIA	ELIGIBILITY
SAF Special Achievement - Small Business Specialist	Individual	Specific achievements in advocating small business to provide the war fighter with mission ready capabilities  Innovative initiatives, training, process improvement that facilitate increased small business participation in acquisition  Professional skills demonstrated in the performance of duties	AF Small Business Specialist
AWARD	TYPE	EVALUATION CRITERIA	ELIGIBILITY
SAF Special Achievement - Activity/ Unit/ or Team	Activity/ Unit/Team	Significant actions, performance, and contributions of an activity/unit/team that results in award of Air Force small business contract(s) that provide(s) significant contribution to the Air Force, Unit, or DOD mission	AF Activity/ Unit/Team other than an individual SBS
SAF Special Achievement - Small Business Champion	Individual	Outstanding contributions of an individual for exemplary support of the Air Force Small Business Program	AF civilian or military personnel other than a Small Business Specialist
MAJCOM Director's Award	Individual	Contributions of the MAJCOM Small Business Director in:  1. Acquisition decisions made at Acquisition Strategy Panels that support small business based on the Director's research and influence  2. Policy initiatives implemented at the MAJCOM level that are innovative and support awards to the small business program  3. Community Outreach through planning of outreach events	AF civilian or military

Market Research Award	Individual /Activity/ Unit/Team	Thorough and documented market research which served as the catalyst for convincing the acquisition decision makers that an award should be made to a small business	AF civilian or military, Activity/ Unit/Team
Denise Stice Memorial Award*	Individual	Demonstrated creativity and persistence that results in a contract award to a small business or an acquisition decision allowing for a set-aside	AF Small Business Specialist
Tandy Weaver Memorial Award**	Individual	Demonstrated outreach, community involvement that increases awareness of local small business capabilities for performing the Air Force mission at the installation	AF Small Business Specialist
SAF/SB Director's "Beyond Goals" Award	Individual /Activity/ Unit	1. Recognizes professional achievement and community service that exemplifies the objectives of the Air Force and the Air Force Small Business Programs 2. Initiative/innovation that results in a small business award in a field or enterprise previously not suited for small business	AF civilian or military personnel, Activity/Unit

\*The Denise Stice Memorial Award. Mrs. Stice was the Director of Small Business at Tinker Air Force Base Air Logistics Center preceding her death on 27 Nov 07. She demonstrated passion, outstanding creativity and persistence as the liaison between the small business community and Tinker Air Force Base.

\*\*The Tandy Weaver Memorial Award. Mrs. Weaver was the Acting Commander and Director of Business Operations for the 82nd CONS at Sheppard AFB preceding her death on 12 Jan 08. Her leadership and commitment, not only to her responsibilities as a small business specialist, but to her surrounding community exemplified a life of service, excellence and integrity.

**4. Nomination Procedures.** Commanders (or equivalents) may nominate individuals, activities/ units or teams, for any of the applicable awards listed in Table 3.1 who are assigned to a MAJCOM, DRU, FOA or PEO (or a subordinate unit) that supports the Air Force Small Business Programs as described in AFI 64- 201, Small Business Programs. **EXCEPTION:** It is not required for Team nominees to be assigned to the same activity/unit.

#### 4.1. Transmission of Nomination Packages

4.1.1. All nomination packages must arrive, electronically, in SAF/SB no later than the last duty day of SEPTEMBER.

4.1.2. Nomination Packages shall include the following documents on individual pages.

4.1.2.1. A cover letter signed by the appointing authority, i.e., MAJCOM, DRU, FOA, PEO Commander or equivalent.

4.1.2.2. An AF Form 1206, Nomination for Award, justifying the award. Use a “bullet” format. The justification shall address the criteria listed for the type award in Table 3.1. The content shall not exceed one page.

4.1.2.3. A citation, limited to 10 lines in 12-pitch font, landscape orientation, on plain bond paper. Opening and closing words for the citation shall be similar to the variations of standard Air Force citations as shown in AFI 36-2803, The Air Force Awards and Decorations Program.

4.1.2.4. For all awards: on plain bond paper, list full name(s), grade(s), job title(s), organization(s) of assignment, each nominee’s mailing address, phone number(s) and email address(es).

## **5. Selection Process.**

5.1. The Director of the Office of Small Business Programs shall serve as the Chair and convene an AF level selection panel. The selection panel shall review all nomination packages, except the SAF Director’s “Beyond Goals” Award, against the established evaluation criteria and provide the Director with a nominee for each type of award.

5.2. The SAF/SB Director’s “Beyond Goals” Award selection shall be made at the discretion of the Director, Office of Small Business Programs. This award is the most prestigious of all Small Business Programs’ awards bestowed by the Secretary of the Air Force.

**6. Award Presentation.** SAF/SB shall arrange all details for the awards ceremony. The presentation of awards shall occur in the 1st Quarter of the following fiscal year.

**6. (AETC)Award Presentation.** AETC awards are mailed to individual wing commanders for base-level presentation.

**7. Prescribed Forms.** Not Applicable.

**8. Adopted Forms.** AF Form 847, Recommendation for Change of Publication AF Form 1206, Nomination for Award

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DCS, Manpower and Personnel

**(AETC)**

SCOTT L. GIERAT, Colonel, USAF  
Director of Staff

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

Air Force Policy Directive (AFPD) 36-28, Awards and Decorations, 1 August 1997

Air Force Instruction (AFI) 36-2803, Air Force Awards and Decoration Program, 15 June 2001

Air Force Instruction (AFI) 64-201, Small Business Programs, 1 January 1997

Air Force Manual (AFMAN) 33-363, Management of Records, 1 March 2008

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System (AFRIMS)

**DRU**—Direct Reporting Unit

**e-Publishing**—the e-Publishing website ([www.e-publishing.af.mil](http://www.e-publishing.af.mil))

**FOA**—Field Operating Agency

**HQ USAF or HAF**—Headquarters Air Force, includes the Secretariat and the Air Staff

**MAJCOM**—Major Command

**OPR**—Office of Primary Responsibility

**PEO**—Program Executive Office

**RDS**—Records Disposition Schedule

**SAF**—Secretariat Offices within the HAF (Headquarters Air Force)

**SAF/SB**—Office of Small Business Programs of the Department of the Air Force

**SBS**—Small Business Specialist

***Terms***

**Certifying Official**—A minimum of one organizational level above the OPR, this individual certifies the need for the publication, to include currency of information, applicability to the Air Force, and propriety of content.

**Direct Reporting Unit**—is an agency of the United States Air Force that is outside the bounds of the standard organizational hierarchy by being exclusively and uniquely under the control of Air Force headquarters alone, rather than reporting through a MAJCOM

**e—Publishing**—Central website for accessing, viewing, downloading or ordering physical and electronic products for the Air Force. Information on product development and links to other agency publications are also provided on the e-Publishing website ([www.e-publishing.af.mil](http://www.e-publishing.af.mil)).

**Field Operating Agency**—FOAs are a subdivision of the Air Force and report directly to an HQ USAF functional manager. FOAs perform field activities beyond the scope of any of the MAJCOM. Their activities are specialized or associated with an Air Force wide mission.

**Form**—A tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive Air Force purpose or objective.

**Office of Primary Responsibility (OPR)**—The originating office for a publication; the author of the publication is an individual within the OPR. OPRs are solely responsible for the accuracy, currency, and integrity of their publications and forms.

**Records Disposition Schedule (RDS)**—The official schedule that authorizes/governs the disposition of Air Force records, which contains National Archives and Records Administration approval authority.

**Records Management**—The planning, controlling, directing, organizing, training, promoting, and any other managerial activity related to records creation, records maintenance and use, and records disposition for the sake of achieving adequate and proper documentation of the policies and transactions of the Federal Government and effective economical management of agency operations.

**Revised Publication**—A publication that supersedes or changes a previous edition, related publications, or portions of related publications in a given category.

**Small Business Programs**—Includes small businesses and the following congressionally mandated programs: Historically Underutilized Business Zones, Small Disadvantaged Businesses, Women Owned Small Businesses, Service Disabled Veteran Owned Small Businesses, Veteran Owned Small Businesses, the Small Business Innovation Research Program and Small Business Technology Transfer Program.

**Small Business Specialist**—A small business technical advisor to each contracting activity within the Air Force whose principal duty is to assist the Small Business Administration in performing duties of the Small Business Act in acquisitions, and making recommendations as to whether a particular acquisition should be awarded under a small business program.

**Unit**—A military organization constituted by directives issued by Headquarters, U.S Air Force. A unit is either named or numbered.