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AIR FORCE DEPUTY CHIEF OF STAFF, OPERATIONS, PLANS AND REQUIREMENTS

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This publication implements AFPD 36-28, Awards and Decorations Programs. It provides guidance and procedures on the criteria for submitting nominations for awards administered or overseen by AF/A3/5. It applies to individuals at all levels who meet the specific criteria including the Air Force Reserve and Air National Guard (ANG), except where noted otherwise. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the (OPR) listed above using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through appropriate functional chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manuel (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). 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.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Revisions consist of:

Updating of Chapter 3 (Airfield Operations [AO] Awards), Chapter 8 (Aircrew Flight Equipment Awards), Chapter 9 (Outstanding Air Force Aviation Resource Management [1C0X2]), Chapter 14 (Weather Awards), Chapter 21 (Tactical Air Control Party and Air Liaison Officer Award; deletion of the old Chapter 12 (Influence Operations [IFO] Awards) and the merging of IFO Awards with Chapter 23 (Information Operations [IO] Awards). Major changes include: the addition of two new IO award categories (team and unit/squadron); added new Chapter 12 (Air Force Electronic Warfare Annual Awards); Chapter 25 (Space and Missile Operations Award), Chapter 26 (Air Battle Manager of the Year Award), Chapter 27 (Ground-Based Battle Management Command and Control Crew of the Year Award), Chapter 28 (Airborne Air Battle Management Crew of the Year Award), removing Chapter 29 (Aeromedical Evacuation [AE] Award), and Chapter 30 (Colonel Joe Jackson Award), and adding Chapter 29 (Air Force Annual Modeling and Simulation Award) and Chapter 30 (General Jerome F. O'Malley Award) and updated eligibility criteria, award categories, nomination procedures, award due dates, office symbols, publications listing and definitions throughout this instruction.

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Chapter 1

GENERAL INFORMATION

1.1. Purpose of the Awards. These annual awards:

1.1.1. Enhance the overall visibility of Air Force personnel to include ANG or Reserve and their accomplishments. Chapters 2, 4, 5, 8, 10, 13, 14, 15, 19, 22, 23, 25, 29, 30, 31 of this publication apply to the Air Force Reserve Command (AFRC) Units.

1.1.2. Recognize outstanding achievement by officers, senior noncommissioned officers, noncommissioned officers, airmen, and civilians.

1.1.3. Reward individuals for initiative and valuable actions.

1.1.4. Foster Airman morale and public support of the Air Force by communicating about the recipients and their achievements as appropriate.

1.2. Award Publicity

1.2.1. AF/A3/5 provides a list of the winners, copies of the respective citations, and photo if possible, to the Air Force Public Affairs Agency-Operating Location Pentagon (AFPAA/OLP). Forward this information to the Defense Media Activity-Ft. Meade (DMA) so they can include it in Air Force internal information products.

1.2.2. The applicable major command (MAJCOM), field operating agency (FOA), or direct reporting unit (DRU), forwards notification of the winner's selection, along with a copy of the citation, to the Public Affairs office at the winner's home installation for local use.

1.2.3. Winners can complete a DD Form 2266, Information for Hometown News Release, for submission to their local Public Affairs office.

1.3. Nominations. In an effort to streamline the workload and to standardize the nomination process, all nomination packages for these awards will be submitted on AF IMT 1206, Nomination for Award, IAW AFPD 36-28. They are limited to two pages using 12 pitch, Times New Roman font, unless otherwise indicated.

1.4. Recordkeeping. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 As Amended. The authority to collect and maintain this information is in Title 10, United States Code, Chapter 857. System of records (SORN) notice F036 AF PC V, Awards and Decorations which is located at **http://dpclo.defense.gov/privacy/SORNs/component/airforce/F036_AF_PC_V.html**The "Retention and disposal" section of this SORN states "Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Destroyed 1 year after completion by tearing into pieces shredding, pulping, macerating or burning. Computer records are destroyed by erasing, deleting or overwriting." 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/afrims. Additionally, if

the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324.

1.4.1. AFPDs and AF supplements to DODDs may only be directly implemented by AFIs and AFMANs. DOD Issuances may only be directly supplemented or implemented by a department-level publication. Unless otherwise noted in the opening paragraph, all other publications may be supplemented in accordance with AFI 33-324.

1.5. Quality Force Considerations. Unless otherwise stated in this instruction the following quality force indicators apply.

1.5.1. Military personnel must not have undergone judicial, non-judicial (Uniform Code of Military Justice [UCMJ] or AFI 51-202, NONJUDICIAL PUNISHMENT) or negative administrative actions (AFI 36-2907, Unfavorable Information File (UIF) Program during the nomination period. If a nominee undergoes such an action after nomination, but before the selection board meets, the selection board will not consider the nominee for that award cycle. Military personnel must meet the minimum physical fitness standards set forth in AFI 36-2905, Fitness Program. Nominating authorities must immediately notify the specific OPR for the award in this chapter for which nominated, of any adverse actions affecting the nominee's eligibility.

1.5.2. Civilians must not have received any actual or pending adverse administrative action for the nomination period, and must have received an overall performance rating of "meets standards" under GS/GG or "fair" or greater under NSPS. Nominating authorities must immediately notify the specific OPR for the award in this chapter for which nominated, of any adverse actions affecting the nominee's eligibility.

1.6. Questions. Direct questions about the awards to the office of primary responsibility (OPR) for the award. See Attachment 2 for a list of awards and OPRs.

Chapter 2

GRAY EAGLE AWARD

2.1. Introduction. This chapter provides procedures for the Gray Eagle Award, assigns appropriate responsibilities, and establishes selection criteria. All Air Force general officer line pilots currently on active duty are eligible. Eligible general officers in the Air Reserve Component (ARC) (Air National Guard [ANG] and Air Force Reserve Command [AFRC]) must be on extended active duty (EAD).

2.2. Background of Award. The Gray Eagle Award is presented annually to honor the US Air Force general officer pilot with the longest period of continuous aviation service.

2.3. Purpose of Award. This award recognizes the long service, depth of experience, and broad aviation knowledge of senior Air Force pilots. By honoring the pilot with the longest continuous aviation service, the Air Force reinforces the camaraderie and heritage within the pilot fraternity, recognizes the distinct accomplishments of Air Force pilots, and highlights the total force strength of the United States Air Force. Senior pilots set an example for those who follow, and this award recognizes their leadership and achievements.

2.4. Description of the Award. The award consists of two elements: a permanent trophy on display at Headquarters Air Force and a miniature replica presented to the recipient. The name of the winner will be engraved on the permanent trophy.

2.5. Responsibilities.

2.5.1. AF Deputy Chief of Staff, Operations, Plans and Requirements (AF/A3/5) administer the award. AF/A3/5 maintains the precedence list for prospective Gray Eagles according to eligibility criteria based on aviation service data (date of original rating) and advises the Chief of Staff when the award is to be transferred.

2.5.2. AF Deputy Chief of Staff, Manpower and Personnel (AF/A1) maintains personnel data to determine eligible candidates.

2.5.3. The Secretary of the Air Force, Office of Public Affairs (SAF/PA) prepares a public release announcement as required.

2.5.4. Air Force Protocol (AF/CVAP) maintains and updates the Gray Eagle Trophy on display at Headquarters Air Force and the miniature replica for presentation.

2.5.5. AF Executive Review Secretariat (AF/CVAS) arranges presentation of the award as a Corona Top agenda item.

2.6. Eligibility Criteria. All active duty Air Force general officer line pilots are eligible. Longevity is based on the date pilot wings were awarded (date of original rating). The general officer pilot on active duty or in the ARC on EAD, holding the longest original rating date with at least one year of retainability as of 15 June, not recalled and without a break in service, will be designated the Gray Eagle. A “break in service” is a period of more than 12 months when the pilot transferred from active duty to the ARC or from the ARC to active duty. If two or more pilots have the same original rating date, the senior officer (based upon date of rank in current grade) will be designated the Gray Eagle.

2.7. Award Announcement and Presentation. The Chief of Staff (CSAF) notifies the projected Gray Eagle winner. The ceremony is normally held in conjunction with Corona Top.

Chapter 3

AIRFIELD OPERATIONS (AO) AWARDS

3.1. Introduction: This chapter provides procedural guidance for the USAF AO Awards Program; explains the Lt General Gordon A. Blake Aircraft Save Award and Aircraft Assist Award eligibility, and procedures for submissions; and describes the annual Airfield Management (AM) and Air Traffic Control (ATC) awards and nomination procedures. It specifies procedures to recognize personnel who have made notable contributions to the AM or ATC fields. It provides for USAF participation in the Air Traffic Control Association (ATCA) awards competition. These awards apply to all Air Force activities that provide AO services. Award of the Air Force Recognition Ribbon is authorized to named individuals selected as recipients of functional USAF-level special trophies and awards managed by the career field teams.

3.2. Lt General Gordon A. Blake Aircraft Save Award and Aircraft Assist Award

3.2.1. Award Criteria: Aircraft "Save" Award is for any action taken by ATC or AM personnel that result in the safe recovery of an imperiled airborne aircraft or help given to an endangered aircraft on the ground. The performance must clearly extend beyond normal duty requirements, be professional, and cast no reasonable doubt that, without this action, probable damage or loss would have resulted. If a nomination is not approved for a "Save," then it will be considered for the Aircraft "Assist" Award. "Assist" Awards will be awarded to personnel using the "Save" criteria, except that the performance does not have to extend beyond normal duty requirements.

3.2.2. Award Eligibility: All USAF AO personnel are eligible. Any other military or civilian performing ATC or AM duties in a USAF-operated or augmented facility, or in an ANG-unit facility, are also eligible. Recognition under this program does not make individuals ineligible for other awards under AFI 36-2803, The Air Force Awards and Decorations Program.

3.2.3. Who May Nominate: Any person, other than the nominee, having knowledge of the individual's actions may submit a nomination for this award.

3.2.4. Prepare nomination on AF IMT 1206, not to exceed two single-spaced typewritten pages in Times New Roman, 12 pitch font. Include the following information in the order listed:

3.2.4.1. Unit, base, and MAJCOM

3.2.4.2. Grade, name, facility, and duty position of nominee(s)

3.2.4.3. Date and time of incident

3.2.4.4. Aircraft identification, type, and cost

3.2.4.5. Nature of difficulty

3.2.4.6. Number of persons on board

3.2.4.7. Weather conditions at the time of occurrence

3.2.4.8. Narrative of events

3.2.5. The nomination narrative will contain factual and specific data to account for the actions taken to recover or aid the aircraft. Furnish enough detail for the board to evaluate the events or situation. Avoid generalities, broad or vague terminology, locally used acronyms, contractions, abbreviations, or restatements of normal duties. The narrative must also include specific actions or contributions made by each nominee.

3.2.6. In addition to the AF IMT 1206, Nomination for Award, include the following information in the nomination package:

3.2.6.1. A letter from the Operations Support Squadron (OSS) Commander (or equivalent) supporting the award nomination package.

3.2.6.2. A certified tape and certified printed recording of the event. Send only that portion supporting the nomination. If a certified tape recording was not available, state so in the commander's letter.

3.2.6.3. Memorandums supporting the nomination package (i.e. pilot comments, letters of appreciation or commendation, or statements from other knowledgeable personnel).

3.2.6.4. Certification standard for applicable operating position(s) (e.g. 7 aircraft in local pattern).

3.2.6.5. Other documents that will assist the board in determining the complexity of the event (i.e. airfield diagrams, layouts, airspace configuration, traffic pattern depiction, etc.).

3.2.7. Send the original nomination package through the MAJCOM OPR for AO within 30 workdays to AFFSA/A3A. MAJCOMs should forward nominations to AFFSA/A3A, 6500 S. MacArthur Blvd, Bldg 4, Room 240, Oklahoma City, OK 73169, or e-mail nominations to **hqaffsa.a3a@tinker.af.mil.**

3.2.8. **"Save" Review Board.** AFFSA will convene a "Save" review board on a quarterly basis to evaluate nomination packages. Board members will consist of AO Officers, an Advanced Instrument School instructor pilot, and SNCO's and Civilians from AO specialties. AFFSA/A3A reviews and approves board member results. Upon approval, the board will notify the nominating commander of the results. In addition, the board will disseminate results to the AO community via message.

3.2.9. **Nomination Reconsideration:** Disapproved nominations may be resubmitted if new or additional substantiating data is discovered. When resubmitting packages commanders must provide a brief statement outlining how the new data substantiates resubmission. Resubmitted packages will be evaluated during the next scheduled "Save" Review board.

3.2.10. There is no limit to the number of certificates a person can receive. Only one certificate for the same occurrence will be awarded, regardless of the number of aircraft involved.

3.2.11. **Award Forms and Publicity**

3.2.11.1. The following items comprise an approved "Save" Award package:

3.2.11.1.1. Lt Gen Gordon A. Blake Aircraft Save Award Certificate. This certificate is awarded to each person qualifying under paragraphs 3.2.1. and 3.2.2.

3.2.11.1.2. AF Form 3648, Lt Gen Gordon A. Blake Aircraft Save Awards. This form is used to permanently display all AF Form 3649s received by a unit.

3.2.11.1.3. AF Form 3649, Aircraft Save. This form is awarded to the unit for each "Save" and displayed on AF Form 3648.

3.2.11.1.4. "Save" Pin. This pin is awarded to each person qualifying under paragraph 3.2.1. and 3.2.2. This pin may not be worn on the military uniform.

3.2.11.2. **The following items comprise an approved "Assist" Award package:**

3.2.11.2.1. Aircraft Assist Award Certificate. This certificate is awarded to each person qualifying under paragraphs 3.2.1. and 3.2.2.

3.2.11.2.2. AF Form 3649. This form is awarded to the unit for each "Save" and displayed on AF Form 3648 as a historical document.

3.2.11.2.3. "Save" Pin. This pin is awarded to each person qualifying under paragraphs 3.2.1. and 3.2.2. This pin may not be worn on the military uniform.

3.2.11.3. Award of the Lt General Gordon A. Blake Aircraft Save Award or Aircraft Assist Award is authority for military members to wear the US Air Force Recognition Ribbon and for civilian recipients to wear the Air Force Recognition lapel pin.

3.2.11.4. News stories should contain only the same factual information as described in the nomination narrative. Stories about the recovery of an imperiled aircraft are not to imply the aircraft was "saved" unless the individual received an AF Form 3649. AFFSA will send award recipients' names and a brief narrative of events to the Air Force Safety Agency for inclusion in the Flying Safety Magazine.

3.3. Annual US Air Force AO Awards

3.3.1. Award Period: The period from 1 January through 31 December.

3.3.2. Suspense Requirements: MAJCOM nominations must be packaged in *.PDF format and e-mailed to AFFSA/A3A no later than 1600 C.S.T. on 1 March each year. AFFSA/A3A will convene a selection board NLT 15 March of each year and submit results to secure AF/A3/5 approval NLT 1 April. Results will be released upon approval.

3.3.3. Nomination Packages: MAJCOM OPR for AO will package and send electronic copies of nomination data to **hqaffsa.a3a@tinker.af.mil.** Electronically package the three required documents identified below (signed transmittal letter, cover letter, and AF IMT 1206/ substantiating data) into a single *.PDF file. Name all submissions in the following format: "MAJCOM Name_Award Category_Year.Pdf." Where possible, avoid scanner settings that convert documents to image files that are megabyte intensive and difficult to e-mail due to network/LAN firewall limitations on file size. For documents that have a permanent retention in the AF Records Disposition Schedule and are to be scanned into an electronic format, comply with National archives and Records Administration's standards in 36 CFR or consult with the local Records Professional. All nomination packages will contain in order:

3.3.3.1. Transmittal Letter: Signed by the OSS commander (or equivalent) and MAJCOM OPR for AO. Do not put any substantiating data in the transmittal letter, as it will be detached from the package before scoring.

3.3.3.2. **Cover Page:** Include the following background data, centered on the page, double-spaced, and typewritten:

3.3.3.2.1. Name of Award (Category) Complex/Facility Name, or nominee's rank, name, and duty title for individual awards.

3.3.3.2.2. Unit designation number.

3.3.3.2.3. Number of personnel assigned (for complex/facility awards only).

3.3.3.2.4. Flying organizations and aircraft supported.

3.3.3.3. **Substantiating Data.** Limit substantiating data to no more than 25 lines on the front side of the most current version of the AF IMT 1206. Nomination criteria headings in the specific accomplishments section of the AF IMT 1206 are not required. It must be bullet format, limited to two pages, Times New Roman font, 12 pitch. Acronyms identified in AFI 13-204, Volumes 1-3 are acceptable for use in the nomination for award. Do not use local acronyms or abbreviations. Limit information provided in the substantiating data to achievements as outlined in paragraph 3.3.4.

3.3.4. **Description of Awards and Nomination Criteria:** Commanders may submit a nomination for each category to their MAJCOM OPR for AO. However, commanders of units submitting nominations for Airfield Operations Flight (AOF) Complex of the Year award may not submit nominations for ATC or AM Facility of the Year Awards. Each MAJCOM, (to include ANG and AFRC) may only submit one nomination in each category to AFFSA/A3A. The nominees must be winners of their respective command AO awards program. In the event an annual MAJCOM awards program does not exist, MAJCOMs must establish adequate nominee selection criteria. USAF AO awards are given annually in the following categories:

3.3.4.1. Airfield Operations Flight Complex of the Year: This award is presented for a combination of AM and ATC facilities when they interact in the achievement of one, or more of the following areas:

3.3.4.1.1. A notable contribution to quality, safety, or procedural development of the airfield and ATC systems.

3.3.4.1.2. Outstanding handling of an unusual traffic workload or emergency situations, deployments, or exercises.

3.3.4.1.3. Sustained efficiency in airfield and air traffic control services as recognized by users of the systems.

3.3.4.2. **The D. Ray Hardin Air Traffic Control Facility of the Year:** An award given to an ATC facility at a particular unit that has made a notable contribution to the ATC system. Consider the following areas for this award:

3.3.4.2.1. A notable contribution to quality, safety, or procedural development of the ATC system.

3.3.4.2.2. Outstanding handling of an unusual traffic workload, or emergency situations, deployments, or exercises.

3.3.4.2.3. Sustained efficiency in ATC as recognized by users of the service.

3.3.4.3. **Ronald B. McCarthy Airfield Management Facility of the Year:** An award given to an AM facility at a unit that has made a notable contribution to the operations of an airfield. Consider the following areas for this award:

3.3.4.3.1. Efforts made by the AM staff to enhance airfield safety (signage, markings, airfield driving program, etc.).

3.3.4.3.2. Outstanding performance by AM personnel during periods of increased workloads (emergency situations, deployments, or exercises).

3.3.4.3.3. Sustained efficiency in AM as recognized by users of the service.

3.3.4.3.4. Superior coordination efforts during airfield construction and maintenance activities.

3.3.4.3.5. Self-help projects undertaken in and around AM facilities to enhance quality of life.

3.3.4.3.6. Extraordinary number of flight plans processed beyond day-to-day operations involving unusual situations or unique support requirements.

3.3.4.4. **Colonel Derrel L. Dempsey Airfield Operations Officer of the Year:** An award given to an Airfield Operations Officer (13MX) or equivalent DoD civilian acting in the capacity of an Airfield Operations Officer who contributed to an outstanding degree, their services, ideas, developments, or accomplishments to enhance the quality, safety, or efficiency of the airfield and ATC systems. Consider the following areas for this award:

3.3.4.4.1. Procedures introduced that significantly improved the quality, safety, or efficiency of the airfield and ATC systems.

3.3.4.4.2. An accepted systems concept or development that significantly enhanced management of the AOF.

3.3.4.4.3. Facility or system management beyond normal day-to-day operations.

3.3.4.4.4. Establishment of rapport between flying organizations and the AOF.

3.3.4.4.5. Innovative management techniques.

3.3.4.4.6. Outstanding public relations in AM or ATC.

3.3.4.4.7. Outstanding management of administrative procedures.

3.3.4.5. **Air Traffic Control Manager of the Year:** An award given to an enlisted or DoD civilian ATC manager who contributed to an outstanding degree, their services, ideas, developments, or accomplishments in ATC. Consider the following areas for this award:

3.3.4.5.1. Procedures introduced that significantly improved the quality, safety, or efficiency of the ATC system.

3.3.4.5.2. An accepted systems concept or development that significantly enhanced management of the ATC system.

3.3.4.5.3. Facility or system management beyond the normal day-to-day operations.

3.3.4.5.4. Establishment of rapport between flying organizations and ATC facilities.

3.3.4.5.5. Innovative management techniques.

3.3.4.5.6. Outstanding public relations in ATC.

3.3.4.5.7. Outstanding management of administrative procedures.

3.3.4.5.8. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

3.3.4.6. **Airfield Manager of the Year:** An award given to an enlisted airfield manager qualified (SEI 368) or DoD civilian equivalent who contributed to an outstanding degree their services, ideas, developments, or accomplishments in AM. Consider the following areas for this award.

3.3.4.6.1. Procedures introduced that significantly improved quality, safety, or efficiency of AM.

3.3.4.6.2. Procedures introduced that significantly improved quality of life or promoted esprit-de-corps within AM.

3.3.4.6.3. Outstanding personal duty performance.

3.3.4.6.4. An accepted suggestion that enhanced the career field.

3.3.4.6.5. Actions beyond normal day-to-day operations involving unusual situations on unique support requirements.

3.3.4.6.6. Efforts to promote teamwork with regard to co-workers and other base agencies.

3.3.4.6.7. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

3.3.4.7. **Air Traffic Control Watch Supervisor of the Year:** An award given to an enlisted or DoD civilian watch supervisor or senior controller who contributed to an outstanding degree their services, ideas, developments, or accomplishments in ATC. Consider the following areas for this award:

3.3.4.7.1. Application of extra ordinary efforts to protect lives and resources under his or her control.

3.3.4.7.2. Procedures introduced that significantly improved quality, safety, or efficiency of the ATC system.

3.3.4.7.3. Outstanding contributions to controller enhancement.

3.3.4.7.4. Outstanding personal ATC performance.

3.3.4.7.5. Establishment of rapport between crews in the facility or between facilities.

3.3.4.7.6. Self or crew improvement efforts related to mission accomplishment.

3.3.4.7.7. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

3.3.4.7.8. Outstanding support to the ATC facility in the areas of training, automation, or Terminal Instrument Procedures (TERPS).

3.3.4.8. **Airfield Management Craftsman of the Year:** An award given to AM enlisted (7-level) or equivalent DoD civilian who contributed to an outstanding degree their services, ideas, developments, or accomplishments in AM. Consider the following areas for this award:

3.3.4.8.1. Procedures introduced that significantly improved quality, safety, or efficiency of AM

3.3.4.8.2. Procedures introduced that significantly improved quality of life or promoted esprit-de-corps within AM.

3.3.4.8.3. Outstanding personal duty performance.

3.3.4.8.4. An accepted suggestion that enhanced the career field.

3.3.4.8.5. Actions beyond normal day-to-day operations involving unusual situations or unique support requirements.

3.3.4.8.6. Efforts to promote teamwork with regard to co-workers and other base agencies.

3.3.4.8.7. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

3.3.4.8.8. Outstanding support to the AM facility in the areas of training or automation

3.3.4.9. **Air Traffic Controller of the Year:** An award given to an enlisted or DoD civilian controller (non-supervisory position) who contributed to an outstanding degree their services, ideas, developments, or accomplishments in ATC. Consider the following areas for this award:

3.3.4.9.1. Application of procedures resulting in the saving of lives.

3.3.4.9.2. Procedures introduced that significantly improved quality, safety, or efficiency of the ATC system.

3.3.4.9.3. An accepted systems concept or development.

3.3.4.9.4. Outstanding teamwork.

3.3.4.9.5. Outstanding contributions to controller enhancement.

3.3.4.9.6. Outstanding personal ATC performance.

3.3.4.9.7. Outstanding public relations.

3.3.4.9.8. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

3.3.4.9.9. Outstanding support to the ATC facility in the areas of training, automation, or Terminal Instrument Procedures (TERPS).

3.3.4.10. **Airfield Management Journeyman of the Year:** An award given to an AM enlisted (5-level) or DoD civilian equivalent who contributed to an outstanding degree

their services, ideas, developments, or accomplishments in AM (at individual's unit or career-field wide). Consider the following for this award:

3.3.4.10.1. Procedures introduced that significantly improved quality, safety, or efficiency of AM.

3.3.4.10.2. Procedures introduced that significantly improved quality of life or promoted esprit-de-corps within AM.

3.3.4.10.3. Outstanding personal duty performance.

3.3.4.10.4. An accepted suggestion that enhanced the career field.

3.3.4.10.5. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

3.3.4.10.6. Actions beyond normal day-to-day operations involving unusual situations on unique support requirements.

3.3.4.10.7. Efforts to promote teamwork with regard to co-workers and other base agencies.

3.3.4.10.8. Outstanding support to the AM facility in the areas of training or automation.

3.3.5. **Award Eligibility.**

3.3.5.1. For AM awards, military or civilian personnel must possess AFSC 1C7X1. For ATC awards, military personnel must possess Air Force Specialty Code 1C1X1 and civilians must possess a DoD Standard Occupational Series Code - 2152. For the Colonel Derrel L. Dempsey Airfield Operations Officer of the Year, military personnel must hold a 13M3 AFSC and civilian personnel must hold a DoD Standard Occupational Series Code – 2152. All above must have worked in the career field at least one year in their career field, and have at least six months in present assignment.

3.3.5.2. **For all individual award categories:** Nominees must be fully qualified in the positions, IAW AFI 13-204 Volumes 1-3 as applicable, for which they are nominated.

3.3.5.3. Locations with contracted services, wherein oversight is provided by or workload is shared with active duty or DoD civilians are eligible to compete. However, the accomplishments in the substantiating data on the submitted AF IMT 1206 must be entirely attributable to active duty and/or DoD civilian personnel involvement or contributing actions to the accomplishments provided on the AF IMT 1206.

3.3.6. **Recognition:** Final individual award winners in each category will receive:

3.3.6.1. A letter signed by HQ USAF/A3O.

3.3.6.2. An engraved plaque.

3.3.6.3. Authority to wear the US Air Force Recognition Ribbon (military), if it is an individual award. Civilian recipients may wear the Air Force Recognition lapel pin.

3.3.6.4. USAF nomination to compete in the ATCA Annual Awards. This is only applicable where ATCA has equivalent categories.

3.3.6.5. USAF AM award winners will be recognized by the American Association of Airport Executives (AAAE) at the Annual AAAE Conference and Exposition. Attendance will be coordinated by the AM Career Field Manager with the AAAE Military Relations Committee (MRC).

3.3.7. **Responsibilities for Awards**

3.3.7.1. Selection Board Appointment: AFFSA/A3A will appoint board members to select the Annual US Air Force Airfield Operations Flight, ATC and AM award winners. Winners will be selected based solely on information contained in the nomination package, specifically the AF IMT 1206.

3.3.7.2. Award Notification: HQ USAF/A3O notifies respective wing commanders and MAJCOMs via message announcing all winners.

3.3.7.3. Award Presentation: Presentation of awards will be done at the Airfield Operations Worldwide Conference. During years when an Airfield Operations Worldwide Conference is not held, AFFSA/A3A will send the engraved plaques and letters to the respective wing commanders who will, in turn, arrange for presentation of the awards at an appropriate ceremony.

3.3.8. **Criteria for Dedicating the Name of an Award:** Proposals to have awards named in honor of an individual must be done in accordance with AFI 36-2805. Proposals to rename awards shall be reviewed by the MAJCOM OPR for AO prior, submitted to HQ AFFSA/A3A, and forwarded to the 13M Career Field Manager for final approval.

Chapter 4

ANTHONY C. SHINE AWARD

4.1. Introduction. This chapter provides guidance and procedures for the annual selection process. Nominations are open to fighter pilots in the United States Air Force, the Air Force Reserve Command (AFRC), and the Air National Guard (ANG).

4.2. Origin and Purpose of the Award. Mrs. Anthony C. Shine established the award in honor of her husband, Lt Col Anthony C. Shine, USAF, and all POW/MIAs from the Southeast Asia Conflict. Lt Col Shine was listed as missing in action while flying a combat mission in Southeast Asia and his remains were buried in late 1996. The purpose of this award is to focus attention on and accord recognition to an outstanding fighter pilot for proficiency and professionalism in flying a fighter aircraft. The honor associated with this award is emphasized by its presentation during POW/MIA ceremonies, highlighting the plight of those brave men and their families who made the ultimate sacrifice to their country. It is presented annually to the individual considered to have met the criteria and eligibility requirements for the award.

4.3. Description of Award.

4.3.1. The recipient is awarded a utility knife, which is suitable for sporting, hunting, and survival. The Shine family donates the knife. The presentation of the knife is subject to the Shine family's continued participation.
4.3.2. The recipient also receives a plaque with a certificate of recognition appropriately inscribed and prepared annually by Headquarters Air Combat Command (ACC) Director of Operations.

4.4. Selection Criteria. Nominations are made on the basis of the nominee's current proficiency and performance in flying fighter aircraft. The nominee must:

4.4.1. Be a fighter pilot in the grade of major or below.

4.4.2. Be of good character and conduct and display those leadership qualities required in today's Air Force officer.

4.4.3. Have demonstrated exceptional flying proficiency and professionalism while employing fighter aircraft.

4.4.4. Have demonstrated involvement in local community affairs.

4.5. Nominating Procedures.

4.5.1. Where to Submit Nominations. Each MAJCOM employing fighter aircraft may submit up to three nominations to ACC/A3 signed by the Director of Operations or equivalent official. MAJCOM nominations will be sent to: ACC/A3T, 205 Dodd Blvd Ste 101, Langley AFB VA 23665-2789.

4.5.2. **When to Submit Nominations.** Submit nominations for the preceding calendar year by 1 March.

Table 4.1. Milestones.

Milestones	NLT
Announcement Message	1-Dec
Unit Nominations to Numbered Air Force (NAF)/DRU	1-Feb
NAF/DRU Nominations to MAJCOM	1-Mar
MAJCOM Nominations to ACC	1-Apr
CAF Selection Board	1-May
CSAF Approval	1-Jul

4.5.3. **How to Submit Nominations.** Prepare an unclassified one-page AF IMT 1206., to include a summary of the nominee's acts and accomplishments limited to two pages using 12 pitch, Times New Roman font unless otherwise indicated. The nomination should include the nominee's qualifications (most recent and current fighter qualifications), justification (act or acts and justification for the award), and involvement in local community affairs (recognition for involvement in local community affairs). Submit the original and one copy for each nomination.

4.6. Selection Process. A board of officers, designated by ACC Director of Operations, meets upon the call of the general officer chairperson, reviews the nominations, and selects a winner. ACC/A3T will prepare the nomination package for ACC/CC or ACC/CV concurrence and signature, and will forward the nomination to AF/A3/5 for approval by CSAF.

4.7. Award Process. The award is made at an appropriate ceremony by the commander of the MAJCOM or a designated representative to which the recipient is assigned at the time of presentation. As long as the President of the United States designates POW/MIA day, it is appropriate to present the award commensurate with POW/MIA ceremonies. MAJCOM/A3 of award winner will invite members of the Shine family to attend and participate in the ceremony.

Chapter 5

COLONEL JOSEPH B. DUCKWORTH ANNUAL USAF INSTRUMENT AWARD

5.1. Introduction. This chapter provides information on the Colonel Joseph B. Duckworth Instrument Award; explains who is eligible to receive it; and how and when it is awarded.

5.2. Origin and Purpose of the Award. This award was established with the approval of Mrs. Joseph B. Duckworth in honor of her husband, Colonel Joseph B. Duckworth, USAF, deceased, who contributed substantially to the instrument flying capability of the Air Force. The purpose is to focus attention on and accord recognition to outstanding accomplishments in the field of instrument flying. It is presented annually to the unit or individual considered to have made the most significant contribution to the art or science of aerospace instrument flight in the preceding calendar year.

5.3. Description of the Award.

5.3.1. The permanent trophy is 30 inches (76 cm.) in height, composed of a 10-inch (25 cm.) square marble base supporting a 21-inch (53 cm.) bronze patina finished male figure attired in flight gear. Affixed to the front of the marble base is a polished bronze plaque engraved with the name of the award. On either side are small bronze plaques to record the names of the recipients.

5.3.2. The recipient is awarded a stainless steel plaque consisting of a halftone picture of the trophy mounted on a walnut base and an 8 by 10-inch framed color photograph of the permanent trophy. The wording on the plaque is the same as the trophy. The trophy remains on permanent display in Headquarters Air Force (HAF), Washington DC.

5.4. Eligibility for the Award. Nominations are open to any individual or unit of the Air Force, Air Force Reserve Command, or the Air National Guard, meeting the requirements of this instruction.

5.5. Selection Criteria. Nominations are made on the basis of the nominee's contribution to the art or science of aerospace instrument flight of an exceptional nature. Items to be considered are:

5.5.1. New or improved instructional methods, techniques or procedures.

5.5.2. New or improved use of existing equipment.

5.5.3. New or improved aircraft instrumentation or ground control instrumentation.

5.5.4. Development of equipment.

5.6. Nominating Procedures.

5.6.1. Where to Submit Nominations. Each MAJCOM, FOA, and Air Staff office may submit one nomination to HQ AFFSA over the signature of the major commander or deputy/vice commander.

5.6.2. When to Submit Nominations. Nominations may be submitted at any time during the calendar year, but not later than 1 March of the year following the outstanding achievement. Negative replies are required.

5.6.3. How to Submit Nominations. Prepare five copies of an unclassified AF IMT 1206, containing a summary of the nominee's act, service, or accomplishment limited to two pages using 12 pitch, Times New Roman font unless otherwise indicated.

5.7. How and Where Award Is Made. A general officer chaired board of senior officers designated by AF/A3O reviews the nominations and selects a winner. The commander of the MAJCOM to which the recipient is currently assigned makes the presentation. If the recipient is assigned to HAF, the appropriate Deputy Chief of Staff makes the presentation.

Chapter 6

SPECIAL TACTICS OFFICER AND COMBAT CONTROLLER AWARDS

6.1. Introduction. This chapter prescribes the annual Combat Controller (enlisted) and Special Tactics Officer of the year competition administered by Air Force Deputy Chief of Staff, Operations, Plans and Requirements (AF/A3/5). The awards recognize the most Outstanding Officer, Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), and Airman assigned to Special Tactics Officer and Combat Control career field. AF/A3O-AS will chair a board that will individually evaluate the MAJCOM nominees. The results are tabulated and forwarded by the Air Force career field manager to AF/A3O for review and AF/A3/5 for approval.

6.2. The Award.

6.2.1. Description of the Award. A bronze statuette on a wooden base, approximately 10 inches high, with an engraved panel listing the award and winners' name, rank and award category.

6.2.2. Presentation of the Award. Awards will be announced by message and formally presented at an appropriate Air Force or MAJCOM level ceremony as determined by the Air Force career field manager.

6.3. Eligibility for Awards. The competition year is based on the calendar year, 1 January through 31 December. Award winners from the previous year and personnel assigned to the Air Staff are not eligible to compete for these awards.

6.3.1. Outstanding Air Force Special Tactics Officer of the Year Award. Nominees must be in the grade of Second Lieutenant through Captain.

6.3.2. Outstanding Air Force Combat Control SNCO of the Year Award. Nominees must be in the grade of Master Sergeant through Senior Master Sergeant.

6.3.3. Outstanding Air Force Combat Control NCO of the Year Award. Nominees must be in the grade of Staff Sergeant through Technical Sergeant.

6.3.4. Outstanding Air Force Combat Control Airman of the Year Award. Nominees must be in the grade of Airman through Senior Airman. NOTE: All nominated personnel must have been assigned to the nominating MAJCOM and have served in the grade category in which they are competing for the majority (51%) of the competition year.

6.4. Nomination Procedures. Each MAJCOM with Special Tactics Officer and Combat Control personnel assigned may nominate one person in each category.

6.4.1. Suspense. Suspense is 31 March of each year.

6.4.2. Electronic Nomination Folders. Electronic Nomination Folder will be forwarded to AF/A3O-AS at afa3os.workflow@pentagon.af.mil. Packages submitted by each MAJCOM will include a cover Memorandum for Record electronically signed by the MAJCOM Deputy Commander for Operations, or equivalent. Cover memo will include nominee's name, rank, organization, MAJCOM, category of nomination. Additionally the Electronic Nomination Folder will contain three attachments.

6.4.2.1. Biographical fact-sheet that includes grade and full name, duty assignment, organization and location, military education and civilian education to include academic level, and military awards and recommendations.

6.4.2.2. Award nomination narrative will be submitted on AF IMT 1206, , consisting of 30 lines (not including headers), single spaced, limited to two pages using 12 pitch, Times New Roman font unless otherwise indicated, bullet format, using specifics from the applicable calendar year only. Narrative comment categories are: Primary Duties and Significant Accomplishments, and Other Contributions to the Unit Mission.

6.4.2.3. Draft and submit citation for award presentation at the official ceremony. The draft citation will be limited to 50-70 key words (not including opening and closing statements), which succinctly describes the nominee's accomplishments (see AFI 36-2805, atch 3, for format).

6.4.2.4. Do not submit performance reports, photographs, or other materials.

6.5. Selection Procedures. A general officer will certify the results of a board of one senior officer and two CMSgts which will be convened at HAF to evaluate all nominees and make the final selections. The board selects winners in each category based solely on information contained in the nomination folders.

6.6. Notification of Selection. The AF Deputy Chief of Staff, Operations, Plans and Requirements will notify the winners by message through the appropriate command channels.

6.7. Recognition. AF level award recipients will receive individual statuettes recognizing their achievement and will be authorized to wear the Air Force Recognition Ribbon IAW AFI 36-2805. MAJCOMs are encouraged to develop recognition programs for the MAJCOM nominees.

Chapter 7

FIELD OF AERONAUTICS AND ASTRONAUTICS AWARDS

7.1. Introduction. This chapter provides guidance and procedures for the annual selection process of the Field of Aeronautics and Astronautics (FOAA) Awards. The FOAA Awards are considered to be among the most prestigious awards nationally in the field of aviation and are sponsored by private organizations, such as the National Aeronautic Association (NAA), having close ties to the Air Force. The FOAA Awards consist of the Aviator Valor Award, Cheney Award, Mackay Trophy and the Gen Thomas D. White USAF Space Trophy.

7.2. Background and Description of the Awards.

7.2.1. Aviator Valor Award. The award is presented to a rated Air Force officer for a "conspicuous act of valor or courage performed during aerial flight during either combat or noncombat." The act must have occurred during the current calendar year. Posthumous awards are not permitted. The award is sponsored by American Legion's Aviator Post #743, New York, NY, and consists of a medal, ribbon, and certificate. The Chief of Staff, US Air Force, selects the recipient, subject to concurrence by the Aviator Post #743. The Aviator Post presents the award at their annual banquet in May in Fort Hamilton, NY.

7.2.2. Cheney Award. The award is given for an "act of valor, extreme fortitude, or self-sacrifice in a humanitarian interest, performed in connection with aircraft, but not necessarily of a military nature by an Air Force officer or enlisted member." Limit joint nominations to two individuals. The act must have occurred during the current calendar year. Posthumous awards are accepted. Mrs. Mary Schofield and Mrs. Ruth Cheney Streeter, mother and sister of the late First Lieutenant William H. Cheney, established the award in 1927 to honor the memory of Lieutenant Cheney, who was killed in an air collision at Foggia, Italy, on 20 January 1918. Riggs National Bank was acquired by PNC Bank in 2005 who now administers the Cheney Award Trust. Award elements consist of a certificate, bronze plaque, and an honorarium. The CSAF selects the recipient, and, subject to concurrence by the donor, presents the award.

7.2.3. Mackay Trophy. The trophy is presented for "the most meritorious flight of the year" performed by an Air Force military member or an aircrew. First consideration is given to an individual member. The award may also be given for "gallantry, intrepidity, unusual initiative, resourcefulness, and achievement of outstanding results with unusual presence of mind under combat or noncombat conditions." Mr. Clarence H. Mackay, who was the head of the Postal and Telegraph Commercial Cable Companies at the time, established the award in 1912. The National Aeronautical Association (NAA) sponsors the award. The trophy, which consists of a large silver cup on a mahogany base, remains in the custody of the National Air and Space museum, Smithsonian Institution. Award elements consist of a plaque, certificate and engraved presentation folder. The CSAF makes the selection and presentation.

7.2.4. General Thomas D. White USAF Space Trophy. The trophy is awarded for "the most outstanding contribution to the nation's progress in aerospace" during the current calendar year. An active duty Air Force military member or a Department of the Air Force civilian employee, with first consideration being given to an active duty Air Force military member,

is eligible. Do not submit units, retired individuals, "joint," or posthumous nominations. The late Dr. Thomas W. McKnew, National Geographic Society, established the trophy in 1961to encourage and inspire further conquests of space after the example set by General White. The trophy depicts a bronze male figure, hurling a Saturn rocket into space with his right hand and holding a re-entry vehicle similar to the Dyna-Soar in his left hand. The figure is framed in a complex of golden orbits representing those of the earth, moon and a man-made space vehicle. It rests on a cube of Swedish Bonacord black granite. The trophy is on permanent display at the Smithsonian Institution. The Air Force Association sponsors the award. Each recipient receives a small bronze plaque and citation. The CSAF selects the recipient and the Air Force Association makes the presentation.

7.3. Nominating Procedures.

7.3.1. Where to Submit Nominations. Each MAJCOM/FOA/DRU may submit one nomination for each of the four FOA awards, indorsed by the commander, or vice commander, to AF/A3/5. Aviator Valor Award, Cheney Award, and Mackay Trophy MAJCOM/FOA/DRU nominations will be sent to AF/A3O-AT, 1480 Air Force Pentagon,Washington DC 20330-1480. General Thomas D White USAF Space Trophy MAJCOM/FOA/DRU nominations will be sent to AF/A3Z-S, 1480 Air Force Pentagon, Washington DC 20330-1480.

7.3.2. When to Submit Nominations. Submit nominations for the preceding calendar year by 1 January or as directed by AF/A3/5 award POC.

7.3.3. **How to Submit Nominations.** Limit the write-up to two single-spaced, typewritten pages, using 12 pitch, Times New Roman font unless otherwise indicated on AF IMT 1206 for both pages. (Use a bullet or point-paper format, not running narrative.) In addition:

7.3.3.1. Send a biography, limited to one, single-spaced typewritten page. When submitting a joint nomination or an aircrew, send a biography on each aircrew member.

7.3.3.2. Send a citation IAW AFI 36-2805.

7.3.3.3. Submit nominations electronically (by email). Include AF IMT 1206, citation, and biography (provide biography for each nominee).

7.3.3.4. Do not send classified material.

7.3.3.5. Photographs and base-level Reports of Individual Personnel (RIPs) are not required.

Chapter 8

AIRCREW FLIGHT EQUIPMENT (AFE) AWARDS

8.1. Introduction. This chapter provides procedures for the Aircrew Flight Equipment (AFE) Awards Program administered by the Headquarters US Air Force Director of Operations Force Management (AF/A3O-A). AF/A3O-A will approve and announce final selection of award winners. The AFE Awards are presented annually to recognize AFE individuals and units.

8.2. Purpose. The purpose of the Outstanding AFE Awards Program is to acknowledge Air Force military and civilian individuals and units for outstanding performance in duty, exceptional contributions to AFE operations and management, and enhancements to AFE readiness. It establishes the criteria and procedures for submitting nominations for the Outstanding USAF AFE Headquarters Staff Member, Officer, Senior Noncommissioned Officer (Senior NCO), Noncommissioned Officer (NCO), Airman, Civilian (Category I), Civilian (Category II), Civilian (Category III), Large Program, Small Program, Air Reserve Component (ARC) SNCO, ARC NCO and ARC Airman of the Year awards. It applies to all Air Force AFE (1P0X1) personnel.

8.3. Description of Award. A brass eagle on a wood base with the Air Force logo affixed, and an engraved panel listing the award and winner's name.

8.4. Presentation of Award. AF Deputy Chief of Staff, Operations, Plans and Requirements, or a designated representative will present the award during the Aircrew Performance Executive Council meeting, the World Wide Aircrew Flight Equipment Workshop or other appropriate venue. The MAJCOM or unit of the award winner will fund their travel to the award presentation. If member is unavailable to attend, AF/A3O-AI will send the certificate and award to the member’s wing commander who, in turn, will arrange for appropriate presentation of the award to the winner.

8.5. Eligibility for Awards. Awards are presented annually based on achievements during the period from 1 October to 30 September of each fiscal year. The award will reflect the same fiscal year as the period of nomination.

8.5.1. All AFE personnel assigned to MAJCOMs, ANG, FOAs, DRUs, unified or joint commands, NATO, or other government agencies. In accordance with AFPD, 36-28, commanders will nominate deserving individuals or programs for the appropriate award.

8.5.2. Individuals that hold the grade for 6-months or more during the award period can be submitted for the award category commensurate with that grade.

8.5.3. Units who have won at USAF level cannot be nominated to the Air Staff for the same category of award the following year. Individuals who previously won this award may compete again in the same category following a three-year break. For example: TSgt Doe, an active duty member, was selected as NCO of the Year in 2009. TSgt Doe cannot compete again in the NCO category until 2013. He may, however, compete as a SNCO or Headquarters Staff if he subsequently qualifies for one of those categories.

8.5.4. Nominees must meet acceptable Air Force standards during the entire eligibility period and meet the following eligibility criteria at the time the lowest echelon submits the nomination.

8.5.4.1. Outstanding USAF AFE Headquarters Staff Member of the Year Award. This is an Air Force-level award only. Nominee must be a NCO in grades staff sergeant through senior master sergeant, possessing a primary 5- or 7-skill level or higher in the 1P0X1 career field. Appropriate level of PME completed (resident/non-resident) as required. The nominee must be assigned to a command-level position for a minimum of 6-months, performing 1P0X1 duties outlined in AFI 36-2101, *Airman Classification*, and actively working in a 1P0X1 career field Numbered Air Force (NAF) or above position at the time of nomination.

8.5.4.2. Outstanding USAF AFE Officer of the Year Award. Nominee should be a rated Air Force officer, assigned as a wing, group or squadron aircrew flight equipment officer. The nominee must have at least 6-months in the present assignment, be actively performing AFE officer duties at the time of nomination, and have completed the USAF Aircrew Life Sciences Equipment Investigation Course or at least have been selected and scheduled for a course date.

8.5.4.3. Outstanding USAF AFE Senior NCO of the Year Award. Nominee must be a Senior NCO possessing a primary 7-skill level or higher in the 1P0X1 career field. Appropriate level of PME completed (resident/non-resident) as required. The nominee must have a minimum of 1-year experience in the 1P0X1 career field, at least 6-months in 1P0X1 duties outlined in AFI 36-2101, and be actively working in a 1P0X1 career field below the NAF position at the time of nomination. A retrainee who does not possess a 7-skill level, but is progressing satisfactorily in upgrade training, may be submitted for this award provided all other requirements are met.

8.5.4.4. Outstanding USAF AFE NCO Year of the Year. Nominee must be a NCO in grades staff sergeant through technical sergeant, possessing a primary 5-skill level or higher in the 1P0X1 career field. Appropriate level of PME completed (resident/non-resident) as required. The nominee must have a minimum of 1-year experience in the 1P0X1 career field, at least 6-months in 1P0X1 duties outlined in AFI 36-2101, and be actively working in a 1P0X1 career field below the NAF position at the time of nomination. A retrainee who does not possess a 5-skill level, but is progressing satisfactorily in upgrade training, may be submitted for this award provided all other requirements are met.

8.5.4.5. Outstanding USAF AFE Airman of the Year Award. Nominee must be an airman in the grade of airman basic through senior airman, possessing a primary 3- or 5-skill level in the1P0X1 career field. The nominee must have at least 1-year in the Air Force, at least 6-months in1P0X1 duties outlined in AFI 36-2101, and be actively working in a 1P0X1 career field below the NAF position at the time of nomination.

8.5.4.6. Outstanding USAF AFE Civilian of the Year Award (Category I). Nominee must be an Air Force civilian (any GS, WS, WL 1-6, all WG civilians, or contractor equivalent) assigned to an authorized 1P0X1 position or in a position primarily supporting the AFE career field. The nominee must have at least 1-year with the Air Force, Air Force Reserves or Air National Guard(ANG), at least 6-months in present assignment, and be actively working to support the AFE program at time of nomination.

8.5.4.7. Outstanding USAF AFE Civilian of the Year Award (Category II). Nominee must be an Air Force civilian (any GS, WS, WL 7-11, or contractor equivalent), assigned

to an authorized 1P0X1 position or in a position primarily supporting the ALS career field. The nominee must have at least 1-year with the Air Force, Air Force Reserves or ANG, at least 6- months in present assignment, and be actively working to support the AFE program at time of nomination.

8.5.4.8. Outstanding USAF AFE Civilian of the Year Award (Category III). Nominee must be an Air Force civilian (GS-12 and above, or contractor equivalent), assigned to an authorized1P0X1 position or in a position primarily supporting the ALS career field. The nominee must have at least 1-year with the Air Force, Air Force Reserves or ANG, at least 6-months in present assignment, and be actively working to support the AFE program at time of nomination.

8.5.4.9. Outstanding USAF AFE Large Program of the Year Award. All Air Force AFE units, regardless of location are eligible and encouraged to compete. (NOTE: Large programs are all units consisting of an active duty centralized AFE function, or 3 or more decentralized squadrons assigned.) Program award nominations should focus on the entire wing AFE program.

8.5.4.10. Outstanding USAF AFE Small Program of the Year Award. All Air Force AFE units, regardless of location are eligible and encouraged to compete. (NOTE: Small programs are all units consisting of an Air Force Reserves or ANG centralized AFE function, or 2 or less decentralized squadrons assigned.) Program award nominations should focus on the entire wing AFE program.

8.5.4.11. Outstanding USAF ARC AFE Senior NCO of the Year Award. Nominee must be a Senior NCO, possessing a primary 7-skill level or higher in the 1P0X1 career field, and assigned to the Air Force Reserve Command (AFRC) or ANG. Appropriate level of PME completed (resident/non-resident) as required. The nominee must have a minimum of 1-year experience in the 1P0X1 career field, at least 6-months in 1P0X1 duties outlined in AFI 36-2101, and be actively working in a 1P0X1 career field below the NAF position at the time of nomination. A retrainee who does not possess a 7-skill level, but is progressing satisfactorily in upgrade training, may be submitted for this award provided all other requirements are met.

8.5.4.12. Outstanding USAF ARC AFE NCO of the Year Award. Nominee must be a NCO in grades staff sergeant through technical sergeant, possessing a primary 5-skill level or higher in the 1P0X1 career field, and assigned to AFRC or ANG. Appropriate level of PME completed (resident/non-resident) as required. The nominee must have a minimum of 1-year experience in the 1P0X1 career field, at least 6-months in 1P0X1 duties outlined in AFI 36-2101, and be actively working in a 1P0X1 career field below the NAF position at the time of nomination. A retrainee who does not possess a 5-skill level, but is progressing satisfactorily in upgrade training, may be submitted for this award provided all other requirements are met.

8.5.4.13. Outstanding USAF ARC AFE Airman of the Year Award. Nominee must be an airman in the grade of airman basic through senior airman, possessing a primary 3- or 5-skill level in the 1P0X1 career field, and assigned to the AFRC or ANG. The nominee must have at least 1-year in the Air Force Reserves or ANG, at least 6-months in 1P0X1 duties outlined in AFI 36-2108, and be actively working in a 1P0X1 career field below the NAF position at the time of nomination.

8.6. Nomination Procedures. Nomination packages will cover the calendar year during the period from 1 October to 30 September (e.g., FY03 accomplishments will be used for FY03 awards.). Eligible agencies may submit one Headquarters Staff Member, one Officer, one Senior NCO, one NCO, one Airman, one Civilian (Category I), one Civilian (Category II), one Civilian (Category III), one Large Program, one Small Program, one ARC Senior NCO, one ARC NCO, and one ARC Airman nomination to AF/A3O-AI. Nominees must be winners of their respective command 1P0X1 annual awards program. (NOTE: Headquarters Staff Member Award is an Air Force-level award only and these candidates are only nominees; there should be no MAJCOM-level award.) If an annual awards program does not exist, MAJCOMs, ANG, FOAs, DRUs, unified or joint commands, NATO or other government agencies must establish adequate nominee selection criteria. NOTE: No exceptions to the number of nominees will be considered.

8.6.1. Suspense. Send nomination packages electronically (via the MAJCOM or ANG 3-letter office, or equivalent) to the AF/A3O-AI organizational e-mail account, **afa3oai.workflow@pentagon.af.mil**, no later than 1 December following the nomination fiscal year. FOAs, DRUs, unified and joint commands, NATO, and other government agencies submit packages directly to AF/A3O-AI. Attach nomination packages in appropriate format. NOTE: Late submissions will not be considered.

8.6.2. **Nomination Package**. The nomination packages must have MAJCOM or ANG 3-letter office (or equivalent) coordination and include the following:

8.6.2.1. Letter or Message of Transmittal. Letter or message must be signed by the MAJCOM or ANG 3-letter office, or equivalent.

8.6.2.2. AF IMT 1206, will not exceed 25 lines in length (not including heading lines). Using 12-pitch font, Times New Roman, unless otherwise indicated, and bullet format. No text will be entered to the right of the heading, and any listed on the same line as a heading will be ignored by the awards board. Award nominations may include a heading titled ACRONYMS on the front page bottom of the AF IMT 1206; this space may be used to spell out up to five acronyms used in the nomination bullets. These lines are not counted toward the 25 line limit.(NOTE: Large/small program of the year awards may use the reverse side of the AF IMT 1206 to provide a chronological listing of all noteworthy awards and recognition.) Nominations must be in bullet format. The nomination bullets should emphasize the nominee's accomplishments to the AFE program and to their unit's mission accomplishment, including specific results.

8.6.2.2.1. Nominations for individual awards will include the following criteria headings, citing examples for fiscal year only (NOTE: The headings on form should be in uppercase letters):

8.6.2.2.1.1. Leadership and Job Performance in Primary Duties. Describe how the member's leadership, job performance, and development of new techniques contributed significantly to increased mission effectiveness and success during the calendar year. Describe how the member’s unwavering commitment to AFE training, equipment, and quality assurance significantly increased AFE’s mission capabilities and promoted a culture of integrity, service, and excellence. Include only AFE (1P0X1) duty accomplishments on the AF IMT 1206, (Maximum number of lines (20)).

8.6.2.2.1.2. Leadership Qualities. Describe how the member contributed to the AFE program and AFE communities' welfare and morale. Describe how the member demonstrated their ability as an articulate and positive representative of the AFE. Describe how the member assumed key leadership roles within AFE and how their leadership was critical to the AFE program's success. Professional Military Education (PME) awards, awards outside the Air Force career field, and achievements in professional and cultural societies or associations are appropriate in this category as long as they have a direct impact on the AFE program and/or the AFE community, (Maximum number of lines (3)).

8.6.2.2.1.3. Significant Self-Improvement. Describe how the member showed improvement in themselves and/or the members of their flight/unit through demonstrating and/or promoting on/off-duty education, PME, On-the-Job Training (OJT), attending and/or conducting personal/professional development seminars, computer-based training, etc. and how this enhances their abilities as a 1P0X1. (Maximum number of lines (2)).

8.6.2.2.2. Nominations for program awards will include the following criteria headings, citing examples for calendar year only (NOTE: The headings on form should be in uppercase letters).

8.6.2.2.2.1. Actions of Lasting Impact/Value to the Unit Mission. Describe the AFE Flight's innovations and accomplishments to meet the Operations Group's (OG) mission. Describe the AFE Flight's initiatives to gain the most efficiency from its available resources (people, equipment, facilities, and materials). Describe how the AFE Flight was able to leverage AFE technician training and qualifications across the full spectrum of the OG's assigned units, (Maximum number of lines (8)).

8.6.2.2.2.2. Management and Implementation of Key Processes. Describe the unit's planned and implemented initiatives to improve its operational performance. Describe the program's effectiveness, particularly during operational readiness inspections, unit compliance inspections, etc. Report only those inspections conducted during the period of eligibility. Name the specific inspection, overall results, and cite commendable findings and individual recognitions published in the final inspection report.

8.6.2.2.2.3. Support of AFE Program. Describe how the program has supported the ALS mission (organization, training, equipment). Describe how the flight's unwavering commitment to AFE training, equipment, and quality assurance significantly increased the OG's mission capabilities and promoted a culture of integrity, service, and excellence. (Maximum number of lines (4)).

8.6.2.2.2.4. Program Cohesiveness. Describe how the AFE members have worked together to improve the AFE program, especially during deployments and contingencies. List improvements made to enhance the AFE program's quality of life. Describe how the members showed improvement in themselves and/or the members of their flight/unit through demonstrating and/or promoting on/off-duty education, PME, OJT, attending and/or conducting personal/professional development seminars, computer-based training, etc. Describe the program's

involvement with the surrounding community (e.g., support of scout troops, orphanages, community programs, base open house, etc.). Describe how the flight member's assumed key leadership roles and how their leadership was critical to the AFE programs success, (Maximum number of lines (3)).

8.6.2.2.2.5. AFE Program Improvement Efforts. Describe how the program has improved over the past year. Describe how these program improvements aided in the enhancement of aircrew performance while preserving human lives. Program's corrective actions from higher headquarters inspections are appropriate in this category. (Maximum number of lines (2)).

8.6.2.2.2.6. Save the individual awards using the nominee's command and last name (e.g.,NCO- ACC-Jones). Save the program awards using the unit's command and unit designation (e.g., Large Program-AFSOC-16SOW). Attach the saved AF IMT 1206.

8.6.2.3. Proposed Citation to Accompany the Award. AF/A3O-AI will request a draft citation from the appropriate MAJCOM, ANG, FOA, DRU, unified or joint command, NATO, or other government agency after the winners are selected. Use AFI 36-2805, Attachment 3, as a guide.

8.6.2.3.1. Use the following opening and closing statements for the individual awards citations.

8.6.2.3.1.1. Opening statement: "(Rank and name) has been selected to receive (name of award) for (year) in recognition of (his/her) outstanding contributions to the aircrew flight equipment program while assigned as (duty title, organization, installation)."

8.6.2.3.1.2. Closing statement: "The outstanding contributions of (rank and name) in a demanding profession reflect great credit upon (himself/herself), the (MAJCOM) and the United States Air Force."

8.6.2.3.2. Use the following opening and closing statements for the program awards citations.

8.6.2.3.2.1. Opening statement: "(Organization, installation and MAJCOM) has been selected to receive (name of award) for (year) in recognition of their outstanding contributions to the aircrew flight equipment program."

8.6.2.3.2.2. Closing statement: "The men and women of the (unit designation) displayed professionalism and commitment to excellence in performing outstanding service to the aircrew flight equipment community, the (MAJCOM) and the United States Air Force."

8.6.2.4. Do not submit performance reports, photos, or other materials.

8.7. Selection Procedures. The HAF Director of Operations Force Management will certify the results of a board of field grade officers and CMSgts, which will be convened at HAF to evaluate all nominees and make the final selections. The board selects winners in each category based solely on information contained in the nomination packages, specifically the AF IMT 1206. Board members will have an aviation related background and be familiar with AFE operations.

8.8. Notification of Selection. AF Deputy Chief of Staff, Operations, Plans and Requirements, or a designated representative, will announce the winners by message to all MAJCOMS, FOAs, DRUs, unified or joint commands, NATO, or other government agencies. Winners will be announced by 1 Feb each year.

8.9. Individual Awards. The award elements of the eleven individual annual awards consist of:

8.9.1. A certificate signed by the Director of Operations Force Management.

8.9.2. An engraved eagle.

8.9.3. The Air Force Recognition Ribbon. (NOTE: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805.) Civilian recipients are entitled to wear the Air Force recognition lapel pin only.

8.10. Program Awards. The award elements of the two program annual awards consists of:

8.10.1. A certificate signed by the Director of Operations Force Management.

Chapter 9

OUTSTANDING AIR FORCE AVIATION RESOURCE MANAGEMENT (1C0X2) AWARDS

9.1. Introduction. This chapter establishes the criteria and procedures for the Outstanding Air Force Aviation Resource Management (ARM) 1C0X2 Senior Noncommissioned Officer, Noncommissioned Officer, Airman, Headquarters Staff, Instructor, Civilian (Supervisory), and Civilian (Journeyman/Technician), Large Unit and Small Unit Team of the Year awards. Active duty and Air Reserve Component (ARC) personnel will compete separately with the exception of the civilian, Headquarters Staff and Team awards. This guidance applies to all units with 1C0X2 personnel assigned. Air Reserve Technicians (ART) are not eligible to compete in any civilian category, but may compete in the military category commensurate with their rank and duty position.

9.2. Eligibility for the Award. In accordance with AFPD 36-28, commanders will nominate deserving individuals for the appropriate award. Members who had an Unfavorable Information File (UIF) at any time during the calendar year of the award are ineligible. Individuals who previously won this award may compete again in the same category following a three-year break. For example: TSgt Hollingsworth, an active duty member, was selected as NCO of the Year in 2009. TSgt Hollingsworth cannot compete again in the NCO category until 2013. He may, however, compete as a SNCO, Headquarters Staff, or Instructor if he subsequently qualifies for one of those categories.

9.2.1. Outstanding Air Force Aviation Resource Management Airman of the Year Award. Nominee must be in the grade of airman basic through senior airman and possess a primary three-level or five-level AFSC in the 1C0X2 career field. The nominee must have served at least 1 year in the Air Force, ANG, or Air Force Reserve, and at least 6 months in 1C0X2 duties outlined in the AF enlisted classification directory. The individual must have worked in a 1C0X2 career field wing level and below position for the majority of the year.

9.2.2. Outstanding Air Force Aviation Resource Management NCO of the Year Award. Nominee must be a NCO in the grade of staff sergeant or technical sergeant and possess a primary five-level AFSC or higher in the 1C0X2 career field. The nominee must have a minimum of 1 year experience in the career field, at least 6 months in 1C0X2 duties outlined in the AF enlisted classification directory, and be actively working in a 1C0X2 career field wing level and below position for the majority of the year at the time of nomination. A retrainee, who does not possess a five skill-level but is progressing satisfactorily in upgrade training, may be submitted for this award, provided all other requirements are met.

9.2.3. Outstanding Air Force Aviation Resource Management Senior NCO of the Year Award. Nominee must be a NCO in the grade of master sergeant or senior master sergeant and possess a primary seven-level AFSC or higher in the 1C0X2 career field. The nominee must have a minimum of 1 year experience in the 1C0X2 career field, at least 6 months in 1C0X2 duties outlined in the AF enlisted classification directory, awarded the Chief, Host Aviation Resource Management (CHARM) SEI (066) and be actively working in a 1C0X2 career field wing level or below position for the majority of the year at the time of nomination.

9.2.4. Outstanding Air Force Aviation Resource Management Civilian (Supervisory) of the Year Award. Nominee must be a civilian assigned to an authorized 1C0X2 supervisory position for a minimum of 1 year, perform at least 6 months in 1C0X2 duties outlined in the AF enlisted classification directory, and be actively working in a 1C0X2 career field wing level or below position for the majority of the year at the time of nomination.

9.2.5. Outstanding Air Force Aviation Resource Management Civilian (Journeyman/ Technician) of the Year Award. Nominee must be a civilian assigned to an authorized 1C0X2 position without supervisory duties, for a minimum of 1 year, perform at least 6 months in 1C0X2 duties outlined in the AF enlisted classification directory, and be actively working in the 1C0X2 career field wing level or below position for the majority of the year at the time of nomination.

9.2.6. Outstanding Air Force Aviation Resource Management Headquarters Staff of the Year Award. Nominee must be a NCO in the grade of SSgt to SMSgt, and possess a primary five or higher primary AFSC in the 1C0X2 career field. The nominee must have been assigned to a command level position for a minimum of 6 months in 1C0X2 duties outlined in the AF enlisted classification directory, and actively working in the career field at Numbered Air Force level or above for the majority of the year at the time of nomination. Headquarters staff members are limited to headquarters staff member of the year category only when assigned to headquarter staff duties for the majority of the year.

9.2.7. Outstanding Air Force Resource Management Instructor of the Year Award. Nominee must be an Airman in the grade of SrA to SMSgt (or civilian equivalent), and possess a primary five or seven level AFSC or higher in the 1C0X2 career field. The nominee must have been assigned to a career field 1C0X2 instructor position for a minimum of 6 months at the time of nomination. Instructors are limited to the Instructor of the Year category only while assigned to instructor positions for the majority of the year at the time of nomination. Once an instructor leaves this position, he/she may compete in other categories as appropriate, using accomplishments from the entire calendar year.

9.2.8. **Sergeant Dee Campbell Outstanding Large Unit and Small Unit Air Force Aviation Resource Management Team of the Year Award.**

9.2.8.1. Eligibility for Large Unit Award. Each wing with 30 or more aviation resource management (1C0X2) billets assigned may submit a nomination package to the owning MAJCOM for the Large Unit Award. The MAJCOM will evaluate each submission based on team achievements during the award period.

9.2.8.2. Eligibility for Small Unit Award. Each wing with less than 30 aviation resource management (1C0X2) billets assigned may submit a nomination package to the owning MAJCOM for the Large Unit Award. The MAJCOM will evaluate each submission based on team achievements during the award period.

9.2.8.3. Calculating number of billets assigned. When calculating number of billets assigned, wings will include all 1C0X2 billets assigned with the organizational structure of the wing, including 1C0X2 billets assigned to subordinate units not co-located with the wing.

9.2.8.4. Tenant units. Accomplishments of a tenant unit assigned within the organizational structure of a parent wing will be included in the parent wing's nomination package.

9.2.8.5. A Tenant unit not assigned under a parent wing may compete as a stand-alone organization in the large or small team category as appropriate based on the number of 1C0X2 billets assigned to the organization.

9.2.8.6. When calculating number of 1C0X2 billets assigned, the stand-alone tenant unit will include all 1C0X2 billets assigned to units within the organizational structure of the tenant. Stand-alone tenant unit packages will include accomplishments of subordinate units assigned to the tenant organization.

9.3. Nomination Procedures. Nomination packages will cover the preceding calendar year. Each MAJCOM (or Field Operating Agency (FOA) as appropriate) may submit a nomination for one airman, one NCO, one senior NCO, one Headquarters Staff, one civilian (journeyman/technician), and one civilian (supervisory) to HQ USAF/A3O-AT. The nominees will be winners of their respective command 1C0X2 annual awards program. If an annual awards program does not exist, MAJCOMs or FOA must establish adequate nominee selection criteria. No exceptions to the number of nominees will be considered. NOTE: Governmental organizations outside the Air Force (e.g. Defense Threat Reduction Agency [DTRA]) with 1C0X2 assigned (performing 1C0X2 duties) submit nomination packages and compete at the respective MAJCOM responsible for their geographical area. For example, 1C0X2s assigned to DTRA (Germany) would submit packages to USAFE. Refer to MAJCOM supplements, or contact the MAJCOM functional managers for further details. AF/A3O-AT will not consider packages sent directly from organizations that are allowed to compete within a regional MAJCOM.

9.3.1. Suspense. Send nomination packages to AF/A3O-AT, 1480 Air Force Pentagon, Washington DC 20330-1480, not later than 15 March each year. Packages submitted after 15 March will not be considered without USAF/A3O-ATF approval.

9.3.2. Nomination Folders. Label a 9 by 12-inch manila nomination folder with the nominee's name, grade, organization, and MAJCOM or FOA, as appropriate. Nomination folder must contain an original AF IMT 1206 and one copy of the remaining documents in the nomination package. Nomination packages may be submitted electronically to the following address via email: **AFA3OATFARM.WORKFLOW@PENTAGON.AF.MIL.**

9.3.3. **Nomination Package.** The nomination package will consist of the following:

9.3.3.1. Letter of transmittal signed by the MAJCOM/A3T or equivalent.

9.3.3.2. Current Single Uniform Retrieval Format (SURF) from Military Personnel Data System (MILPDS) to document those nominees met AF standards during the entire period IAW para 9.2. Member's fitness assessment must score satisfactory or higher during the entire calendar year. Provide copy of current Individual Fitness Assessment History from Air Force Fitness Management web site. The SURF must validate the nominees who do not have an UIF, and/or are not on the Control Roster. Note: SURFs can be obtained from the Assignment Management System (AMS) web page at.

9.3.3.3. **AF IMT 1206**

9.3.3.3.1. Individual Award Categories. The AF IMT 1206 will not exceed 30 lines in length (to include heading lines),limited to two pages and use 12 pitch font, Times New Roman unless otherwise indicated, and bullet format. The justification must emphasize and use the nominee's specific contributions to the 1C0X2 career field. Supervisors and functional managers will ensure only 1C0X2 accomplishments are included in the award package. Exception: Significant Self-Improvement may include all educational achievements accomplished during the calendar year. Other awards (e.g., NCO of the Quarter) may also be included. Award nominations may include a heading titled acronyms at the bottom of the AF IMT 1206; this space may be used to spell out up to five acronyms used in the nomination narrative. These lines are not counted toward the 30 line limit.

9.3.3.3.2. Team Award Categories. The AF IMT 1206 will not exceed 30 lines in length (to include heading lines), limited to two pages and use 12 pitch font, Times New Roman unless otherwise indicated, and bullet format. The justification must emphasize and use the nominee's specific contributions to the 1C0X2 career field. Supervisors and functional managers will ensure only 1C0X2 accomplishments are included in the award package. The justification should emphasize specific 1C0X2 team accomplishments that benefited the Unit, Group, Wing, and MAJCOM mission. Award nominations may include a heading titled acronyms at the bottom of the AF IMT 1206; this space may be used to spell out up to five acronyms used in the nomination narrative. These lines are not counted toward the 30 line limit.

9.3.3.3.3. Type the justification in accordance with the instructions printed on the form. Use the headings and adhere to specific criteria allowed to be contained in the AF IMT 1206 outlined in paragraph 9.4.2. No text will be entered to the right of the heading, any text listed on the same line as a heading will be ignored by the board.

9.3.3.3.4. The personal data blocks on the top of AF IMT 1206 are self-explanatory.

9.3.3.4.1. **Citation to Accompany the Award.** A citation (landscape format) to accompany the award with the heading as shown in the example below:

9.3.3.4.2. **Individual Award Categories.**

Table 9.1. Individual Award Example.

CITATION TO ACCOMPANY THE AWARD OF THE OUTSTANDING AIR FORCE AVIATION RESOURCE MANAGER
(1C0X2) OF THE YEAR AWARD
SENIOR NCO CATEGORY
SMSGT PATRICIA M. CLARK

9.3.3.4.3. **Team Award Categories.**

Table 9.2. Team Award Example.

CITATION TO ACCOMPANY THE AWARD OF THE SERGEANT MILLARD D. "DEE" CAMPBELL AVIATION RESOURCE MANAGEMENT TEAM OF THE YEAR AWARD
LARGE UNIT CATEGORY
99TH FIGHTER WING

9.4. Selection Procedures. The HAF Director of Operations and Training will certify the recommendation of a selection board consisting of two field grade officers and one CMSgt. NOTE: Board members at all review levels will have an aviation related background or career field. 1C0X2 functional managers at all levels will brief board members to weigh packages based solely on accomplishments allowed under the provisions of paragraph 9.4.2., and consider the level of impact made by nominees to unit, base, MAJCOM, or Air Force that sets them above their peers.

9.4.1. Winners will be selected based solely on the information contained in the AF IMT 1206. Do not submit letters of recommendation, performance reports, or photos. Include only 1C0X2 duty accomplishments on the AF IMT 1206. With the exception of those items specifically outlined in paragraph 9.4.2., include only 1C0X2 duty accomplishments on the AF IMT 1206.

9.4.1.1. Packages that do not adhere to the provisions of this instruction will be returned to the submitter and not considered for this award.

9.4.2. Nominations will include the following areas, citing examples for current calendar year only:

9.4.2.1. Individual Award Categories:

9.4.2.1.1. LEADERSHIP AND JOB PERFORMANCE IN 1C0X2 DUTIES. Describe significant leadership accomplishments and how well the member performed assigned primary 1C0X2 duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include new job techniques, procedures, or significant improvements to the quality and/or efficiency of aviation resource management. Describe how the accomplishments impacted the unit and/or the mission. Consider how the member established rapport between aviation resource management offices and outside organizations to improve work processes, introduce innovative management techniques, and provide outstanding management of aviation or resource data or training programs. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. The maximum number of lines for this category is sixteen (16) lines.

9.4.2.1.2. SIGNIFICANT SELF-IMPROVEMENT. Show how the member developed new or improved skills related to primary duties; e.g. formal training, Career Development Course (CDC) enrollment or completion, On-the-Job Training (OJT), certifications, computer courses, off-duty education related to primary duties,

and so forth. Include completion of any professional military education, as well as awards earned during in-residence attendance. Include off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, and grade point average. Cite other relevant training or activity that significantly enhanced the member's value as a military citizen. The maximum number of lines for this category is four (4) lines.

9.4.2.1.3. OTHER SIGNIFICANT CAREER FIELD CONTRIBUTIONS/RECOGNITION. The nature and results of the member's other 1C0X2-duty accomplishments must set him or her apart from peers and go beyond normal day-to-day operations. Include procedures that improved quality of life or promoted esprit de corps of aviation resource managers, e.g. enhancement submissions that improved the Aviation Resource Management System, Air Force Instructions, and/or MAJCOM or Air Force training programs. Exception: No more than one bullet (one line) may be used to describe significant additional duties and its impact to the commander/unit's mission. Include awards and/or recognition certificates received; e.g. NCO of the Quarter, Professional of the Year, ARM Certificate of Appreciation, and so forth. The maximum number of lines for this category is seven (7) lines.

9.4.2.1.4. ARTICULATE AND POSITIVE 1C0X2 REPRESENTATIVE OF THE AIR FORCE. Demonstrated ability as an articulate and positive member of the Air Force in the performance of 1C0X2 related duties (ARM briefings, special projects to improve the ARM career field or aviation or parachutist management, submissions for improving the Aviation Resource Management System, etc.). The maximum number of lines for this category is three (3) lines.

9.4.2.2. **Team Award Categories:**

9.4.2.2.1. DIRECT OPERATIONAL SUPPORT TO THE UNIT MISSION. Describe how the team's overall support for the wing or unit mission (e.g., Flag Exercises, Air Warrior, Combat Archer, Operational Readiness Inspections, Unit Compliance Inspections) enhanced operational effectiveness.

9.4.2.2.2. SUPPORT FOR UNIT INITIATIVES. Describe team initiatives that enhanced 1C0X2 personnel readiness. For example: training initiatives that improved 1C0X2 knowledge and understanding of the mission, improved 1C0X2 CDC scores, certifier/trainer cross flow, training class on OJT records update, additional duties (such as COMSEC) and unit fitness program. Exception: No more than two bullets (two lines) may be used to describe significant additional duties and its impact to the commander/unit's mission.

9.4.2.2.3. MANAGEMENT OF 1C0X2 RESOURCES. Describe how the team maximized 1C0X2 resources. e.g., people, equipment, facilities and materials to enhance efficiency and contribute to mission accomplishments.

9.4.2.2.4. SIGNIFICANT CAREER FIELD CONTRIBUTIONS. Include initiatives that improved quality of life or promoted team esprit de corps, such as enhancement submissions that improved the aviation resource management system, Air Force Instructions, MAJCOM or Air Force training program.

9.5. Selection Process. HQ USAF Director of Operations will certify the recommendation of a selection board consisting of at least two field grade officers and one CMSgt. NOTE: board members at all review levels must have aviation related background or career field. 1C0X2 functional managers at all levels will brief board members to weigh packages solely on the accomplishments allowed under the provisions of paragraphs 9.4.2., and consider the level of impact to the unit, base, MAJCOM or Air Force that sets the nominee and team apart from their peers. Packages that do not adhere to the provision of this chapter 9 will be returned to the submitter and will not be considered for this award.

9.6. Notification of Selection. USAF Director of Operations will notify the MAJCOM/A3 and wing commanders of award winners by message. Winners will be announced by 31 May each year.

9.6.1. The award winners will receive:

9.6.1.1. A certificate signed by the USAF Director of Operations.

9.6.1.2. An engraved trophy.

9.6.1.3. The Air Force Recognition Ribbon. NOTE: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805. Civilian recipients may wear the lapel pin.

9.7. Award Presentation. AF/A3O-AT will send the certificate, engraved trophy, and letter to the member's unit of assignment, which, in turn, will arrange for presentation of the awards to the winners.

Chapter 10

US AIR FORCE SSGT HENRY E. "RED" ERWIN OUTSTANDING ENLISTED AIRCREW MEMBER OF THE YEAR AWARDS

10.1. Introduction. This chapter establishes the criteria and procedures for nominating and selecting the Staff Sergeant Henry E. "Red" Erwin, Outstanding Enlisted Aircrew Member of the Year Awards (Senior Noncommissioned Officer, Noncommissioned Officer, and Airman categories). It applies to all Air Force activities, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units with Career Enlisted Aviator (CEA) aircrew personnel assigned.

10.2. Eligibility for the Award. Only Career Enlisted Aviator AFSCs (1AXXX and 1U0XX) are eligible for Outstanding Enlisted Aircrew Member of the Year Award consideration. Commanders may nominate deserving CEAs for the appropriate award. Nominees must meet acceptable Air Force standards during the entire eligibility period and meet the following eligibility criteria at the time nominations are being submitted. Nominate members in the category of award that corresponds to the grade held for the majority of the award period. For example, if a member has held the grade of TSgt for seven months of the award period and is then promoted to MSgt, nominate the member in the NCO category, not the SNCO category. If the member is promoted at or before the six-month point of the award cycle, the command determines in which category to nominate the member. Nominees may be Active Duty, Guard or Reserve personnel.

10.2.1. Outstanding Enlisted Aircrew Member Airman of the Year Award. Nominee must be Airman in the grade of Airman First Class through Senior Airman and possess a 3-skill level or higher .Additionally, Staff Sergeants may be nominated in the Airman category, provided they have less than 6 months time-in-grade as a NCO. The nominee must have at least 24 months of military service and at least 12 months experience as an aircrew member.

10.2.2. Outstanding Enlisted Aircrew Member NCO of the Year Award. Nominee must be an NCO in the grade of Staff Sergeant through Technical Sergeant and possess a 5-skill level or higher. Additionally, Master Sergeants may be nominated in the NCO category, provided they have less than 6 months time-in-grade as a SNCO. The nominee must have a minimum of 12 months experience as an aircrew member.

10.2.3. Outstanding Enlisted Aircrew Member Senior NCO of the Year Award. Nominee must be a Senior NCO in the grade of Master Sergeant through Senior Master Sergeant and possess a 7-skill level or higher. The nominee must have a minimum of 12 months experience as an aircrew member.

10.3. Nomination Procedures. Nomination packages will cover the preceding calendar year and will be submitted in electronic format. Each MAJCOM, FOA, or DRU may nominate one Airman, one NCO, and one Senior NCO. The nominees should be winners of their respective command's Enlisted Aircrew Member awards program. If an annual awards program does not exist, MAJCOMs, FOA, and DRUs should establish adequate nominee selection criteria. No exceptions to the number of nominees will be considered.

10.3.1. Suspense. Email electronic nomination packages to **afa3oat.workflow@pentagon.af.mil.** If electronic method is unavailable, send nomination

packages to AF/A3O-AT, 1480 Air Force Pentagon, Washington, DC 20330-1480. All packages are due to AF/A3O-AT no later than 20 March each year.

10.3.2. E-mail Instructions. All nomination packages will be converted into an Adobe PDF for each category and the file name will consist of the following items; MAJCOM_Category_Last Name. Subject line of email submissions will be in the following format: MAJCOM RED ERWIN Nomination Packages. All command nomination packages should be sent in one email.

10.3.3. Nomination Folders for Mailed Packages. Label a 9 by 12 inch brown filing folder (Upper left hand corner) with the nominee's name, grade, and MAJCOM (or AFRC, ANG, or FOA, as appropriate). Nomination folders must contain an original and one copy of the nomination package.

10.3.4. **Nomination Package.** The nomination package will consist of:

10.3.4.1. Letter of transmittal, signed by the MAJCOM commander or designee (single letter may include multiple names from the command).

10.3.4.2. **AF IMT 1206.** The justification must emphasize the nominee's specific contributions and results to enlisted aircrew operations.

10.3.4.2.1. Type the justification in accordance with the instructions printed on the form. Use only the headings outlined in paragraph 10.4.2. All nominations must be submitted on the most current version of the AF Form 1206, via the Air Force Publishing website. Nominations will not exceed 30 bullets, not including the mandatory headers. The area to the right of the subject titles will be left blank. Packages that do not meet this criterion will be rendered invalid and not scored. Acronyms may be spelled out on the front of the AF Form 1206 and continued onto the reverse side when needed.

10.3.4.2.2. The personal data blocks on the top of AF IMT 1206 are self-explanatory.

10.3.4.3. **A citation to accompany the award.** Use AFI 36-2805 as a guide.

10.3.4.4. **A biography that includes only:**

10.3.4.4.1. Name/Grade/DOR.

10.3.4.4.2. Current Duty Title.

10.3.4.4.3. Awards/decorations received in past 12 months.

10.3.4.4.4. All PME completed (resident/non-resident) and date.

10.3.4.4.5. Education completed in past 12 months (i.e. 18 hours toward CCAF) (ensure only education actually completed during this 12 month period is included).

10.4. Selection Procedures. A selection board will be held to evaluate the nomination packages and make final selections. The selection board will include one rated officer, the CEA Career Field Manager (CFM), three MAJCOM Functional Managers (MFM), one of these MFMs will be either the AFRC or ANG MFM (the AFRC and ANG MFM board representative will alternate each year).

10.4.1. Winners will be selected based on the information contained in the AF IMT 1206. Do not submit photos or letters of recommendation.

10.4.2. **Consideration will be given to the following areas:**

10.4.2.1. Outstanding accomplishments (Accomplishments in this area should pertain to specific flight activities or ground duties supporting flight activities). (25 points)

10.4.2.2. Leadership (How does the person lead and how has their leadership abilities impact members at the unit, wing, MAJCOM, or Air Force level mission). (15 points)

10.4.2.3. Self-improvement (What things has the person done to improve himself/herself though education and training, and how have these improvements aided their aircrew performance). (10 points)

10.5. Notification of Selection. The HQ USAF Director of Operations (AF/A3O) will notify winners by official message through the appropriate command channels. Winners will be announced by 1 May of each year.

10.5.1. The Worldwide CEA Conference normally occurs in May of each year. Hosting of the conference will rotate between active duty MAJCOM/FOA/DRU and ANG/AFRC.

10.5.2. Nominating commands/units should plan to fund their MAJCOM/FOA/DRU and AFRC/ ANG winners to attend the Worldwide CEA Conference.

10.6. Individual Awards. The three award winners will receive:

10.6.1. A signed certificate of award.

10.6.2. An engraved Outstanding Enlisted Aircrew Member of the Year Award trophy.

10.6.3. The Air Force Recognition Ribbon. NOTE: Recipients of this award are authorized to wear the Air Force Recognition Ribbon in accordance with AFI 36-2805.

Chapter 11

SURVIVAL, EVASION, RESISTANCE, AND ESCAPE (SERE) SPECIALIST AWARDS

11.1. Introduction. This chapter establishes the criteria and procedures for submitting Outstanding Air Force SERE Specialist of the Year nominations administered by AF/A3/5, Deputy Chief of Staff, Operations, Plans and Requirements.

11.1.1. The purpose of the Outstanding SERE Specialist Awards Program is to acknowledge Air Force military individuals for outstanding performance in duty, exceptional contributions to SERE operations and management, and enhancements to SERE readiness. It establishes the criteria and procedures for submitting nominations for the Outstanding USAF SERE Senior Noncommissioned Officer (Senior NCO Tier One and Two), Noncommissioned Officer, and Airman of the Year awards. It applies to all Air Force SERE Specialist (1T0X1) personnel.

11.2. General Information:

11.2.1. Description of Award. The SERE Specialist award is a brass eagle trophy on wood base, with the Air Force logo and an engraved panel listing the award and winner's name affixed.

11.2.2. **Presentation of Award.** The AF Deputy Chief of Staff, Operations, Plans and Requirements, or a designated representative, will present the award during the biennial SERE Specialist Reunion or on the off year at a similar event to be announced during that award period.

11.3. Eligibility for Awards. Nominees must meet the following criteria.

11.3.1. Outstanding Air Force SERE Specialist Senior NCO of the Year Award. Nominee must be an Air Force Master Sergeant or Senior Master Sergeant, possessing a primary seven-level or higher AFSC in the 1T0X1 career field. The nominee must have served at least 6 months as a Senior NCO during the award period and be actively working in the career field at the time of nomination. The SERE Specialist Senior NCO of the Year is awarded in two tiers depending on level of assignment during the award period:

11.3.1.1. **Tier One:** Assigned to a Numbered Air Force or higher-level headquarters at the end of the award period. Any Air Operation Squadron position will compete in the Tier One category.

11.3.1.2. **Tier Two:** Assigned below the Numbered Air Force Headquarters level at the end of the award period.

11.3.2. **Outstanding Air Force SERE Specialist NCO of the Year Award.** Nominee must be an Air Force Staff Sergeant or Technical Sergeant, possessing a primary five- or seven-level AFSC in the 1T0X1 career field. The nominee must have served at least 6 months as a NCO during the award period and be working in the career field at time of nomination.

11.3.3. **Outstanding Air Force SERE Specialist Airman of the Year Award.** Nominee must be an Air Force Airman First Class or Senior Airman, possessing a primary three- or five-level AFSC in the 1T0X1 career field, and be working in the career field at time of nomination.

11.4. Nomination Procedures. Nomination packages will cover the preceding calendar year. Each MAJCOM, JFCOM, and ANG may nominate one senior NCO in each tier, one NCO, and one airman. The nominees must have won their respective MAJCOM, or equivalent level SERE Specialist of the Year Awards. No exceptions to the number of nominees will be considered.

11.4.1. **Suspense.** Not later than 31 March each year.

11.4.2. **Electronic Nomination Folders.** Electronic nomination packages will be sent electronically to AF/A3O-AS at **afa3os.workflow@pentagon.af.mil.** A letter of transmittal signed by the MAJCOM Deputy Commander for Operations or equivalent must accompany nomination packages. The electronic nomination folder will contain the following attachment.

11.4.2.1. Award nomination narrative will be submitted using the front side of an AF IMT 1206, limited to two pages using 12-pitch, Times New Roman font unless otherwise indicated. Justify the nomination for award using bullet statements organized under the following categories/headings:

11.4.2.1.1. Primary Duties and Significant Accomplishments.

11.4.2.1.2. Other Contributions to the Unit Mission.

11.4.2.1.3. Maximum of 30 lines per nomination, not including category lines. 1206 grading will be weighted 80% on primary duties, 20% on other contributions.

11.4.2.1.4. Nominations for Senior NCO awards will identify the nominee's tier of assignment in the "Category" block of the AF IMT 1206 header.

11.4.2.2. Do not submit enlisted performance reports, photographs, or other materials.

11.5. Post-Board Actions. Complete the following actions to certify the board and prepare for award presentation.

11.5.1. Board Certification. A General Officer will certify the board results.

11.5.2. Notification of Selection. The HAF Deputy Chief of Staff, Operations, Plans and Requirements will notify award winners by message through appropriate command channels.

11.5.3. Each award winner's MAJCOM, FOA, or DRU will submit a one-page listing of biographical data, including noteworthy awards and recognition, electronically to AF/A3O-AS at **afa3os.workflow@pentagon.af.mil** at least 45-days prior to award presentation.

11.5.4. Each award winner's MAJCOM, FOA, or DRU will submit a proposed citation to accompany the award (use AFI 36-2803, paragraph A4-14 and attachment 15 as an example) electronically to AF/A3O-AS at **afa3os.workflow@pentagon.af.mil** at least 45-days prior to award presentation.

11.6. Individual Awards. The four individual annual awards consist of a citation signed by the AF Deputy Chief of Staff, Operations, Plans and Requirements, an engraved trophy, and the Air Force Recognition Ribbon. NOTE: The recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805.

Chapter 12

AIR FORCE ELECTRONIC WARFARE AWARDS

12.1. Introduction. This chapter provides procedural guidance for the U.S. Air Force Electronic Warfare (EW) Awards Program (AFEWAAP), describes the program, explains the award categories, provides eligibility criteria, and outlines the procedures for submissions. It specifies procedures to recognize personnel/groups that have made notable contributions to EW. This award applies to all Air Force EW activities. This chapter also includes information concerning the Association of Old Crows' Annual Air Force Outstanding Unit Award.

12.2. AFEWAAP Award Description. These awards are established to recognize outstanding support and leadership in the area of Electronic Warfare. These awards are designed to highlight contributions to EW, to include EW planning procedures, EW programming, employment of EW operational constructs with an intent to strengthen cooperation between EW functions and those supported by EW. AFEWAAP nominations must be submitted on the basis of the nominees' performance in the operational, logistical or acquisition sustainment areas of EW. The award period is from 1 January through 31 December.

12.3. AFEWAAP Award Eligibility Criteria and Levels.

12.3.1. Military officer and enlisted nominees for the AFEWAAP awards must be performing EW specific duties. Nominees may have any AFSC in support of Air Force EW capabilities. Military personnel must not have undergone Judicial, Non-Judicial (Uniform Code of Military Justice [UCMJ] or AFI 51-202, Non-Judicial Punishment or negative administrative actions (AFI 36-2907, Unfavorable Information File [UIF] Program), during the nomination period. Military personnel must meet the minimum physical fitness standards set forth in AFI 36-2905, Fitness Program. If any nominee undergoes such an action after nomination, but before the Selection Board meets, the Selection Board will not consider the nominee for that award cycle. Nominating authorities must immediately notify the Electronic Warfare Division (AF/A5RE) of any adverse actions affecting the nominee's eligibility.

12.3.2. Civilian nominees may be from any Federal Government General Schedule (GS) or General Grade (GG) series in support of EW capabilities. Civilian personnel must not have received any actual or pending adverse administrative action for the nomination period and must have received an overall performance rating of "meets standards" under GS/GG or "fair" or greater under NSPS.

12.3.3. AFEWAAP Level I Awards. Level I Awards are reserved for individuals and units/teams that are serving at the Numbered Air Force (NAF) and above to include all major commands (MAJCOMs), the Field Operating Agency (FOA), Direct Reporting Units (DRU), and personnel serving in Joint/NATO units and units with theatre-level or national level missions.

12.3.4. AFEWAAP Level II Awards. Level II Awards are reserved for individuals and units/teams serving below the NAF level to include wings, groups, squadrons, etc. Electronic Warfare Flights are included in this category.

12.4. AFEWAAP Award Categories.

12.4.1. Outstanding EW Field Grade Officer of the Year (Level I & II). Major through Lieutenant Colonel (Non-Command).

12.4.2. Outstanding EW Company Grade Officer of the Year (Level I & II). Lieutenant through Captain.

12.4.3. Outstanding EW Senior Non-Commissioned Officer of the Year (Level I & II). Master Sergeant through Senior Master Sergeant.

12.4.4. Outstanding EW Non-Commissioned Officer of the Year (Level I & II). Staff Sergeant through Technical Sergeant.

12.4.5. Outstanding EW Airman of the Year (Level I & II). Airman through Senior Airman.

12.4.6. Outstanding EW Senior Civilian of the Year (Level I & II). GG/GS-12 through GG/GS-14 (Non-Supervisory).

12.4.7. Outstanding EW Intermediate Civilian of the Year (Level I & II). GG/GS-9 through GG/GS-11.

12.4.8. Outstanding EW Junior Civilian of the Year (Level I & II). GG/GS-5 through GG/GS-8.

12.4.9. Outstanding EW Unit of the Year (Level I & II).

12.4.10. Outstanding EW Team of the Year.

12.5. AFEWAAP Nomination Procedures.

12.5.1. Suspense Requirements. MAJCOM nominations must be e-mailed to AF/A5RE (**afa5re.workflow@pentagon.af.mil** or **afa5re.workflow@pentagon.af.smil.mil** for classified packages) no later than 1 April each year. AF/A5RE will convene a selection board NLT 15 April of each year and release results as soon as possible after the board convenes. MAJCOM/NAF winners will be forwarded to AF/A5RE to compete at the Air Force level. Each year, A5RE will send a call for nominations to the field. This message will confirm any suspense and adjust as necessary.

12.5.2. **Nomination Packages will include the following:**

12.5.2.1. Memo from the nominating authority outlining their nominations to include the names of the individual/unit/team and the category under which they are being nominated and a Point of Contact for AF/A5RE.

12.5.2.2. AF IMT 1206, for each nominee to justify the award. The Narrative should be written in bullet format, one page, single-spaced, using 12 Point Times New Roman font unless otherwise indicated. The Narrative should emphasize the nominee's contributions and the results to his/her/their unit's mission. All nominations must include the following area: “CONTRIBUTIONS TO EW OPERATIONS.” Where a nomination reflects primarily management or leadership include the area “OUTSTANDING PERFORMANCE AND LEADERSHIP” consisting of a description of the nominee’s impact on the performance of the entire group or functions.

12.5.2.2.1. **Outstanding Unit EW Awards.** These awards recognize units for sustained superior performance, professional excellence and outstanding organizational accomplishments that most improved EW support to AF and/or DoD operations and missions. The criteria include, but are not limited to, the following: evidence of organizational ability to identify and solve significant EW problems, threats, or vulnerabilities; creation or development of innovative programs for EW training, education or awareness; and mission accomplishments and successes at the organizational-level, resulting from the application of EW.

12.5.2.2.2. Outstanding Team EW Awards. This award recognizes a group of people that perform one-time, non-recurring special acts associated with special projects, process improvements, short-, or long-term endeavors that significantly improve EW support to Air Force and/or DoD mission and operations. This award provides for only one winner (no level distinction). Eligibility criteria: groups of 2 to 25 military/government civilian personnel assigned to perform EW activities and brought together to work as a team to perform the identified deed. (Contract personnel may be a part of the team, but they are not eligible for the award.) The endeavor may have started prior to the beginning of the award period of service but the team must have completed the effort by the end of the award period of service. For the team nominations, use the second page of the AF IMT 1206 to list the name, rank or grade, the unit of assignment of each team member (exclude contract personnel).

12.5.2.3. **Proposed Citation, per AFI 36-2805.** This citation must be typed in single-spaced, justified, 12 point Times New Roman font with one (1) inch margins, and a maximum of 15 lines.

12.5.2.4. A photograph in jpeg format. Military members' photos will be from the waist up in Service Dress with the U.S. Flag in the background. Civilian photos will be in business attire. Units/Teams will send a group photo. These photographs will be used in the Air Force Poster of the Year which displays their annual award winners.

12.6. Notification Procedures. AF/A3/A5 will notify the nominating authorities/ commander within 60 days of the board's convening date. The citations are sent to the nominating authority for presentation.

12.7. Winners of individual and team awards are authorized to wear the US Air Force Recognition Ribbon (for military) or Air Force Recognition lapel pin (for civilians), IAW AFI 36-2805, paragraph 1.8.1. Members of winning unit/squadron awards are not authorized to wear either the ribbon or the pin.

12.8. Association of Old Crows' Annual Air Force Outstanding Unit Award.

12.8.1. The Association of Old Crows' president will send a letter to the Chief of Staff of the Air Force requesting nominations of their outstanding unit. (An information copy of the letter should be sent to the AF/A5RE which will administer the selection process.) Awards will be presented to the representative of each unit at the national convention. The OPR is AF/A5RE.

12.8.2. The AFEWAAP selection board will choose the winner of this award from the Level I and Level II Outstanding EW Unit of the Year recipients.

12.8.3. Once the winner has been selected the AF/A5RE POC will solicit the following additional items from the unit:

12.8.3.1. The name and biographical details of the individual who will accept the award.

12.8.3.2. A listing of the chain of command that must be notified as a matter of protocol.

12.8.3.3. The publications, to include address and/or telephone number, to be notified.

Chapter 13

LIEUTENANT GENERAL CLAIRE LEE CHENNAULT AWARD

13.1. Introduction. This chapter provides procedures for submission and selection of candidates for the Lt Gen Claire Lee Chennault Award. Nominations are open to all fighter crewmembers in the United States Air Force, Air National Guard, and Air Force Reserve.

13.2. Origin and Purpose of Award:

13.2.1. The Air Force Association (AFA) sponsors the award annually to recognize the outstanding fighter tactician(s) from the combat air forces (CAF). The award will be given to an aircrew member(s) who contributed the most within fighter aviation during the preceding year (1 March to 28 February) while assigned to a fighter-flying unit.

13.2.2. Selection is based on accomplishment or demonstrated proficiency of the highest order in one or more of the following areas:

13.2.2.1. A significant achievement in fighter warfare tactics development.

13.2.2.2. Application of innovative weapons or tactics employment.

13.2.2.3. Instruction or evaluation of tactics that is of a magnitude to significantly contribute to increased readiness of the CAF.

13.3. Description of Award.

13.3.1. The award consists of a large metal plaque permanently displayed in the Pentagon with each winner's name engraved thereon. Replicas of the plaque will be presented to the winner, one of which is retained for display at AFA headquarters.

13.3.2. The annual recipient is eligible to wear the Air Force Recognition Ribbon.

13.4. Nomination and Selection Process:

13.4.1. Prior to 1 January of each year, ACC/A3TO will send a message to each MAJCOM within the United States Air Force, Air National Guard, and Air Force Reserve requesting their nomination for the award. Nominations will be completed on AF IMT 1206, limited to two pages using 12 pitch, Times New Roman font unless otherwise indicated. MAJCOM nominations will be accompanied by a cover letter by the MAJCOM commander or his designated deputy.

13.4.2. A combat air force selection board consisting of one field grade member from each nominating command will review and score each nomination. Ballots provided by ACC/A3TO will be returned and tabulated by ACC/A3TO and the highest scoring nomination will be forwarded to the CSAF for his approval. In case of a tie, the AF/A3/5 and ACC hold the tiebreaker vote.

13.5. Schedule. In order to meet deadlines associated with the publication of the Air Force Magazine, the following target dates will be used:

Table 13.1. Milestones.

MILESTONES	NOT LATER THAN
Announcement	1-Jan
Unit Nominations to NAF/DRU	15-Mar
NAF/DRU Nominations to MAJCOM	20-Mar
MAJCOM Nominations to HQ ACC	1-Apr
CAF Selection Board	15-Apr
CSAF Approval	30-Apr

Chapter 14

WEATHER AWARDS

14.1. Introduction. This chapter implements the annual Air Force weather awards program administered by the Headquarters US Air Force Director of Weather (AF/A3O-W). AF/A3O-W will approve and announce final selection of award winners.

14.2. Annual Weather Awards.

14.2.1. Nomination Requirements. Each MAJCOM, FOA, DRU, Air Staff or Secretariat 2-letter office, Combatant Command, the Joint Staff, or agency possessing Air Force weather forces may submit one nomination for any given award. Awards are based solely on accomplishments directly related to the weather and space weather operations, during the preceding calendar year. With the exception of the Air Reserve Component Weather Officer/ Enlisted Force Member of the Year Awards, "whole person" accomplishments (e.g., self-improvement, community service) do not apply.

14.2.1.1. Eligibility. All active duty, Air National Guard, Air Force Reserve, DoD civilian personnel and organizations meeting the below award criteria are eligible for nomination.

14.2.1.2. Individuals. To be eligible for an individual award, the member must have a core duty AF Specialty Code (AFSC) of 15WX/15WXC (officers) or 1W0X1/1W0X2. Civilian personnel must have core duty function of providing atmospheric, terrestrial or space meteorological support to operations. Organizations will submit individuals for only one award each year. The organization of assignment on 31 December is responsible for award submission; however, losing organizations will provide inputs to awards upon request. In addition, the individual's duty AFSC, rank, and/or primary duties for the majority (183 days or more) of the calendar year determine the eligibility and award category. Air National Guard and Air Force Reserve personnel serving on Title 10 orders for the majority (183 days or more) of the calendar year may compete for any individual award for which they meet the award criteria; however, they are still limited to a single individual award nomination.

14.2.1.3. Organizations. Organizations may only be nominated for one award each year (note: this does not preclude squadron-level organizations from nominating a subordinate organization for the below squadron level award). Expeditionary organizations are not eligible for weather awards.

14.2.1.4. Format. Use AF IMT 1206, for each nomination. Nominations will be in bullet format, limited to 20 lines plus acronyms, using 12 pitch, Times New Roman, unless otherwise indicated, and will focus on actions and impacts directly related to the weather mission unless otherwise stated. Submissions for all squadron-level organization awards will include the official unit mission description on the reverse of the AF IMT 1206. Writers may define the acronyms they use on the remaining lines on the front or back of AF IMT 1206.

14.2.2. **Procedures.**

14.2.2.1. HQ AF/A3O-W must receive nominations NLT 1 February following the nomination calendar year. Packages may be emailed to **af3owp.weather.policy.workflow@pentagon.af.mil** or mailed to AF/A3O-W, 1480 Air Force Pentagon, Washington, DC 20330-1480.

14.2.2.2. Collateral classified packages up to SECRET may be submitted following classification guidelines outlined in DoD 5200.1-R, Information Security Regulation Program, and AFI 31-401, Information Security Program Management. Forward classified award package soft copies via SIPRNET to **af.xoowp@af.pentagon.smil.mil.**

14.2.2.3. Forward all Air Reserve Component (ARC) nominees to the NGB/A3O Weather or AFRC/A3VA (Air Force Reserve including IMAs from active duty units) representatives to be included in the respective ARC level award boards. ARC representatives will forward their nominee selections to AF/A3O-W.

14.2.2.4. The Air Force, Director of Weather will serve as the president of the weather awards board and will have final approval of all award winners. The board will normally consist of four 3-person panels each headed by a Colonel or civilian equivalent.

14.2.2.5. As appropriate, AF/A3O-W will announce award winners to MAJCOM vice commanders, SAF and HAF 2-letter offices, combatant/unified command J3s, FOA and DRU commanders, and commanders of the award winner's unit on or about 1 April.

14.2.2.6. AF/A3O-W will forward all awards through appropriate command channels for presentation when the Air Force, Director of Weather or designated representative is not available for presentation of awards.

14.2.2.7. Units will forward a 5" x 7" head and shoulders digital picture of individual award winners in service dress (or civilian equivalent for civilian award winners) to AF/A3O-W NLT 30 April. Digital photos are posted to the AF Weather Observer web page.

14.2.3. **Description of Awards.**

14.2.3.1. Individual and organizational, award winners each receive a memento from the Air Force Director of Weather funded IAW AFI 65-601, Vol. 1, Budget Guidance and Procedures, paragraph 4.29., AFI 36-2805, Special Trophies and Awards, paragraph 1.7, and the Joint Ethics Regulation.

14.2.3.2. Military recipients of individual awards are entitled to wear the Air Force Recognition Ribbon. Civilian recipients of individual awards are entitled to wear the Air Force Recognition Lapel Pin. See AFI 36-2805 for Air Force Recognition Ribbon and the Air Force Recognition Lapel Pin wear criteria.

14.2.4. **Selection Criteria.** Table 14.1. and Table 14.2. lists selection criteria for individual awards and organizational awards, respectively.

Table 14.1. Individual Awards.

Award	Category	Criteria
Air Force Weather (Airman/NCO/ SNCO/CGO/FGO/ Civilian) of the Year	Airman NCO SNCO CGO FGO Civilian	Recognizes the most outstanding individual conducting any aspect of weather operations (i.e., characterizing the environment or exploiting environmental information) or staff weather duties. Individuals eligible for the battlefield weather award are not eligible to be submitted in this category.
Air Force Battlefield Weather (Airman/NCO/ SNCO/CGO) of the Year	Airman NCO SNCO CGO	Recognizes the most outstanding individual conducting weather operations in direct support to Army or AFSOC units. Nominees must be assigned to a weather organization that is habitually aligned with an Army or AFSOC unit. Individuals not assigned to Army support units or AFSOC are eligible if deployed for 183 days or more in direct support of Army or AFSOC operations. Individuals eligible for the outstanding weather airman award are not eligible to be submitted in this category.
Air Reserve Component Weather (Airman/NCO/ SNCO/CGO) of the Year	Airman NCO SNCO CGO	Recognizes an Air Force (AF) Reserve Individual Mobilization Augmentee (IMA), Traditional Reservist, or Air National Guard member who: (1) makes an outstanding contribution to AF weather operations, (2) displays self-improvement through off-duty programs, and (3) displays leadership in the military and/or civilian community.

Table 14.2. Organizational Awards.

Award	Category	Criteria
Outstanding Operational Weather Squadron (OWS) of the Year	Squadron	Recognizes the most outstanding OWS. The award submission may encompass all facets of the organization's mission. Achievements, which may include items from subordinate organization award nominations (e.g., outstanding weather flight), are evaluated against the tasked mission as described in the unit mission description.
Outstanding Battlefield Weather Squadron of the Year	Squadron	Recognizes the most outstanding weather squadron providing direct support to the Army or AFSOC units. The award submission may encompass all facets of the organization's mission. Achievements, which may include items from subordinate organization award nominations (e.g., outstanding weather detachment), are evaluated against the tasked mission as described in the unit mission description.
Outstanding Specialized Weather Support Unit of the Year	Squadron Level (or equivalent*)	Recognizes the most outstanding squadron or division providing specialized weather support (e.g., climatological support, weather systems support, air mobility support). The award submission may encompass all facets of the organization's mission. Achievements which may include items from subordinate organization award nominations (e.g., outstanding weather flight/branch), are evaluated against the tasked mission as described in the unit mission description. Units eligible for the OWS, Battlefield Weather Squadron, or Space Weather Organization Award are not eligible for this category.
Outstanding Air Force Weather Organization of the Year (Below Squadron Level)	Organizations Below Squadron Level (or equivalent*)	Recognizes the most outstanding weather flight, detachment, branch or section conducting any aspect of weather operations (i.e., characterizing the environment or exploiting environmental information). The award submission may encompass all facets of the organization's weather mission including but not limited to: observing/forecasting, integration with supported units, deployments, training, and/or evaluations (e.g., operational readiness inspections, exercise evaluations, stan/evals).
Outstanding Air Reserve Component Weather Flight of the	ANG and AF Reserve Weather	Recognizes the most outstanding Air National Guard or Air Force Reserve Weather Flight. The National Guard Bureau Director of Operations (NGB/A3)

Year	Flights	may submit one nominee and the AF Reserve Command may submit one nominee considering four criteria: 1. Mission and readiness training. Accomplishments of the flight toward mission readiness. 2. Technical training. How the flight planned and accomplished its technical training. 3. Participation in host/supported unit activities. Flight participation in activities such as disaster preparedness, public affairs, safety and other programs that may or may not be directly related to the weather support mission. 4. Voluntary support. The number of man-days expended in addition to annual training and flight training activities in support of special exercises and commitments; includes IMAs to permanent field training sites and tactical weather station duty.
Outstanding Air Force Space Weather Organization of the Year	Organizations at or Below Squadron Level (or equivalent*)	Recognizes the most outstanding squadron or division providing space weather support (e.g., space/space-lift operations). The award submission may encompass all facets of weather support to space operations (e.g., solar observing, ground tracking stations, space launches/tracking). Units eligible for other organizational weather awards are not eligible for this category.
*Ref AFI 38-101, Air Force Organization		

Chapter 15

PARARESCUE AND COMBAT RESCUE OFFICER AWARDS

15.1. Introduction. This chapter establishes the criteria and procedures for submitting nominations for The Outstanding Air Force Pararescue Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), Airman and Combat Rescue Officer of the Year Awards. It applies to all Air Force activities, including Air Force Reserve and Air National Guard 1T2XX and 13DXA personnel assigned.

15.2. Description of Award. A small bronze statue of the Jack-of-All-Trades Pararescuemen, approximately 12 inches tall, with an engraved panel listing the award and winner's name.

15.3. Eligibility for Awards. Nominees must meet the following criteria by 31 December of the year being nominated for the award:

15.3.1. Outstanding Air Force Pararescue SNCO of the Year Award. Nominee must be an Air Force SNCO in the rank of MSgt, SMSgt, or CMSgt, possessing a primary seven-level AFSC or higher in the 1T2XX career field. The nominee must also be actively working in the career field at the time of nomination.

15.3.2. Outstanding Air Force Pararescue NCO of the Year Award. Nominee must be an Air Force enlisted person in the ranks of SSgt through TSgt, possessing a primary five-level AFSC or higher in the 1T2XX career field. The nominee must also have at least one year in the Air Force and be actively working in the career field at the time of nomination.

15.3.3. Outstanding Air Force Pararescue Airman of the Year Award. Nominee must be an Air Force enlisted person in the ranks of Amn through SrA, possessing a primary three or five-level AFSC or higher in the 1T2XX career field. The nominee must also have at least one year in the Air Force and be actively working in the career field at the time of nomination.

15.3.4. Outstanding Air Force Combat Rescue Officer of the Year Award. Nominee must be an Air Force Officer in the rank of Second Lieutenant through Captain, possessing a primary AFSC in the 13DXA career field. The nominee must also be actively working in the career field at the time of nomination.

15.4. Nomination Procedures. Nomination packages will cover the preceding calendar year. Each MAJCOM, AFRC, ANG and JFCOM (hereby referred to as MAJCOMs) may only nominate one Pararescue SNCO, NCO, Airman and Combat Rescue Officer per year. The nominee must have won their respective MAJCOMs Pararescue SNCO, NCO, Airman, or Combat Rescue Officer of the Year Award programs. MAJCOMs may only nominate one individual per category and individuals may only be nominated by one MAJCOM per year. No exceptions to the number of nominees will be considered.

15.4.1. Suspense. Suspense is 31 March of each year.

15.4.2. Electronic Nomination Folders. Electronic Nomination Folders will be forwarded to AF/A3O-AS at afa3os.workflow@pentagon.af.mil. Packages submitted by each MAJCOM will include a cover Memorandum for Record electronically signed by the MAJCOM Deputy Commander for Operations, (equivalent or higher). Cover memo will include nominee's

name, rank, organization, MAJCOM, category of nomination. Additionally the Electronic Nomination Folder will contain three attachments.

15.4.2.1. **Attachment 1** will include the AF IMT 1206 justifying award. It is limited to a single page narrative that emphasizes the nominee's annual accomplishments and contributions to Personnel Recovery. Use bullet format, 12 pitch Times New Roman font unless otherwise indicated. The headings and criteria to use in the narrative are:

15.4.2.1.1. Primary Duties and Significant Accomplishments. This includes the member's 1T2XX/13DXA on the job accomplishments and leadership that significantly contributed to increased mission effectiveness and execution of the Personnel Recovery mission.

15.4.2.1.2. Other Contributions to Units Mission. This includes the nature and a result of the member's other 1T2XX/13DXA accomplishments that set him apart from others within the specific nomination category.

15.4.2.2. **Attachment 2** will contain a proposed citation to accompany the award. Use AFI 36-2803 as a guide. Proposed citations must be in landscape format, single spaced, typed in 12 pitch with 1-inch margins, and a maximum length of 15 lines. The citation heading should be double-spaced and read "Citation to Accompany the Award of", first line, "the 20XX Air Force (as appropriate Pararescue SNCO, NCO or Airmen or Combat Rescue Officer) of the Year, second line.

15.4.2.3. Attachment 3 will contain member's current military biography.

15.4.2.4. Do not submit enlisted or officer performance reports, photographs, or other materials.

15.5. Selection Procedures. The HAF Director of Operations will certify the results of boards. Winners will be selected based solely on the information contained in the AF IMT 1206.

15.5.1. Pararescue Awards Board. HAF will convene a board to evaluate all nominees and make the final selections. Board members will consist of one senior officer and two CMSgt's with Battlefield Airmen or Aviation related backgrounds. The Pararescue Career field Manager will act in a non-voting position as the board manager.

15.5.2. Combat Rescue Officer Awards Board. HAF will convene a board to evaluate all nominees and make the final selections. Board members will consist of two senior officers and one CMSgt with Battlefield Airman or Aviation related backgrounds. The HAF Combat Rescue Officer will act in a non-voting position as the board manager.

15.6. Notification of Selection. HAF Director of Operations and Training notifies the MAJCOM/DO, ANG/XO, or FOA of award winners by letter. Winners will be announced by 1 May each year.

15.7. Individual Awards. The award elements of the four individual annual awards consist of an engraved statue and the Air Force Recognition Ribbon. NOTE: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805.

Chapter 16

DAEDALIAN EXCEPTIONAL PILOT AWARD

16.1. Introduction. This chapter provides guidance and procedures for the annual selection process of the Daedalian Exceptional Pilot Award.

16.2. Background and Description of Award. This award was established in 1998 and is sponsored by the Order of the Daedalians, the national fraternity of military pilots. The objective of the award is to inspire excellence of duty performance by career military pilots who place nation above self. The award is presented annually to one Air Force and one Navy pilot. The CSAF will select the Air Force recipient. The award to the Air Force pilot and Navy pilot consists of a 16 inch bronze statuette of Daedalus mounted on a 4 inch wooden pedestal with an engraved plate, and a certificate. Awards to other aircrew members, if any, are an inscribed plaque and certificate. Nominations will encompass one or more of the following criteria:

16.2.1. Exceptional deeds performed to assure mission success.

16.2.2. Acts of valor as an aviator.

16.2.3. Extraordinary display of courage or leadership in the air in support of air operations.

16.2.4. Flying safety factors.

16.3. Nominating Procedures.

16.3.1. Where to Submit Nominations. Each MAJCOM/FOA/DRU may submit one nomination, indorsed by the commander or vice commander, to AF/A3/5. MAJCOM/FOA//DRU nominations will be sent to: AF/A3O-AT, 1480 Air Force Pentagon, Washington, DC, 20330-1480.

16.3.2. When to Submit Nominations. Submit nominations for the preceding calendar year by 1 January or as directed by AF A3/5 award POC.

16.3.3. **How to Submit Nominations.** Prepare nominations on AF IMT 1206 using 12 pitch, Times New Roman unless otherwise indicated, not to exceed two single-spaced pages. Use a bullet or point-paper format, not a running narrative. In addition:

16.3.3.1. Nominations should focus on, but are not limited to, the working level pilot (O-2/O-4). The award will always be given to a pilot, however, other aircrew members, key to the specific performance, act or accomplishment being recognized, may be included in the nomination, as appropriate.

16.3.3.2. The act must have occurred within the applicable calendar year.

16.3.3.3. Send a biography, limited to one, single-spaced typewritten page. If additional crew members are included in the nomination, include a biography on each aircrew member.

16.3.3.4. Send a citation IAW AFI 36-2805.

16.3.3.5. AF IMT 1206 Submit nominations electronically (by email). Include AF IMT 1206, citation, and biography.

16.3.3.6. Do not send classified material.

16.3.3.7. Photographs and base-level reports of individual personnel (RIP) are not required.

Chapter 17

AWARDS NOT GOVERNED BY AIR FORCE DIRECTIVES

17.1. Non-Air Force Awards. This chapter provides information on special trophies and awards not governed by Air Force directives. The criteria for these awards are established by the civilian agency sponsoring the award. AF/A3/5 assists in the selection process at the request of the civilian sponsor. AF/A3/5 provides assistance to further public understanding and support for the Air Force. Participation provides award winners recognition both inside the US Air Force and in the public sector.

17.1.1. Aviation Corporation/Aviation Writers Association Helicopter Heroism Award. This award is sponsored by the Aviation/ Space Writers Association and Army Volunteer Coordination Corporation, and is awarded to an individual for heroism efforts involving the use of helicopter. The OPR is AF/A3O-AO. Nominations are due to their office upon request.

17.1.2. Gold Certificate of Merit. This award is sponsored by the Air Operations Center AF Doctrine 1-0 (14 Oct 11); Association of Old Crows (AOC), and is awarded for recognition of a particular service or event. It may be awarded to individuals nominated for a medal that are qualified, but not selected. The OPR is AF/A3O-AO. Nominations are due 10 May each year to the AOC.

17.1.3. Silver Certificate of Appreciation. This award is sponsored by the AOC, and is awarded to any individual who has displayed an exceptional effort to the AOC. An example would be a secretary who volunteers time, or a member of the community who supports the local AOC efforts, or a speaker who supports a local program. Specific nominating procedures are outlined in AOC policy and procedures memorandum (PPM 2 - Awards Program), available from a local AOC chapter. The OPR is AF/A3O-AO, and may be submitted any time to a local AOC chapter.

17.1.4. Individual AOC Medals. These include the Academic Training Medal, Executive Management Intelligence Medal, Joint Service Medal, Maintenance Management Medal, Operations Medal, Pioneer Medal, Special Technology Medal, Test and Evaluation Medal, and Training Readiness Special Medal. These are sponsored by the AOC, and awarded to those individuals who have significantly contributed to Electronic Warfare (EW) and related efforts in academic training, executive management intelligence, joint service, maintenance management, operations, pioneer, special technology, test and evaluation, and training readiness special medal. The OPR is AF/A3O-AO. Nominations are due 10 May of each year to the AOC.

17.1.5. Gold Medal of Electronic Warfare. This award is sponsored by the AOC, and is their highest annual award given for outstanding advances and contributions in any or all fields of electronic warfare. The recipient does not need to be a member of the AOC. Nominations are due 10 May of each year to the AOC.

17.1.6. Frank G. Brewer Trophy. This award is sponsored by the National Aeronautic Association (NAA), and is presented to an individual, or a group of individuals, or an organization for significant contributions of enduring value to aerospace education in the United States. Nominations are due 15 Dec of each year to the NAA.

17.1.7. Catherine and Marjorie Stinson Award for Achievement. This award is sponsored by the National Aviation Club (NAC), a part of the National Aeronautic Association (NAA), and recognizes a living person for an outstanding and enduring contribution to the role of women in the field of aviation, aeronautics, space, or related sciences. Award information is available on the NAA website at naa.aero. Submit nominations directly to the NAA IAW NAA guidance for this award.

17.1.8. Collier Trophy. This award is sponsored by the National Aeronautic Association (NAA), and is awarded for the greatest achievement in aeronautics or astronautics in America to improve performance, or efficiency, or safety of air or space vehicles. This may be an accumulation of related achievements over an extended period, but something significant must have happened during the current calendar year. First priority is given to active duty Air Force military members or Department of Air Force civilians. Do not submit posthumous nominations, or units, or organizations. The OPR for this award is AF/A3O-AI. Each MAJCOM/FOA/ DRU may submit one nomination, indorsed by the commander or vice commander, to AF/A3/5. MAJCOM/FOA/DRU nominations will be sent electronically to AF/A3O-AI using the AF/A3O-AI Workflow address in the Global Address List. Nominations are due by 1 Dec of each year, or upon request of the OPR.

17.1.9. American Fighter Aces Association (AFAA) Francis S. Gabreski Award. This award is sponsored by the AFAA, and is given annually to the most outstanding performer during the air-to-air phase of a basic (B-) course syllabus at a formal training unit (FTU). The winner must have been active duty AETC, or active duty ACC, or full time ANG/AFRC pilot during formal course training and be strongly motivated toward a career in the Air Force (to include either the ANG, or AFRC) aviation. They must have completed F-15C/E, F-16, or F-22 Basic (B-) course FTU air-to-air training during the period specified, possess exemplary qualities of skill, initiative, and devotion to duty. The OPR for this award is AETC/DOFF. Nominations are due to AETC/A3ZF by 1 Mar each year.

17.1.10. International Forest of Friendship. Honors individuals who have, or still are, contributing to all facets of aviation and aerospace. This includes individuals who have given dedicated service, leadership, friendship, and support to help others achieve aviation goals, individuals who have been supportive and contributed to furthering aviation, pioneers in aviation and aerospace, aviation writers and educators who spend their lives encouraging others to fly, individuals who have made significant contributions to the development of aviation, and those who have established world aviation records. Past honorees include Amelia Earhart, Charles Lindbergh, Jeana Yeager, the Wright Brothers, Sally Ride, Chuck Yeager, General "Jimmy" Doolittle, and Col Eileen M. Collins, the first woman to pilot a shuttle into space. Criteria for induction are based on current themes established by the International Forest of Friendship (IFOF). MAJCOMs submit nominations by 1 March directly to the IFOF. Ceremonies always are held in Atchison, KS during the 3rd weekend of June. Contact the IFOF at **www.ifof.org** for information regarding nomination packages and due dates.

17.1.11. Guild of Air Pilots and Air Navigators. The Guild of Air Pilots and Air Navigators (GAPAN) presents annual aviation awards to aircrew members deserving special recognition for their skill, courage and professionalism. Awards are presented when a sufficient standard of merit is established. MAJCOMs may submit nominations directly to GAPAN (contact the Administrator, The Guild of Air Pilots and Air Navigators (North America)). An overview

of the Guild is available at **www.gapan.org**. Information regarding Guild trophies and awards, including due dates, is provided at the Guild web site.

Chapter 18

TECHNICAL APPLICATIONS SPECIALIST AWARDS

18.1. Introduction. This chapter establishes the criteria and procedures for submitting nominations for the Outstanding Air Force Technical Applications Specialist Senior Noncommissioned Officer (SNCO) Manager, Noncommissioned Officer (NCO) Supervisor, and Airman Technician of the Year Awards. Program objective is to recognize and reward an individual Technician, Supervisor, and Manager for outstanding contributions to the Reporting Identifier (RI) 9S100 mission.

18.2. Eligibility for Awards. Nominees must meet the following criteria at the time the lowest echelon submits the nomination.

18.2.1. Outstanding Air Force Technical Applications - Specialist - Manager of the Year Award. Nominee must be an Air Force SNCO in the rank of MSgt through SMSgt, possessing a primary Reporting Identifier in the 9S100 career field. The nominee must have at least 6 months in the career field and be actively working in the career field at the time of nomination.

18.2.1.1. Outstanding Air Force Technical Applications Specialist - Supervisor of the Year Award. Nominee must be an Air Force NCO in the rank of SSgt through TSgt, possessing a primary Reporting Identifier in the 9S100 career field. The nominee must have at least 6 months in the career field and be actively working in the career field at the time of nomination.

18.2.1.2. Outstanding Air Force Technical Applications Specialist - Technician of the Year Award. Nominee must be an Air Force enlisted person in the ranks of Amn through SrA; the nominee must have at least one year in the Air Force and possess a primary Reporting Identifier in the 9S100 career field. The nominee must have 6 months in the career field, and be actively working in the career field at the time of nomination.

18.3. Nomination Procedures. Nomination packages will cover the preceding fiscal year; 1October-30 September.

18.3.1. Suspense. Suspense is 01 December of each year. Nominations will be sent to the 9S100 RI Manager, AF/A2DFM, 110 Luke Ave, Bldg 5681 Rm 170, Joint Base Anacostia-Bolling, 20330, no later than 01 December.

18.3.2. **Nomination Folders.** Nominations may be sent via email or hardcopy. The nomination package must consist of a letter of nomination signed by the Directorate Director, Detachment Chief/Superintendent, or equivalent, and an attachment with the following information:

18.3.2.1. Attachment must be an AF IMT 1206 to justify the award. The single page narrative (bullet format) using 12 pitch, Times New Roman font, unless otherwise indicated, should emphasize the nominee's contributions to his or her unit's mission accomplishment. The following headings should be used:

18.3.2.1.1. Scope of Responsibility (~10%): Include duty title, level of organization, number of individuals supervised directly or indirectly (military and civilian), dollar

value or assets controlled, or programs for which the nominee has direct responsibility.

18.3.2.1.2. Performance in Primary Duties (~70%): provide specific duty related accomplishments and their impact/contributions to tactical, operational, and strategic level objectives.

18.3.2.1.3. Professional Accomplishments (~30%): provide nominees accomplishments that directly contribute to professional growth, to include any self-improvement efforts that enhance their ability to accomplish primary duties.

18.3.2.2. Classified packages must be submitted through appropriate and authorized distribution channels.

18.3.2.3. Do not submit enlisted performance reports, photographs, or other materials.

18.4. Selection Procedures. A selection board consisting of three 9S100 CMSgts, the 9S100 Career Field Manager, and one member at large, will evaluate all nominees and make the final selections. The board selects winners in each category based solely on information contained in the nomination folders.

18.5. Notification of Selection. The HAF 9S100 RI Manager will notify the winners by message through the appropriate command channels.

18.6. Individual Awards. The award elements of the three individual annual awards consist of an engraved statue, and the Air Force Recognition Ribbon. The awards will be provided by AFTAC, as the award sponsor, and to the member's unit of assignment, which in turn, will arrange for appropriate presentation of the awards to the winners. NOTE: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805.

Chapter 19

AIR RESCUE ASSOCIATION RICHARD T. KIGHT AWARD

19.1. Introduction. This chapter prescribes the annual Air Rescue Association Richard T. Kight Award competition administered by Headquarters Air Force DCS Operations, Plans and Requirements (HAF/A3/5).

19.1.1. The Richard T. Kight Award is named in honor of Brigadier General Richard T. Kight, appointed in 1946 as the first commander of the Air Rescue Service, and revered as "the father of Air Rescue". It is presented annually by the Air Rescue Association (ARA) to recognize outstanding contributions to the Air Force rescue mission made by an active duty or reserve component member. Individual nominees should be those whose efforts during the year have contributed to the overall effectiveness of the rescue mission area through management, innovation, or other outstanding achievement. Contributions of the nominees are not limited to direct participation in an actual rescue mission. This award is an excellent means of recognizing the outstanding accomplishments of airmen who reflect the spirit of the rescue motto originally coined by General Kight: "These Things We Do That Others May Live."

19.2. The Award:

19.2.1. Description of the Award. A trophy of the rescue angel, with names of winners engraved, will be on permanent display at Headquarters Air Force. A similar trophy will be given to the individual's unit for display until the next annual award is presented.

19.2.2. Presentation of the Award. The Air Rescue Association will present the winner with the award at its annual reunion in the fall. Travel by the recipient to the reunion will be unit funded.

19.3. Eligibility for Awards: Any Air Force or Air Reserve Component member in an organization that supports the USAF Personnel Recovery mission. The individual nominated by each MAJCOM need not be assigned to a dedicated rescue organization or a specific weapon system. At the request of the sponsoring organization, units are asked to nominate the individual considered most responsible for the overall success of the USAF Personnel Recovery mission.

19.4. Nomination Procedures. Nomination packages will cover the period 1 July – 30 June each year. Only MAJCOMs may submit nominations. MAJCOMS should collect nominations from within the MAJCOM, NAF/component, DRU or FOA Director of Operations (or functional equivalent) and select one as the MAJCOM nominee to the Air Staff. These organizations must establish nominee selection procedures and suspense's as necessary to meet HAF deadlines. Nominations will not be accepted directly from lower echelon organizations.

19.4.1. Suspense. Suspense is 15 July each year.

19.4.2. **Electronic Nomination Package.** Nominations will be submitted electronically to AF/A3O-AS via email to **afa3os.workflow@pentagon.af.mil.** The nomination package must include the following attachments:

19.4.2.1. Prepare the nomination on one side of the AF IMT 1206, in bullet format, single-spaced in 12 pitch, Times New Roman font unless otherwise indicated, containing a summary of the nominee's act, service, or accomplishments.

19.4.2.2. A proposed citation to accompany the award. Use AFI 36-2803, as a guide. Proposed citations must be in landscape format, single spaced, typed in 12 pitch with 1-inch margins, and a maximum length of 15 lines. The citation heading should be double-spaced and read "CITATION TO ACCOMPANY THE AWARD OF [first line]," "THE AIR RESCUE ASSOCIATION RICHARD T. KIGHT AWARD" [second line].

19.4.2.3. A one page biography on award recipient to include: (1) name; (2) rank; (3) organization; (4) duty title/AFSC; (5) assignment history in bullet format; (6) names of family members.

19.5. Selection Procedures. AF/A3O-AS will chair a board of USAF senior staff members to evaluate the nominees. The results are tabulated and forwarded to AF/A3/5 for review and approval.

19.6. Notification of Selection. The AF/A3/5 will notify the winners and the President of the Air Rescue Association by message through the appropriate command channels. **19.7 Individual Awards.** The award winners will receive an engraved trophy and the Air Force Recognition Ribbon. NOTE: Recipients of this award are authorized to wear the Air Force Recognition Ribbon in accordance with AFI 36-2805.

Chapter 20

JOLLY GREEN ASSOCIATION RESCUE MISSION OF THE YEAR

20.1. Introduction. This chapter prescribes the annual Jolly Green Association Rescue Mission of the Year Award competition administered by Headquarters United States Air Force Directorate of Operations AF/A3O).

20.1.1. The Jolly Green Association Rescue Mission of the Year Award recognizes the aircrew or individual performing the most outstanding USAF Personnel Recovery mission of the year. This award is an excellent avenue to recognize the many outstanding contributions and accomplishments of rescue personnel around the world, and to highlight the rescue motto: "These Things We Do That Others May Live."

20.2. The Award:

20.2.1. Description of the Award. A Bronze plaque on wood from the Jolly Green Association with the appropriate wording to recognize the unit or individual(s) selected for the Award.

20.2.2. Presentation of the Award. The Jolly Green Association will present the winner(s) with the award at an awards banquet during their annual reunion in the spring. Travel to the reunion for the recipient(s) will be unit funded.

20.3. Eligibility for Awards: Any Air Force individual or aircrew performing an actual USAF Personnel Recovery Mission. These individuals need not be assigned to a dedicated rescue organization or a specific weapons system.

20.4. Nomination Procedures. Nomination packages will cover the preceding calendar year. Only MAJCOMs may submit nominations. MAJCOMs should collect nominations from within the MAJCOM, NAF/component, DRU or FOA Director of Operations (or functional equivalent) and select one as the MAJCOM nominee to the Air Staff. These organizations must establish nominee selection procedures and suspense's as necessary to meet HAF deadlines. Nominations will not be accepted directly from lower echelon organizations.

20.4.1. Suspense. Suspense is 15 March each year.

20.4.2. **Electronic Nomination Package.** Nominations will be submitted electronically to AF/A3O-AS via email to **afa3os.workflow@pentagon.af.mil.** The nomination package must include the following attachments:

20.4.2.1. Prepare the nomination on one side of the AF IMT 1206 in bullet format, single-spaced in 12 pitch, Times New Roman font unless otherwise indicated, containing a summary of the nominee's act, service, or accomplishments.

20.4.2.2. A proposed citation to accompany the award. Use AFI 36-2803 as a guide. Proposed citations must be in landscape format, single. spaced, typed in 12 pitch with 1-inch margins, and a maximum length of 15 lines. The citation heading should be double-spaced and read "CITATION TO ACCOMPANY THE AWARD OF " [first line], "JOLLY GREEN ASSOCIATION (YEAR) RESCUE MISSION OF THE64 AFI36-2807 18 JULY 2007 YEAR AWARD" [second line]. "Awarded to individual(s)/ crew) for

superior airmanship epitomizing the motto "THESE THINGS WE DO THAT OTHERS MAY LIVE" [third line].

20.4.2.3. A one page biography on award recipient to include: (1) name; (2) rank; (3) organization; (4) duty title/AFSC; (5) assignment history in bullet format; (6) names of family members.

20.5. Selection Procedures. AF/A3O-AS will chair a board of USAF senior staff members to evaluate the nominees. The results are tabulated and forwarded to AF/A3O for review and approval.

20.6. Notification of Selection. The HAF Director of Operations and Training will notify the winners and the President of the Jolly Green Association by message through the appropriate command channels.

20.7. Individual Awards. The award winner(s) and unit will receive a plaque from the Jolly Green Association and the Air Force Recognition Ribbon. In the event there is more than one recipient, each will receive an individual plaque and a unit plaque will be presented to the unit receiving the award for permanent possession. NOTE: Recipients of the award are authorized to wear the Air Force Recognition Ribbon in accordance with AFI 36-2805.

Chapter 21

TACTICAL AIR CONTROL PARTY AND AIR LIAISON OFFICER AWARDS

21.1. Introduction. This chapter establishes the criteria and procedures for administering the Air Force Outstanding Tactical Air Control Party (TACP) and Air Liaison Officer (ALO) Annual Awards. It applies to Air Force 1C4X1's, 11/12/13XXU's, and 13LX's as defined below. Candidates for these awards may be active duty or Air National Guard (ANG) personnel.

21.2. General Information:

21.2.1. Description of Award: The award consist of two elements: An individual presentation deemed appropriate by the appropriate Air Force Career Field Manager and the individuals name added to a plaque on permanent display at Headquarters Air Force.

21.2.2. Presentation of the Award: Awards will be announced by message or email and formally presented at an appropriate Air Force or MAJCOM level ceremony as determined by the Air Force Career Field Manager.

21.3. Eligibility for Awards. Nominees must meet the following criteria at the time the lowest echelon submits the nomination.

21.3.1. Maj Gregory Stone Air Liaison Officer (ALO) Award. This Award recognizes the outstanding Air Force ALO of the Year. Nominee must be a company or field grade officer, be 11/12/13XXU ALO CMR or a 13LX, and have served at least 5-months in a DOC tasked TACP UTC position or deployed in a TACP UTC (no minimum deployment time).

21.3.2. SSgt Jacob Frazier TACP JTAC Award. This award is named in honor of Staff Sergeant Jacob Frazier who was killed in action while serving his country during Operation ENDURING FREEDOM. This award recognizes the outstanding Air Force TACP Joint Terminal Attack Controller of the Year. Nominee must be TACP possessing AFSC 1C4X1 and special experience identifier 914. The nominee must have at least one-year experience as a JTAC, have served at least 5-months in a DOC tasked TACP UTC position or deployed in a TACP UTC (no minimum deployment time), as a JTAC.

21.3.3. A1C Raymond Losano TACP Award. This award is named in honor of Airman First Class Raymond Losano who was killed in action while serving his country during Operation ENDURING FREEDOM. This award recognizes the outstanding Air Force TACP of the Year. Nominees must be a non-JTAC 1C4X1that has never possessed the special experience identifier 914. The nominee must have at least one-year experience as a TACP and have served at least 5-months in a designed operational capability (DOC) tasked TACP unit type code (UTC) position or deployed in a TACP UTC (no minimum deployment time).

21.3.4. Fighter Duty Officer (FDO) Award. This Award recognizes the outstanding Air Force FDO of the Year. Nominee must be a company or field grade officer, FDO CMR, and have served at least 5-months in a DOC tasked ASOC UTC position or deployed in an ASOC UTC (no minimum deployment time).

21.3.5. Fighter Duty Technician (FDT) Award. This award recognizes the outstanding Air Force FDT of the Year. Nominee must be a FDT, have at least one-year experience as a FDT,

and have served at least 5-months in a DOC tasked Air Support Operations Center (ASOC) UTC position or deployed in a ASOC UTC (no minimum deployment time), as a FDT.

21.4. Nomination Procedures. Nomination period is 1 October – 30 September. HQs ACC, PACAF, USAFE, AFSOC, AETC, and the ANG may nominate one individual in each category. The nominees must have won their respective MAJCOM or ANG TACP Awards. If an annual awards program does not exist, MAJCOMs and the ANG must establish nominee selection criteria. No exception to the number of nominees will be considered.

21.4.1. Suspense. Nominations are due to HQ USAF/A3O-AC, 1480 Air Force Pentagon Washington D.C., 20330, no later than 15 November.

21.4.2 Nomination Submission. Nominations may be sent via email or hardcopy from the appropriate MAJCOM or ANG 3-letter. Submissions must contain a nomination recommendation signed by the MAJCOM or ANG Director of Operations stating that the nominee meets all criteria of paragraphs 21.3.1 - 21.3.5 above, as applicable, and the attachments below.

21.4.2.1. Attachment 2, an AF IMT 1206, Nomination for Award to justify the award. Use the front page only of the AF IMT 1206 in 12-pitch, Times New Roman font unless otherwise indicated using bullet format. The narrative will emphasize the nominee's contributions, as a representative of his perspective category, to his unit's mission accomplishment focusing on action, result, and impact. Use only the following headings: Accomplishments in Primary Duties and Significant Contributions to Mission Area Improvement. Bullets pertaining to community involvement and significant self-improvement (education, PME, etc.) will not be included.

21.4.2.2. Attachment 2 must be a one-page listing containing biographical data IAW AFI 36-2805, Special Trophies and Awards, attachment 2.

21.4.2.3. Attachment 3 must be a proposed citation to accompany the award IAW AFI 36-2805, Special Trophies and Awards, attachment 3.

21.4.2.4. Attachment 4 is an official color photograph (electronic copy preferred) for each nominee.

21.4.2.5. Do not submit performance reports or other materials.

21.5. Selection Procedures. A general officer will certify the results of the nomination boards convened at HQ USAF to evaluate all nominees and select winners in each category. For TACP, the board consists of one senior officer and two CMSgts. The ALO awards board consists of one senior officer and two field grade officers. The boards select winners in each category based solely on information contained in the nomination folders.

21.6. Notification of Selection. The HQ USAF Deputy Chief of Staff for Operations, Plans and Requirements will notify the winners by letter through appropriate command channels.

21.7. Individual Awards. The award elements consist of the individual presentation and the Air Force Recognition Ribbon. Note: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805, Special Trophies and Awards, Special Trophies and Awards.

Chapter 22

COMMAND POST ANNUAL AWARDS

22.1. Introduction. This chapter establishes the criteria and procedures for administering the Air Force Command Post (CP) Annual Awards. It applies to Air Force 1C3X1's, including Air National Guard (ANG) and Air Force Reserve (AFRES) personnel.

22.2. Award Categories and Eligibility. AF/A3O-AC will sponsor seven annual individual CP awards, three unit CP awards, three MAJCOM Command Center, one AF Service Watch and one CP instructor award in the following categories.

22.2.1. **CP Individual Awards.** CP Unit-Level Senior Non-Commissioned Officer of the Year, CP Unit-Level Non-Commissioned Officer of the Year, CP Unit-Level Airman of the Year, Higher Headquarters (HHQ) CP Senior Non-Commissioned Officer of the Year, HHQ CP Non-Commissioned Officer of the Year, HHQ CP Airman of the Year and CP Instructor of the Year (see Section D - Training Course Index of 1C3X1 career field education and training plan (CFETP) to determine instructor eligibility).

22.2.1.1. CP controllers serving in a HHQ C2 center or headquarters staff position, e.g., Tanker Airlift Control Center, Air National Guard Command Center, Air Education and Training Command Policy and Procedures, Air Combat Command Inspector General, etc., will compete for individual awards in the HHQ category commensurate with their grade.

22.2.1.2. Members who are promoted from one enlisted tier to another within a given calendar year will be nominated for the individual award in the category which they served the majority of that calendar year (183 days or more). For example, SrA Smith is promoted to SSgt effective 5 Jul 05, she would be nominated for an individual award in the Airman category.

22.2.1.3. Individual award nominees must have been awarded and served in AFSC 1C3X1 during the entire eligibility period, 1 January - 31 December.

22.2.1.4. Individual award nominees should possess a skill-level commensurate with his/her grade; however, the CP MAJCOM functional manager (MFM) may waive this requirement at their discretion for personnel assigned to his/her MAJCOM.

22.2.1.5. CP controllers who are not assigned to a traditional unit-level CP, e.g., Contingency Response Wing/Group/Element, may compete for unit-level individual awards through their parent MAJCOM. CP controllers assigned to a FOA/DRU C2 function, e.g., Air Force Office of Special Investigations Operations Center, Air Force District of Washington, Air Force Academy, etc., may compete for HHQ individual awards through the AF career field manager (CFM).

22.2.2. **CP Unit Awards.** Small Unit CP of the Year, Medium Unit CP of the Year, and Large Unit CP of the Year. Units will compete in size categories based on entire Unit Manpower Document authorizations, including CP Chief and Knowledge Operations Managers. Units with 10 and below total authorizations will compete in the Small Unit CP category. Units with 11-17 total authorizations will compete in the Medium Unit CP

category. Units with 18 and above total authorizations will compete in the Large Unit CP category.

22.2.3. USAF Service Watch/MAJCOM Command Center Award. This category is designed to recognize the accomplishments of the AF Watch and AF MAJCOM Command Centers.

22.3. Nominations Procedures. Active Duty, Reserve, and Guard personnel and units meeting award criteria are eligible for nomination. Each MAJCOM, ANG, FOA, and DRU may submit one nomination for each CP individual and unit award. Each Air Staff, Unified Command, Specified Command, or agency having an Air Force element and CP presence may also submit one nomination for each CP individual award. The USAF Watch and each AF MAJCOM and ANG may submit their Command Center for the MAJCOM Command Center Award.

22.4. Eligibility Period and Submission Guidance. For all awards, the eligibility period will begin 1 January and end 31 December of each year. AF/A3O-AC must receive all nomination packages NLT 10 March of the following year (i.e., must receive packages NLT 10 March 2007 for 2006 nominations). Packages received after 10 March will not be considered. Send nomination packages by email to 1C3CFM.workflow@pentagon.af.mil, or facsimile only. Mailing address: AF/A3O-AC, 1480 Air Force Pentagon,Washington DC 20330-1480. Facsimile number: Commercial 703-693-2183, DSN 223-2183. After all nomination packages are received, AF/A3O-AC will convene a selection committee to determine a winner for each award.

22.5. Nomination Format. Use AF IMT 1206 in Times New Roman font unless otherwise indicated, 12-pitch, for each nomination. Submissions are limited to the “front-side” of the AF IMT 1206 for CP unit awards and MAJCOM Command Center awards. Submissions are limited to 30 lines (27 accomplishments and three headings) on the AF FM 1206 for all CP individual awards. A brief letter of endorsement from the MFM or nominating authority/chairperson will accompany each nomination package. Other attachments or supplemental materials are not authorized. Comments and information on the AF IMT 1206 will be in bullet statement format per criteria/categories listed below.

22.5.1. CP Individual Awards.

22.5.1.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Controller of the Month, and so forth. Maximum number of points - 25.

22.5.1.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g. class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or

activity that significantly enhanced the member's value as a military citizen. Maximum number of points - 10.

22.5.1.3. Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth. Maximum number of points - 15.

22.5.2. **CP Unit/ USAF Service Watch and MAJCOM Command Centers Awards.**

22.5.2.1. Excellence in Mission Accomplishment and Impact. Describe significant mission accomplishments and impacts, i.e., inspection results, C2 systems expertise, SORTS reporting accuracy, major exercises/contingencies, TDY support/deployments, etc. Maximum number of points - 25.

22.5.2.2. Performance and Recognition of CP Controllers. Show performance/testing results and recognition of CP controllers, i.e., IG, SAV, unit monthly testing, letters and laudatory comments from senior leadership or outside agencies, etc. Maximum number of points - 15.

22.5.2.3. Training Recognition. Describe benchmarked processes demonstrating innovative or highly successful training procedures and initiatives. Maximum number of points - 10.

22.6. Selection Procedures. AF/A3O-AC will chair a board of senior command post functional managers to evaluate the nominees. Board members will score packages based on the point scale in paragraphs 22.5.1. and 22.5.2. Assign a merit of order ranking (i.e., 1, 2, 3, etc.) to each package. Add up the rank order numbers for all nominees to get a cumulative rank order. The nominee with the overall lowest cumulative rank order will be declared the winner of their respected category. If there is a tie, the board members will re-evaluate the packages involved in the tie and pick a winner by majority vote. The results are tabulated and forwarded to AF/A3O for review and approval.

22.7. Notification of Selection. AF/A3O will announce the winners via message. Winners of the CP annual individual and unit awards will receive a congratulatory letter and personalized trophy/plaque recognizing their superior performance and accomplishments.

22.8. Awards Program Administration. The Command Post Career Field Manager (CFM) assigned to AF/A3O-AC is the focal point for this annual awards program. All questions concerning the program may be directed to that office at commercial 703-693-4908, or DSN 223-4908. The CFM will alert units in November of each year that the awards submission cycle is about to begin, and that nomination packages are due per the guidance indicated in this chapter.

22.9. Individual Awards. The award elements consist of the individual presentation and the Air Force Recognition Ribbon. NOTE: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805.

Chapter 23

INFORMATION OPERATIONS AWARDS

23.1. Introduction. Information Operations (IO) is the integrated employment, during military operations, of information-related capabilities in concert with other lines of operation to influence, disrupt, corrupt, or usurp the decision-making of adversaries and potential adversaries while protecting our own. This chapter establishes guidelines and procedures for submitting Air Force Information Operations Awards Program (AFIOAP) nominations. The AFIOAP Awards include individual IO Officer, IO NCO, IO Civilian, IO Organization, Military deception (MILDEC), Military Information Support Operations (MISO), and Operations Security (OPSEC) awards. The IO awards recognize USAF military members (officers and enlisted), civilian employees, teams, and units/squadrons who have made significant contributions to IO functions and missions. AF/A3O-QI is designated the Air Force OPR for administration and management of -IO awards, (specific OPRs are listed for each of the awards in this chapter) and share policy oversight. The integrated information related capabilities that constitute IO are defined in AFDD 3-13, Information Operations, or its replacement.

23.1.1. Military personnel must not have undergone judicial, non-judicial (Uniform Code of Military Justice [UCMJ] or AFI 51-202, NONJUDICIAL PUNISHMENT) or negative administrative actions (AFI 36-2907, Unfavorable Information File (UIF) Program, during the nomination period. If a nominee undergoes such an action after nomination, but before the selection board meets, the selection board will not consider the nominee for that award cycle. Military personnel must meet the minimum physical fitness standards set forth in AFI 36-2905, Fitness Program. Nominating authorities must immediately notify the specific OPR for the award in this chapter for which nominated, of any adverse actions affecting the nominee's eligibility.

23.1.2. Civilians must not have received any actual or pending adverse administrative action for the nomination period, and must have received an overall performance rating of "meets standards" under GS/GG or "fair" or greater under NSPS. Nominating authorities must immediately notify the specific OPR for the award in this chapter for which nominated, of any adverse actions affecting the nominee's eligibility.

23.1.3. Winners of AF-level individual, team and unit/squadron awards listed in this chapter are ineligible for the same award in consecutive years. Officers, enlisted and civilian members that win the AF-level award in one category may compete the following year in a different category provided all criteria are met. AF-level individual winners who are members of unit/squadron or team nominations may compete in consecutive years. There are no limitations on successive awards to major command (MAJCOM) MILDEC programs or installations for OPSEC Organizational Excellence. IO awards are divided into two general categories; information-related capability awards (MILDEC, OPSEC, and MISO) and multi-disciplinary/ integration awards (AFIOAP).

23.2. Air Force Information Operation Awards Program (AFIOAP)

23.2.1. Individual Awards. These awards recognize officers, enlisted, civilians, and contributors working in the IO mission areas for sustained superior performance and contributions that benefited the Air Force and/or DoD missions and operations. This section

provides for one winner, per award category. Nomination authorities may nominate one individual per category listed in Table.

23.2.2. Military nominees may have any AFSC in support of IO integration (active duty, Air National Guard and Air Force Reserve personnel compete together). Civilian nominees may be from any Federal Government General Schedule (GS) or General Grade (GG) series in support of IO capabilities.

23.2.3. **Individual AFIOAP Nominations for IO Officer, IO NCO, and IO Civilian will include the following areas:**

23.2.3.1. Organizational Mission (no more than five lines).

23.2.3.2. Present Duty Description (no more than five lines).

23.2.3.3. Outstanding Performance and Leadership (e.g., where a nomination reflects primarily management or leadership, describe the nominee's impact on the performance of the group or entire functions. Clearly describe the nominee's accomplishments and their beneficial outcome).

23.2.3.4. Significant Contributions to Information Operations/Combat Capabilities (e.g., include planning, procedures, programming, operational concepts, etc.).

23.2.3.5. Outstanding Achievement in Accomplishing an Exceptionally Demanding Task or Program (e.g., include design, production, or application of an IO product or service clearly supporting U.S. or allied national security objectives, and actions to strengthen cooperation within IO functions, and between IO and those supported by IO).

23.2.3.6. Outstanding IO Organization Award. The awards recognize units, squadrons (regardless of size), and AOC's for sustained superior performance, professional excellence and outstanding organizational accomplishments while managing core IO functions, and for contributions that most improved IO support to AF and/or DoD operations and missions. This award provides for one winner (AD and ARC organization) and nominating authorities may nominate one organization. Examples of organizations include IO, Network Warfare, Electronic Warfare, Operations Security (OPSEC), Air Operations Center (AOC), etc. Nominations must meet the following criteria:

23.2.3.7. **Organizations providing core IO services and support to AF and/or DoD operations and missions are eligible for this award. The criteria include, but are not limited to, the following.**

23.2.3.7.1. Evidence of organizational ability to identify and solve significant information operations problems, threats, or vulnerabilities.

23.2.3.7.2. Creation or development of innovative programs for information operations training, education or awareness.

23.2.3.7.3. Mission accomplishments and successes at the organizational-level resulting from the application of information operations.

Table 23.1. IO Individual/Organization Award Categories.

		Award	Rank/Grade
1.	**Military Members**		
1.1.		Outstanding IO Officer Of the Year	Lt thru Lt Col (Non-Command)
1.2.		Outstanding IO NCO of the Year	SSgt thru SMSgt
2.	**Civilians**		
2.1.		Outstanding IO Civilian of the Year	All GG/GS thru GG/GS-14 (Non-supervisory)
3.	**All**		
3.1.		Outstanding IO Organization Award	NA

23.3. Military Deception (MILDEC) Note: There are no MILDEC awards below the level of NAF, component Air Force (AFFOR) staff, or C-MAJCOM supporting Information Operations Teams (IOTs). Signature Management wing/installation awards are covered in the OPSEC awards paragraph 23.3.

23.3.1. MAJCOM MILDEC Program of the Year. All MAJCOMs covered by this instruction are eligible for the MAJCOM MILDEC award.

23.3.2. **MILDEC Plans Officer/NCO/DAF Civilian of the Year.** Open to all Officers, NCOs, and DAF Civilians serving as a MILDEC planner, or program manager at NAF level, Component Air Force (AFFOR) staff, or C-MAJCOM supporting Information Operations Teams (IOTs).

23.3.2.1. Contingency planners must have been deployed to the operation on Contingency/Exercise Deployment (CED) orders (e.g., TDY support for short duration exercises do not qualify).

23.3.2.2. Performed the MILDEC Planning function for an aggregate of 179 days during the award period.

23.3.2.3. Maximum latitude will be granted to the MAJCOM in determining "operational level" support. Note: There are no separate Officer and NCO nominations for this category. Units and MAJCOMs will submit only the most qualified planner.

23.4. Operational Security (OPSEC)

23.4.1. OPSEC Organizational Excellence Award. All USAF organizations (i.e., MAJCOMs, DRUs, FOAs, NAF, AOC, Wings, Groups, and Squadrons) covered by this instruction are eligible for the OPSEC Organizational Excellence award. Organizations must be involved in actually performing the OPSEC process in order to be considered.

23.4.2. **OPSEC Planner of the Year.** Organizations will submit the most qualified individual. Open to all officers, Department of the Air Force (DAF) civilians, or NCOs serving as an OPSEC planner or program manager at C-MAJCOM, NAF level, component air force (AFFOR) staff, or AOC. Nominees must be involved in actually performing the OPSEC process in order to be considered. Deployed OPSEC officers/NCOs performing any

of these functions in a deployed or contingency capacity (AOC or Joint Task Force) also qualify if they:

23.4.2.1. Have been deployed to an operation on CED orders (e.g., temporary duty [TDY] support for short duration exercises do not qualify).

23.4.2.2. Performed OPSEC planning function for an aggregate of 179 days during the award period.

23.4.2.3. MAJCOMs may waive the above criteria pertaining to duty location and performance if the nominee's factual duty location and performance meets the intent of operational-level planning. Maximum latitude will be granted to the MAJCOM in determining "operational level" support, but wing level primary/alternate program managers may not be submitted for this category.

23.4.3. **OPSEC Officer of the Year.** Open to all officers and DAF civilians serving as a primary or alternate OPSEC Program Manager (PM), Signature Manager (SM), or as an OPSEC Coordinator at any level within the Air Force. Personnel within the AF OPSEC Program Office are not eligible for this award. Nominees must be involved in actually performing the OPSEC process in order to be considered.

23.4.4. **OPSEC NCO of the Year.** Open to all NCOs serving as a primary or alternate OPSEC PM, SM, or as an OPSEC Coordinator at any level within the Air Force. Personnel within the AF OPSEC Program Office are not eligible for this award. Nominees must be involved in actually performing the OPSEC process in order to be considered.

23.5. Military Information Support Operations (MISO)

23.5.1. MISO Plans Officer/NCO of the Year. There are no separate officer/NCO nominations for this category. Organizations will submit the most qualified planner, Officer/NCO serving as a MISO planner or program manager at NAF level, AFFOR Staff, NAF/MAJCOM supporting IOTs, or joint level MISO planner positions (i.e., Joint Military Information Support Command or Joint IO Cell).

23.5.2. Nominees must qualify for the 9Q (officer) or 236 (NCO) MISO SEIs. There is no requirement to be fully qualified for Falconer AOC weapons system duty ("U" prefix).

23.5.3. Deployed MISO Planners (officer or NCO) in a deployed or contingency capacity (AOC, Joint Task Force [JTF], or Joint Information Support Task Force (Special Operations [JISTF(SO)]) also qualify if they deployed to the operation on CED orders (e.g., TDY support for short duration exercises do not qualify) and they performed the MISO planning function for an aggregate of 120 days or more during the award period.

23.5.4. AFSOC-gained personnel performing the Commando Solo mission as primary aircrew, squadron tactics, or liaison officer/NCO are specifically not eligible. Personnel who deploy as ground party staff to an AOC, JTF, Joint IO Cell or JPOTF as dedicated planning staff may qualify. Candidates that meet these criteria will be nominated through the Air Force Special Operations Command (AFSOC) program manager.

23.6. General Nominating Procedures for MILDEC, MISO, and OPSEC Awards.

23.6.1. Units below MAJCOM (NOTE: skip echelon between Wings and MAJCOM's is authorized) must submit all award nominations for the 1 October - 30 September period to

their MAJCOM by 1 October of each year. Nomination inputs are limited to contributions during the period of the closing fiscal year 1 October through 30 September.

23.6.2. MAJCOMs, DRUs, and FOAs must submit all award nominations for the 1 October – 30 September period to AF/A3O-QI, by 1 November each year. Nomination inputs are limited to contributions during the period of the closing fiscal year 1 October through 30 September.

23.6.3. Units must submit a separate package for each award category for each nominee. Each package will include a cover letter for the nominee, an AF IMT 1206 and a biography for individual nominee award categories. A biography is also required for the MAJCOM MILDEC program manager for MAJCOM MILDEC Program of the Year submittals. Use AFH 33-337, The Tongue and Quill, for biography format.

23.6.4. Submit all individual award category nominations on AF IMT 1206 not to exceed two pages using 12 pitch, Times New Roman font unless otherwise indicated. Classified packages are acceptable up to and including Secret level, but ensure no special access program information is submitted.

23.6.5. The organizations director of operations or equivalent must sign a single nomination letter for any/all submissions.

23.6.6. Packages for MISO and OPSEC awards are to be submitted through electronic means. MILDEC packages will be mailed or sent by secure electronic means. For all classified MILDEC documents that are entering into a mail distribution system use AF IMT 310, Document Receipt and Destruction Certificate, as a receipt.

23.6.7. Each organization should forward a maximum of one nominee per category to the next echelon in their chain.

23.6.8. MAJCOMs should develop selection procedures for organizational/individual awards.

23.7. Additional MILDEC Nomination Procedures

23.7.1. For the MAJCOM MILDEC Program of the Year Award, the MAJCOM end-of-year report described in AFI 10-704, will be used for nominations instead of the AF IMT 1206.

23.7.2. **For the MILDEC Planner award, use the following categories for headings on the AF IMT 1206:**

23.7.2.1. MILDEC Operations/Exercises.

23.7.2.2. Impact on MILDEC mission at the unit.

23.7.2.3. MILDEC training program initiatives.

23.7.2.4. MILDEC leadership qualities.

23.7.2.5. MILDEC significant improvements to existing tactics, techniques and procedures (TTPs).

23.8. Additional OPSEC Nomination Procedures

23.8.1. For the OPSEC Program of the Year Award, the following categories will be used as headings and addressed on the AF IMT 1206:

23.8.1.1. Unit mission accomplishments/successes aided by applying the OPSEC process.

23.8.1.2. Unit's ability to identify and solve/mitigate significant OPSEC problems, threats, or vulnerabilities.

23.8.1.3. Creation or development of innovative programs for OPSEC training, education or awareness.

23.8.2. **For Individual Awards, use the following categories will be used as headings and addressed on the AF IMT 1206:**

23.8.2.1. Evidence of individual ability to identify and solve/mitigate significant OPSEC problems, threats, or vulnerabilities.

23.8.2.2. Demonstration of outstanding leadership and knowledge in the application of OPSEC.

23.8.2.3. Innovative and creative use of resources (i.e., personnel, fiscal, networking, or facilities) to successfully accomplish OPSEC-related goals and missions.

23.9. Additional MISO Nomination Procedures

23.9.1. Use the following categories for headings on the AF IMT 1206:

23.9.1.1. Contributions to named operations/exercises.

23.9.1.2. Outstanding Phase 0 accomplishments.

23.9.1.3. Evidence of ability to identify and solve/mitigate significant propaganda threats, or vulnerabilities.

23.9.1.4. Creation or development of innovative programs for AF MISO/ Joint MISO training, education or awareness.

23.9.1.5. Mission accomplishments and successes.

23.10. Additional Procedures for Information Operations Individual/Organization Awards.

23.10.1. Nominating Authorities. MAJCOM/organizational commanders may designate a nominating authority. Organizations should nominate Individual Mobilization Augmentee (IMA) reservists assigned to them. USAFR and ANG personnel and organizations can be nominated by AFRC and ANG respectively. The MAJCOM/nominating authority should prepare and sign one letter of transmittal, identifying each nominee and the category for which nominated, for the entire set of nomination packages.

23.10.2. The period of service for the award is 1 October to 30 September. Submit nominations not later than 31 March of each year to AF/A3O-QI. Only one nomination per organization, per category, will be accepted. Improperly submitted nominations will be returned to the nominating organization.

23.10.3. **Nomination Package.** The award announcement message will state whether to email or mail the nomination packages. Specify the security classification of the nomination package when appropriate. Nominations may be classified up to TS/SCI (no SAP/SAR information). Classified packages must follow proper classification and transmission

guidelines according to DoD 5200.1-R, Information Security Program Regulation, and any other relevant Air Force or DoD guidance on protecting classified material. The nomination package will consist of:

23.10.3.1. A letter of transmittal, signed by the organizational commander or designee, identifying each nominee and the category for which nominated, must accompany the entire set of nomination packages for that organization.

23.10.3.2. An AF IMT 1206 for each nominee to justify the award. Write the narrative in bullet format, single-spaced, using 12 point, Times New Roman font, unless otherwise indicated. Do not exceed one page for the officer, enlisted, and civilian individual awards. Do not exceed one page for the unit/squadron or team nominations. For the team nominations, use the second page of the AF IMT 1206 to list the name, rank or grade, and unit of assignment of each team member (exclude contract personnel).

23.10.4. The following items are to be submitted with the nomination packages, but will not be considered by the selection board. These items will be used to finalize the award notification and presentation process.

23.10.4.1. A proposed citation to accompany the award. Use AFI 36-2805, Attachment 3 as a guide. The citation must be typed in single-spaced, justified, 12 point Times New Roman font with one-inch margins, and a maximum of 15 lines.

23.10.4.2. A 5 by 7-inch color photograph (.jpg format), from the waist up, of each nominee, wearing the uniform of the day for military nominees and business attire for civilian nominees. For team and unit/squadron nominations, a 5 by7-inch color group photo (.jpg format) should be submitted. The photographs will be used to create an Air Force poster of the year's award winners.

23.11. Selection Procedures.

23.11.1. A selection board of field grade officers, senior civilians and senior non-commissioned officers will convene for the respective awards as directed by AF/A3O-QI. Board members will be experienced in various career areas of IO, and will evaluate all nominations and make the final selections. The board selects winners in each award category based solely on information contained in the nomination package. AF/A3O-QI will certify selection board results.

23.11.2. National OPSEC Awards. All AF organization, individual and multimedia nominations for National OPSEC awards will be submitted through the MAJCOM, DRU, or FOA to the AF OPSEC Program Office. Nominations will be formatted in accordance with Interagency OPSEC Support Staff (IOSS) guidelines and are to be submitted in accordance with the suspense established by the AF OPSEC Program Office. Any Air Force organization wishing to compete for the National OPSEC Multimedia Achievement Awards must submit nominations through their MAJCOM, DRU, FOA to reach AF/A3O-QI NLT 15 November. See **www.ioss.gov** for further descriptions of the awards and nomination criteria. AF/A3O-QI will fund the TDY of AF nominees who have been selected as National OPSEC Award winners.

23.12. Award Notification & Presentation.

23.12.1. AF/A3/5 will notify winners and their nominating MAJCOMs/organizations by message, within 60 days of the respective board convening dates. IO awards and citations are sent to the winners' nominating MAJCOM/ organization commanders or designee for presentation. Award winners will receive:

23.12.2. An engraved plaque.

23.12.3. A citation.

23.12.4. Winners of individual and team awards are authorized to wear the US Air Force Recognition Ribbon (for military) or Air Force Recognition lapel pin (for civilians), IAW AFI 36-2805, paragraph 1.8.1. Members of winning organizational awards are not authorized to wear either the ribbon or the pin."

Chapter 24

COMMAND AND CONTROL BATTLE MANAGEMENT OPERATIONS AWARDS

24.1. Introduction. This chapter establishes the annual Command and Control Battle Management (C2BM) Operations (C2BMO) Airman/NCO/SNCO of Year competition administered by Headquarters United States Air Force Directorate of Operations (AF/A3O-AC on behalf of A3/5). It applies to Air Force 1C5X1s and 1C5X1Ds, including Air National Guard (ANG) and Air Force Reserve (AFR) personnel. For the purposes of this instruction, the ANG Bureau will serve as the MAJCOM POC for all ANG personnel (AFR personnel will submit through their assigned MAJCOM). ***NOTE:*** No distinction will be made between 1C5X1 and 1C5X1D.

24.2. General Information:

24.2.1. Description of Award: The award consists of two elements: An individual presentation (trophy) deemed appropriate by the AF 1C5X1 Career Field Manager (funded IAW AFI 65-601, Vol. 1, Financial Management, paragraph 4.31.2.,AFI 36-2805, paragraph 1.7. and the Joint Ethics Regulation) and the individual's name added to a plaque on permanent display at Headquarters Air Force.

24.2.2. Presentation of the Award. The Award winner will be announced by email message from AF/A3O. Additional messages and presentations will be determined by the Air Force 1C5X1 Career Field Manager and the respective Commanders.

24.3. Eligibility for Awards. The competition year is based on the calendar year, 1 January through 31 December. Award winners from the previous year and personnel assigned to the Air Staff are not eligible to compete for these awards.

24.3.1. Outstanding C2BMO SNCO of the Year Award. Nominees must be in the rank of Master Sergeant through Senior Master Sergeant. The nominees must be assigned to the nominating MAJCOM (or AFELM COCOM) and have been serving in the rank category in which they are competing as of 31 December of the competition year.

24.3.2. Outstanding C2BMO NCO of the Year Award. Nominees must be in the rank of Staff Sergeant through Technical Sergeant. The nominees must be assigned to the nominating MAJCOM (or AFELM COCOM) and have been serving in the rank category in which they are competing as of 31 December of the competition year.

24.3.3. Outstanding C2BMO AMN of the Year Award. Nominees must be in the rank of Airman through Senior Airman. The nominees must be assigned to the nominating MAJCOM, (or AFELM COCOM) and have been serving in the rank category in which they are competing as of 31 December of the competition year.

24.4. Nomination Procedures. Nomination period is 1 January – 31 December. HQs ACC, AETC, PACAF, USAFE-AFAFRICA, NGB/A3Y and AFELM COCOMS with 1C5X1 personnel assigned may nominate one individual in each category. The nominees must have won their respective MAJCOM, COCOM or ANG C2BMO Awards. If an annual awards program does not exist, MAJCOMs and the ANG must establish nominee selection criteria. No exception to the number of nominees will be considered.

24.4.1. Suspense. Nominations are due to AF/A3O-AC Workflow (**AFA3OY.workflow@pentagon.af.mil**), no later than 28 February.

24.4.2. Nomination Submission. Nominations must be sent via email from the MAJCOM A3Y, NGB A3Y or equivalent office. Submissions must contain a nomination recommendation signed by the MAJCOM or ANG Director of Operations or equivalent office stating that the nominee meets all criteria of paragraphs 24.3.1 - 24.3.3 above, as applicable, and the attachments below

24.4.2.1. Attachment 1, an AF IMT 1206 must be used to justify the award. Use the front page only of the AF IMT 1206 in 12-pitch, Times New Roman font using bullet format and limited to no more than 25 lines including headings. The remainder of the front of the AF IMT 1206 may be used to spell out up to 10 acronyms. The intent is to provide clarification for infrequently used acronyms not to provide room within an award bullet by inventing new acronyms. The narrative will emphasize the nominee's contributions, as a representative of his/her respective category, to his/her unit's mission accomplishment focusing on action, result, and impact. Use only the two following headings: ACCOMPLISHMENTS IN PRIMARY DUTY (60 points) and SIGNIFICANT CONTRIBUTIONS TO MISSION AREA IMPROVEMENT (40 points). Bullets pertaining to community involvement and significant self-improvement (education, PME, etc.) will not be included.

24.4.2.2. Attachment 2 (content not graded/evaluated) must be a one-page listing containing biographical data IAW AFH 33-337, *The Tongue and Quill*.

24.4.2.3. Attachment 3 (content not graded/evaluated) must be a proposed citation to accompany the award. Use AFI 36-2803 as a guide. Type proposed citations double-spaced in 10-pitch with 1-inch margins and maximum length of 15 lines.

24.4.2.4. Do not submit enlisted performance reports, photographs, or other materials.

24.5. Selection Procedures. A general officer will certify the results of a board of one senior officer and at least two CMSgts, which will be convened at HQ USAF to evaluate all nominees and select winners in each category. The board selects winners in each category based solely on information contained in the nomination folders.

24.6. Notification of Selection. The HQ USAF Director Operations (AF/A3O) will notify the winners via email message. **24.7**

Individual Awards. The award elements consist of the individual presentation and the Air Force Recognition Ribbon. NOTE: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805.

Chapter 25

SPACE OPERATIONS AWARDS

25.1. Introduction. This chapter establishes the criteria for Company Grade Officer Space Operator of the Year (AFSC 13S) and the Enlisted Space Systems Operator of the Year Award (AFSC 1C6X1) for Active Duty and Reserve Component (RC) personnel. It is awarded annually to recognize individuals who made the most significant contribution to Space operations in the previous calendar year. Each MAJCOM, FOA and DRU may submit one nomination in each category.

25.2. Space Operator of the Year.

25.2.1. Eligibility for the Award. All company grade officer Space Operators (DAFSC 13SXA/B/D/E) and enlisted Space Systems Operators (CAFSC 1C6X1) are eligible to compete for this award. This includes individuals performing staff duties. Do not nominate individuals who received an unfavorable personnel action during the award period. Minimum requirements for each category are:

25.2.1.1. Company Grade Officer (O-1 through O-3). Nominees must have completed mission ready certification in at least one system and possess the appropriate Space Professional Certification level. Captains who have pinned on Major during the award period are ineligible for consideration.

25.2.1.2. . Senior Noncommissioned Officer (E-7 through E-8). Nominees must possess a 7-skill level or higher in the 1C6X1 career field, have a Community College of the Air Force (CCAF) Associate's Degree, possess the appropriate Space Professional Certification level, and must have completed mission ready certification in at least one system. Individuals selected for promotion to CMSgt during the award period are not eligible.

25.2.1.3. Noncommissioned Officer (E-5 through E-6). Nominees must possess a 5-skill level or higher in the 1C6X1 career field, complete 30 semester hours towards a CCAF Associate's Degree, possess the appropriate Space Professional Certification level, and have completed mission ready certification in at least one system.

25.2.1.4. Airman (E-1 through E-4). Nominees must possess a 3-skill level or higher in the 1C6X1 career field, be enrolled in CCAF, possess the appropriate Space Professional Certification level, and must have completed mission ready certification in at least one system.

25.3. Nomination Procedures. Nominate individuals for the appropriate category in accordance with the grade they held for the majority of the competition year. Nominees promoted before 2 July will compete in the category for the rank they are promoted to. The period of award accomplishments is 1 Jan to 31 Dec. Each MAJCOM, FOA and DRU may submit a nomination for each category (one CGO for Space Ops, one SNCO, one NCO, and one Airman).

25.4. Suspense. Send nominations via email to the AF/A3ST Workflow mailbox (**usaf.pentagon.af-a3-5.mbx.a3st-workflow@mail.mil**) no later than 31 March.

25.5. Nomination Package. The nomination package will consist of the following:

25.5.1. Nomination letter signed by the MAJCOM/A3 or equivalent. The nominating office must certify that nominees meet all requirements including Space Pro certification, education level, and mission ready certification. Do not submit Space Pro SURF or CCAF transcripts.

25.5.2. An AF IMT 1206 (current form), Nomination for Award, in single-space bullet format, 30 lines maximum (including category headers), 12 point Times New Roman font . No added text on header lines. Nominations must be unclassified.

25.5.3. An unclassified citation IAW AFI 36-2805, Special Trophies and Awards, Attachment 3.

25.6. Selection Procedures. AF/A3ST or representative will act as board president and will form a board consisting of at least five 13S Lt Cols to score 13S nominee packages. The 1C6 Career Field Manager acts as the enlisted board president and will form a board consisting of at least five 1C600 Chief Master Sergeants to score all 1C6X1 nominee packages.

25.6.1. Selection Guidance. Winners will be selected based solely on the information contained in the nomination package. An individual's overall performance in accomplishing their assigned duties is the determining factor for award nomination. Community service with no Space Operations connections, although commendable, is not appropriate for this award and should not be included in the award nomination narrative. The board will determine points in each category based on the impact of the accomplishments, not level of assignment. The board results will be forwarded to AF/A3S for final approval.

25.6.2. Nomination Narrative. The narrative will include the three categories specified below. Include only information and achievements that occurred during the period of the award.

25.6.2.1. Contributions to Organizational Mission and Management Goals (30 points maximum). This category carries the most competition weight and must emphasize specific contributions the member made to the organization's mission and goals. Inputs must relate directly to Space Operations crew or staff duties and reflect the impact the actions had on the organization's mission and goals. Examples include development of new procedures that increase operations or management efficiency, critical support during DoD- or USAF-directed testing, and result-oriented support during deployments.

25.6.2.2. Education and Training Self-Improvement Efforts (10 points maximum). This category is limited to specific education or training directly related to the 13S/1C6X1 career field and assigned duties during the award period. Examples include technical training, pursuit of a Community College of the Air Force degree in Space Systems Operations, classes to improve instructor or evaluator skills, mission ready qualifications and courses aimed at improving the member's skills to perform his/her duties. Significant information to emphasize excellence, such as "Honor Graduate," should also be included.

25.6.2.3. Other Accomplishments (10 points maximum). This category is limited to additional duties, awards, prizes, titles, etc., which directly relate to the 13S/1C6X1 career fields. Examples include Air Force Association's Operational Excellence Award, Crew Member Excellence Award, Crew of the Quarter, Quality Team Awards, and Instructor/Evaluator of the Year. Each item listed in this category should provide a brief explanation of the nominee's actions towards earning the distinction.

25.6.3. Notification of Selection. AF/A3ST will notify the MAJCOM, FOA, or DRU of award winners by letter.

25.7. Presentation of the Award. AF/A3ST will notify winners and their chain of command by message within 60 days of the board convening date. The awards and citations are sent to the winners' nominating organization commanders or designee for presentation. Individual award winners in each category will receive an engraved trophy and a certificate signed by AF/A3/5. Winners of awards listed in table A4.1 are authorized to wear the US Air Force Recognition Ribbon IAW AFI 36-2805, paragraph 1.8.

Chapter 26

AIR BATTLE MANAGER OF THE YEAR AWARD

26.1. Introduction. This chapter establishes the annual Air Battle Manager (ABM) of the Year competition administered by Headquarters United States Air Force Directorate of Operations, Plans and Requirements Directorate (AF/A3O).

26.2. General Information:

26.2.1. Sponsor. The purpose of this award is to recognize the USAF's best individual company grade officer Air Battle Manager of the Year. A3O-AC is the OPR for this award on behalf of A3/5.

26.2.2. Selection. Selection is based on exceptional performance and contributions as an Air Battle Manager using the following categories:

26.2.2.1. Performance of Primary Duties (30 points). Primary duty of the nominee in his/her assigned capacity as a basic, instructor, or evaluator qualified ABM. Focus on accomplishments in primary duties and significant contributions to mission area improvement.

26.2.2.2. Leadership (30 points). Highlight the nominee's leadership and innovativeness in his/her assigned capacity or in additional duty/supervisory position. Detail initiatives that improved operations execution, organization and/or preparation at the work center-level. Indicate the level of responsibility nominee has undertaken and the level of professionalism he/she has attained. Although the inclusion of morale-boosting initiatives and events that enhanced the lives of members of the unit/group/community is encouraged, the emphasis is to capture how the candidate leads on a day-to-day basis in duty-related operational and supervisory capacities.

26.2.2.3. Contingency and Operational Achievements (30 points). Outline nominee's performance and efforts during operations to include contingencies and exercises. Focus on those actions that directly enhanced the combat edge/combat capability of the unit.

26.2.2.4. Other Accomplishments (10 points). Highlight additional wing/base/unit recognitions or accomplishments the member has been recognized for within the eligibility period (ex. Group CGO of the 3rd Qtr, Top Scope, MAJCOM Instructor of the Year, etc.). Use a maximum of two lines below the heading line.

26.3. Description and Presentation of Award.

26.3.1. The award element will consist of an individual award presentation funded IAW AFI 65-601, Vol. 1, Financial Management, paragraph 4.29.2., AFI 36-2805 paragraph 1.7, and the Joint Ethics Regulation, as well as the individual wear of the Air Force Recognition Ribbon. The award winner is authorized to wear the Air Force Recognition Ribbon according to AFI 36-2807.

26.3.2. The Award winner will be announced by letter from A3/5. Additional messages and presentations will be determined by the Air Force ABM Career Field Manager and the respective commanders.

26.4. Eligibility for Award. The competition year is based on the calendar year, 1 January through 31 December. Candidates must be an Air Battle Manager in the rank of captain and below working in a Battle Management Command and Control-related career field area as a primary duty. The nominees must be assigned to the nominating MAJCOM (or AFELM COCOM) for a minimum of six months as of 31 December of the competition year.

26.5. Nomination Procedures. MAJCOM A3s may nominate one ABM for the award period. No exception to the number of nominees will be considered.

26.5.1. Suspense. Nominations are due to the USAFE Combat Air Force Division at A3O-AC, via e-mail **AFA3OY.workflow@pentagon.af.mil** no later than 28 February.

26.5.2. **Nomination Submission.** Nominations will comprise of three attachments:

26.5.2.1. Attachment 1: An AF IMT 1206, must be used to justify the award. Use the front page only, 30 lines, of a standard AF IMT 1206, Times New Roman, with bullet format. Heading titles should be capitalized and no other information should be on that line. A job description is not required in the "Specific Accomplishments" section of the AF IMT 1206.

26.5.2.2. Attachment 2: This is a proposed citation to accompany the award. Use AFI 36-2803 as a guide. Type proposed citations double-spaced in 10-pitch with 1-inch margins and maximum length of 15 lines with local endorsement by the MAJCOM A3 or equivalent.

26.5.2.3. Attachment 3: Submissions must also contain a nomination recommendation letter endorsed by the appropriate the MAJCOM A3 stating the nominee meets all criteria.

26.6. Selection Procedures. HQ USAF A3O-AC is the OPR for this award. The Division Chief, A3O-AC, will enlist the support of three senior ABMs on the HAF/SAF staff. The Division Chief, A3O-AC, will serve as Board President with two other HAF ABM O-6s serving as board members. The O-6 board will score and rank all nomination packages and recommend the winner to HQ USAF A3O-AC for AF/A3O endorsement.

26.7. Notification of Selection. AF/A3O will notify the winners by letter through the appropriate command channels IAW paragraph 26.3 of this chapter.

Chapter 27

GROUND-BASED BATTLE MANAGEMENT COMMAND AND CONTROL CREW OF THE YEAR AWARD

27.1. Introduction. This chapter establishes the annual ground-based Battle Management Command and Control Crew (BMC2) of the Year competition administered by HAF Directorate of Operations, Plans and Requirements (AF/A3O).

27.2. General Information:

27.2.1. Description of Award. The purpose of this award is to recognize the USAF's best ground-based BMC2 Crew of the Year. AF/A3O-AC is the OPR for this award on behalf of AF A3/5.

27.3. Eligibility for Awards. The award will be given to tactical-level ground-based BMC2 crews for accomplishments during the preceding calendar year, 1 January through 31 December.

27.3.1. Crew Definition Requirement. All ground-based Battle Management Command and Control crew nominations will reflect a normal crew size IAW the appropriate AFI or theater-defined crew descriptions (AFI 11-13 Series).

27.4. Judging Categories. Selection is based on accomplishments or demonstrated proficiency of the highest order in the following categories: Outstanding Crew Accomplishments with Significant Results, Major Mission Accomplishments, Contributions to Battle Management. Each section will begin with the appropriate header.

27.4.1. Outstanding Crew Accomplishments with Significant Results (35 points): Detail the depth and breadth of the specific crew's mission accomplishments in 15 bullets. The emphasis within this section is to capture the magnitude of the crew's level of effort in direct tactical operations.

27.4.2. Major Mission Accomplishments (35 points). Detail major initiatives that improved operations execution, organization and/or preparation in 15 bullets. The emphasis within this section is to capture those items that directly impact the combat capability of the unit, group, wing, deployed command, or joint/coalition organization.

27.4.3. Contributions to Battle Management (30 points). Detail initiatives that enhance overall Battle Management Command and Control in 10 bullets. The emphasis within this section is to capture those actions/initiatives that directly impact joint, Coalition, and service doctrine, tactics, techniques, and procedures, planning, processes, etc.

27.5. Nomination Procedures. Nomination period is 1 January through 31 December. ACC, PACAF, NORAD/USNORTHCOM, USAFE-AFAFRICA, and ANG may nominate one crew for consideration. If an annual awards program does not exist, MAJCOMs and the ANG must establish nominee selection criteria. No exception to the number of nominees will be considered.

27.5.1. Suspense. Nominations are due to AF/A3O-AC workflow via e-mail to AF/**A3O-AC.workflow@pentagon.af.mil** no later than 28 February.

27.5.2. Nomination Submission. Nominations will be sent via email from the MAJCOM comprised of three attachments in the following format.

27.5.2.1. Attachment 1. Use AF IMT 1206 in single-spaced bullet format, Times New Roman font, 12-pitch, for each crew nomination. Heading titles should be capitalized with no other information on the line. Submissions are limited to the "front side" of the AF IMT 1206. An official crew designation will replace the "Rank/Name of Nominee" block (ex. CRC/728 EACS Combat Crew One). Ensure all acronyms are alphabetically spelled out on the back.

27.5.2.2. Attachment 2. A proposed citation to accompany the award. Use AFI 36-2805 Attachment 3 as a guide. The citation must be double-spaced in 10-pitch with 1-inch margins and a maximum length of 15 lines.

27.5.2.3. Attachment 3. Submissions must also contain a nomination recommendation letter endorsed by the appropriate the MAJCOM A3stating the nominated crew meets all criteria.

27.6. Selection Procedures. AF A3O-AC is the OPR for this award. The Division Chief will lead the evaluation board with two HAF/SAF Colonels, the 1C5 Career Field Manager and one CMSgt to evaluate all nominees and select winners. The board will score and rank all nomination packages and recommend the winner to AF A3O-A for AF/A3O endorsement.

27.7. Notification of Selection. The AF/A3O will notify the winners via email message, by letter through appropriate command channels.

27.8. Individual Award. The award element will consist of an official winner notification and the individual wear of the Air Force Recognition Ribbon. Note: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI-36-2805

Chapter 28

AIRBORNE AIR BATTLE MANAGEMENT CREW OF THE YEAR AWARD

28.1. Introduction. This chapter establishes the annual Air Battle Management Crew of the Year award competition sponsored by the Air Force Association (AFA) and administered by the HAF Directorate of Operations (AF/A3O).

28.2. General Information:

28.2.1. Description of Award. Each year the Air Force Association (AFA) honors the outstanding achievements of men and women throughout the United States Air Force, government, academia and the aerospace industry. One of those awards is the prestigious Air Battle Management Crew of the Year Award, where the best of the best USAF AWACS and Joint STARS crews compete for National recognition. AF/A3O-AC is the OPR for this award on behalf of AF/A3O.

28.2.2. Eligibility for Award. The competition year is based on the calendar year, 1 January through 31 December. The award is restricted to crews on USAF airborne platforms.

28.2.2.1. Crew Definition Requirement. All nominated Airborne Battle Management Command and Control crew nominations should be of a cohesive team working Battle Management Command and Control tactical operations. Crew nomination listing will reflect a normal crew size IAW the appropriate Air Force Tactics Techniques and Procedures (AFTTP) 13-1 AWACS or 13.1-JSTARS, or COCOM-defined crew descriptions.

28.2.2.2. Timing Requirement. All nominees within the nominated crew must be assigned to the nominating MAJCOM (or AFELM COCOM) in which they are competing as of 31 December of the competition year. If a nominee within a crew transfers to a new unit and/or MAJCOM, the nominee competes with organization that has ADCON as of 31 December of the competition year. Blended AC/ARC crews may compete via only one MAJCOM.

28.3. Origin and Purpose of Award:

28.3.1. Sponsor. AFA sponsors the award annually to recognize the outstanding USAF Airborne Air Battle Management Crew of the Year. The award will be given to a standard-sized airborne battle management crew for accomplishments during the preceding year (1 Jan – 31 Dec).

28.3.2. Judging Categories. Selection is based on exceptional performance and contributions as an Air Battle Management Crew using the following categories: Outstanding Crew Accomplishments with Significant Results, Major Mission Accomplishments and Contributions to Battle Management. Each section will begin with the appropriate header.

28.3.2.1. Outstanding Crew Accomplishments with Significant Results (35 points): Detail the depth and breadth of this specific crew's mission accomplishments. The emphasis within this section is to capture the magnitude of the crew's level of effort in direct tactical operations.

28.3.2.2. Major Mission Accomplishments (35 points). Detail major initiatives that improved operations execution, organization and/or preparation. The emphasis within this section is to capture those items that directly impact the combat capability of the unit, Group, Wing, Deployed Command, or joint/coalition organization.

28.3.2.3. Contributions to Battle Management (30 points). Detail initiatives that enhance Battle Management Command and Control in general. The emphasis within this section is to capture those actions/initiatives that directly impact Joint, coalition, and Service doctrine, tactics, techniques, and procedures, planning, processes, etc.

28.4. Description and Presentation of the Award.

28.4.1. The winning crew's name designator will be placed on the large AFA plaque prominently displayed at AF A3/5.

28.4.2. Awards will be announced by AFA and formally presented at the AFA's annual Air and Space Conference and Technology Exposition. The award element consists of the crew award presentation as well as the Air Force Recognition Ribbon. The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2807.

28.5. Nomination Procedures. MAJCOM/A3s may nominate one crew for consideration. No exception to the number of nominees will be considered. Nominations will comprise of three attachments:

28.5.1. Suspense. In the first week of January of each year, AF/A3O-AC will send a message to all MAJCOMS to requisition their nomination for the award. Nominations are due to the HAF C2 Operations and Employment Division at AF/A3O-AC via e-mail "AF/A3O-AC Workflow" no later than 28 February.

28.5.2. Nomination Submission. Nominations will be sent via email from the MAJCOM comprised of three attachments in the following format.

28.5.2.1. Attachment 1. On AF IMT 1206 must be used to justify the award. Use the front page only of a standard AF IMT 1206, Times New Roman, with bullet format. An official crew designation will replace the "Rank/Name of Nominee" block of the AF IMT 1206 (ex. Joint STARS/16 EACCS Combat Crew Two, AWACS/960 AACS Combat Crew Four, etc.). Heading titles should be capitalized and no other information should be on that line.

28.5.2.2. Attachment 2. This is a proposed citation to accompany the award. Use AFI 36-2803 as a guide. Type proposed citations double-spaced in 10-pitch with 1-inch margins and maximum length of 15 lines with local endorsement by WG/CC or equivalent.

28.5.2.3. Attachment 3. Submissions must also contain a nomination recommendation letter endorsed by the appropriate WG/CC stating the nominated crews meet all criteria.

28.5.2.4. Attachment 4. Provide a list of the individual crewmembers and of the nominating commander. The individual, team, unit or crew nominee(s) should be fully identified, along with job title, organization, mail address, commercial telephone, fax number and e-mail address. During the awards process, it is possible for nominees to be

reassigned or to otherwise have their contact data changed. Please be sure to keep AF/A3O-AC up to date with nominee (and commander) contact information.

28.6. Selection Procedures. AF/A3O-AC acts as AF/A3O OPR and facilitates this process for AF/A3O and AFA. A3O-AC's Division Chief will lead the evaluation board with at least two senior ABMs on the HAF staff. The board will score and rank all nomination packages and recommend the winner to AF/A3O-AC for AF/A3O endorsement to the AFA Board.

28.7. Notification of Selection. In the month of June, award packages are reviewed by the AFA National Aerospace Awards Committee. AF/A3O-AC then notifies the appropriate MAJCOM offices. AF A3/5 and AFA's Chairman of the Board will send congratulatory letters to award recipients with copies to the nominating commander identified on the submission. AFA will prepare news releases to announce winners. Awards and recipients are posted on the AFA website at **http://www.afa.org/AboutUs/nawards.asp**.

28.8. Award Presentation. The annual Air Battle Management Crew of the Year award is presented by the AFA at its annual National Aerospace Awards Ceremony in conjunction with its Air & Space Conference and Technology Exposition. Each award recipient's organization or unit is responsible for all travel and hotel expenses incurred to attend the award presentation. Due to scheduling conflicts, or based on prior agreements, some awards may be presented on other dates at events held local to the award recipients.

Chapter 29

AIR FORCE ANNUAL READINESS THRU LIVE, VIRTUAL, CONSTRUCTIVE/ MODELING AND SIMULATION AWARDS PROGRAM

29.1. Introduction. The Live Virtual Constructive (LVC)/Modeling and Simulation (M&S) awards program recognizes USAF military members (officers and enlisted), federal civilian employees, contractors (as part of a team), or small teams for sustained superior performance and outstanding achievements in the development or application of LVC/M&S within the Air Force to increase warfighter readiness. This program is open to all functional activities and all Air Force Specialty Codes.

29.2. Award Elements. Award elements consist of a memento to the winners accompanied by a certificate and letter signed by the Air Force Deputy Chief of Staff, Operations, Plans and Requirements (AF/A3/5).

29.3. Responsibilities.

29.3.1. AF/A3/5 establishes guidance and oversees this award program.

29.3.2. The Air Force Agency for Modeling and Simulation (AFAMS) is the designated Air Force office of primary responsibility for administration and management of this awards program. AFAMS establishes timelines and provides notice of deadlines for awards; ensures nomination packages have been properly submitted through assigned higher headquarters; performs duties as selection panel secretariat; and maintains a list of previous winners of awards associated with this chapter.

29.3.3. A colonel or civilian equivalent will chair and certify each of the Air Force Readiness thru LVC/M&S award panels; results will be approved by AF A3/5 or designated representative.

29.4. Eligibility. Individuals who are Air Force active duty military members, members of the Air National Guard and Reserves, and civilian employees; and small teams (comprised of no more than 10 members—government employees and contractors) whose work activities involve development and (or) use of LVC/M&S are eligible for these awards. Team membership may be comprised of military members, civilian employees, and contractors from the USAF and other Services. Individuals and small teams may compete for the awards outlined in paragraph 29.6.

29.5. Award Period of Service/Nomination Suspense. The award program is on a calendar year basis (1 January through 31 December). Nominations are due to the Air Force Agency for Modeling and Simulation not later than 30 March each year.

29.6. USAF M&S Award Categories and Eligibility . All functional activities and air force specialty codes are eligible for this program. Nominees must meet acceptable Air Force standards during the entire eligibility period. This program consists of four award categories including Acquisition/Life Cycle Management; Training; Test and Evaluation (T&E)/Experimentation; and Cross-Functional. The program also includes an Individual Lifetime Achievement award (see paragraph 29.7.). Government-led teams being nominated for these awards can be comprised of no more than 10 members of which more than 50% of the team must be government employees (military/civilian). Teams may be comprised of membership from a single AF organization, multiple AF organizations, or a joint organization

comprised of AF membership working an Air Force issue. Individuals nominated for the four categories listed above may be officers (lieutenant colonel and below), enlisted members (senior master sergeant and below), civilian employees (GS-14 and below or equivalent). One overall winner will be selected for each of the four categories for this AF-level recognition.

29.6.1. **USAF LVC/M&S Acquisition/Life Cycle Management Award:** Nominees must have demonstrated excellence across LVC/M&S acquisition functional activity and achieved one or more of the following criterion developing or using LVC/M&S to support warfighter readiness:

29.6.1.1. Substantially reduced time, resources, and risks associated with the entire LVC-related (program) acquisition process and/or avoided duplication with other projects.

29.6.1.2. Increased the quality, military worth, and supportability of fielded systems while reducing the total ownership cost throughout the total life cycle.

29.6.1.3. Enabled integrated product and process development across the entire acquisition lifecycle and or increased affordability of LVC/M&S use within the acquisition process.

29.6.1.4. Produced reusable, program-developed M&S artifacts.

29.6.1.5. Provided program-developed LVC/M&S, which will be interoperable with other existing and future DoD-owned or managed M&S and or supported compatibility with other DoD projects.

29.6.1.6. Implemented an integrated Live, Virtual, and Constructive (LVC) capability.

29.6.2. **USAF LVC/M&S Training Award:** Nominees must have demonstrated excellence across the training/readiness activity and achieved one or more of the following criterion developing or using LVC/M&S to increase warfighter readiness:

29.6.2.1. Increased the overall quality and effectiveness of training or operations across Services, Joint, and Coalition environments.

29.6.2.2. Provided warfighter readiness in a distributive fashion across multiple levels of security.

29.6.2.3. Provided warfighter readiness in a network-centric environment.

29.6.2.4. Supported Joint/Coalition interoperability within major training events or operations and or supported USAF LVC/M&S compatibility with other DoD projects and priorities.

29.6.2.5. LVC requirements stated such that the end product increased the affordability and efficiency of LVC/M&S use within the acquisition process.

29.6.2.6. Avoided duplication (of LVC/M&S developments) with other projects.

29.6.2.7. Decreased the footprint needed and time required for training.

29.6.2.8. Provided training at a reduced cost to the AF and its training events.

29.6.2.9. Advanced state of the art in training, to include new technologies, more distributed sites, web-based technology, and new areas not previously trained.

29.6.2.10. Implemented a new integrated Live, Virtual, and Constructive (LVC) capability.

29.6.3. **USAF LVC/M&S Test and Evaluation (T&E)/Experimentation Award:** Nominees must have demonstrated excellence across the LVC/M&S T&E/Experimentation functional activity and achieved one or more of the following criterion to support warfighter readiness:

29.6.3.1. Contributed significantly to the design, development, or verification and validation of LVC/M&S tools.

29.6.3.2. Advanced state of the art processes for integrating LVC/M&S with T&E/Experimentation tools throughout the lifecycle, thereby increasing capability to support the warfighter.

29.6.3.3. Increased efficiency of interfaces between the T&E/Experimentation LVC/M&S tools and other M&S functional areas, giving analysts a better capability to assess initiatives.

29.6.3.4. Accelerated the testing, evaluation, and (or) experimentation delivery of new capabilities to the warfighter through the use of LVC/M&S.

29.6.3.5. Improved support to the warfighter and program manager through the use of LVC/M&S.

29.6.3.6. Implemented a new integrated Live, Virtual, and Constructive (LVC) capability.

29.6.4. **USAF M&S Cross-Functional Award:** Nominees must have demonstrated excellence in multiple uses for LVC/M&S to increase warfighter readiness.

29.6.4.1. Contributed to the design, development and/or verification and validation of LVC/M&S tools.

29.6.4.2. Advanced the state-of-the-art of LVC/M&S capability.

29.6.4.3. Increased efficiencies and effectiveness in interfacing LVC/M&S tools or accelerated the delivery of new LVC capabilities.

29.6.4.4. Improved warfighting capability through the use of LVC/M&S.

29.6.4.5. Reduced costs to the AF and or DoD through the use of LVC/M&S.

29.7. USAF M&S Moody Suter Individual Lifetime Achievement Award: This lifetime achievement award recognizes an Air Force member for sustained performance and accomplishments over a career. Nominated individuals must have at least 10 years of work experience in an LVC/M&S-related field and have at least 20 years of military or federal civilian service or a combination thereof. Nominees must have demonstrated significant and specific contributions to the growth and enhancement as well as general excellence of LVC/M&S.

29.8. Nomination Procedures for the USAF LVC/M&S Functional and Cross-Functional Awards: AFAMS will establish nomination timelines and call for nominations. Supervisors or management officials in U.S. government organizations may nominate individuals and/or teams within their chain of command for these awards. Nominations for the functional and cross

functional awards shall be signed out by a wing commander or wing commander equivalent (or 2-digit staff equivalent) and vetted/endorsed through the MAJCOM, if appropriate.

29.8.1. For the four categories, nomination packages shall consist of the latest version of AF IMT 1206 using 12 pitch, Times New Roman, unless otherwise indicated in the announcement message. Using no more than 30 lines (excluding any topic headings), nominations should be accurate, succinct, and describe how the nominee's development and use of LVC/M&S tools significantly contributed to warfighter readiness as well as larger AF and DoD LVC/M&S community goals and objectives. For teams, the team members' names, ranks/grades, and for contractors (state name of their company beside the name) will be included on the second page of the AF IMT 1206.

29.8.2. Focus on the nominee's successes to maintain and (or) increase Air Force LVC/M&S standards or capabilities and the measurable, observable results the individual or team achieved.

29.8.3. Nominations for individuals reassigned to a different unit during the award period of service may address efforts performed in both units. If the nominee deployed during the award period of service, base the nomination on deployed and home-station contributions.

29.8.4. Acronyms used in the body of the AF IMT 1206 must be listed and defined on the second page of the AF IMT 1206. The acronym list does not count against the maximum lines permitted for nomination.

29.8.5. If classified information is included, the AF IMT 1206 will be marked and transmitted appropriately. Classified submissions will not be above the SECRET//US Only level. Submissions will be accompanied by an appropriate note to the unclassified AFAMS Workflow (**afams.workflow@afams.af.mil**).

29.8.6. Do not nominate an individual/team for the same work that won in a previous award period.

29.8.7. Nomination packages will be endorsed by the MAJCOM Vice Commander or equivalent.

29.9. Nomination Procedures for the Moody Suter Individual Lifetime Achievement Award: The nomination package should consist of a one-page length AF IMT 1206 (spell out abbreviations or acronyms on the second page), a proposed citation (Microsoft Word document, approximately 70 words), a SURF for military nominees or a complete civilian career brief for federal service nominees (experience, education/training, awards, previous experience/history), and a career biography or resume. Nominations for this award must be endorsed by the MAJCOM or MAJCOM equivalent Vice Commander.

29.10. Board Processes, Selection Panels, and Evaluation Criteria.

29.10.1. The Air Force Agency for Modeling and Simulation, as the delegated authority, shall provide board secretariat support to the selection panels.

29.10.2. The delegated authority shall establish panels for each of the functional/cross-functional awards as defined in paragraph 29.6.

29.10.3. Panel membership shall be cross-functional in nature. Air Force military members and civilian employees assigned to perform LVC/M&S activities at any level of command

may serve as members but shall be senior in rank to those nominated. They must also be available to devote the time required to evaluate and score the nomination packages during the time frames established by the delegated authority and the board president.

29.10.4. Each panel shall consist of at least three voting members who will work independent of each other while evaluating and scoring nominees.

29.10.5. The senior ranking member on the panel will be the panel president. Panel presidents will score the nominations as well as certify the panel members' scores and the outcome of the competition.

29.10.6. The panel president will first adjudicate the need for any discussions and rescoring actions in the event of major splits between panel members' scores. Rescoring may take place, but only when it's clearly evident that it will change the outcome (winner) of the competition—it must be in the best interest of and fair to all nominees concerned. The final decision for panel members to discuss or rescore any nominees will rest with the panel president.

29.10.7. Panel members cannot disclose the outcome of the panel to anyone prior to approval and formal announcement of the winners. Nor can panel members disclose or share with others how their command nominees ranked against other unit nominees in the scoring process. Panel members are required to destroy all documentation relating to the panel after the chairperson has approved the results and formally announced the winners.

29.10.8. Panel members may also consider and weight bullets that address collaboration (both inside and outside one's functional area); innovation; effective change management (account for the human element in developing solutions); documentation and communication (persuade and inform other stakeholders); and implementation and follow-through (ensure solutions are properly captured in policy, processes, training, and metrics).

29.11. No Winners in Category. If at the discretion of the evaluation board and the AF A3/5, no nomination is deemed worthy of an award in a category, no award will be given in that category for the year.

29.12. Presenting Awards: AF/A3/5 will announce award recipients by email message. AFAMS will determine the most appropriate method to present and distribute the award and mementos each year.

29.13. Air Force Recognition Ribbon/Pin. Members selected for individual awards or cited as part of a team award are authorized to wear the Air Force Recognition Ribbon (military member) or the Air Force Recognition Lapel Pin (civilian) in accordance with AFI 36-2805, *Special Trophies and Awards.* AFAMS will provide award winners appropriate documentation for updating their records through their appropriate personnel office. Contractors named part of a team are not eligible to wear the recognition pin, but unit commanders are encouraged to forward a memorandum to the contractor's company for their appropriate recognition programs.

29.14. National Training and Simulation Association (NTSA) award nominees. AFAMS, as the delegated authority will work through the winning unit commanders (or equivalents) and with supervisors of individuals or teams for submission to the NTSA award program. Winners at the national level are normally recognized during the Inter-service/Industry Training, Simulation and Education Conference (I/ITSEC).

Chapter 30

GENERAL JEROME F. O' MALLEY AWARD FOR AIRBORNE RECONNAISANCE

30.1. Introduction. This chapter provides procedures for submission and selection of candidates for the General Jerome F. O'Malley Award. Nominations are open to all airborne reconnaissance crewmembers in the United States Air Force, Air National Guard, and Air Force Reserve for each of the following platforms covered under AFI11-220. One nomination submission is authorized for the RC-135S/U/V/W, U-2 and SENIOR SCOUT.

30.2. Origin and Purpose of Award:

30.2.1. The Air Force Association (AFA) sponsors the award annually to recognize the best manned airborne reconnaissance crew in the Air Force. The award will be given to an aircrew member(s) who contributed the most to manned reconnaissance aviation during the previous calendar year (1 January to 31 December) while assigned to an airborne reconnaissance unit.

30.2.2. For platforms with aircrews from multiple wings/squadrons, there will be one package, fully coordinated with all units. The 55 WG will be the lead for RC-135 submissions, and 169 IS, Utah ANG will be lead for SENIOR SCOUT submissions. The 9 RW will be lead for U-2 submissions.

30.3. Description of Award.

30.3.1. The award consists of a large metal plaque permanently displayed in the Pentagon with each winner's name engraved thereon. Replicas of the plaque will be presented to the winner(s).

30.3.2. The annual recipient(s) is/are eligible to wear the Air Force Recognition Ribbon.

30.4. Nomination and Selection Process:

30.4.1. In January of each year, ACC/A3C will send a message to the 55WG, 169IS, and 9RW requesting their nomination for the award. Nominations will be completed on AF Form 1206, limited to two pages using 12 pitch, Times New Roman font. Nominations will be accompanied by a cover letter from the Wing Commander or his designated deputy.

30.4.2. **Nomination Packages:**

30.4.2.1. Include the following information in each package:

30.4.2.2. Name of the reconnaissance aircraft and the associated units flying the particular mission described in the narrative.

30.4.2.3. List the names of all mission crewmembers selected for the award described in the narrative. Crewmembers must have participated in the event described in the narrative and be listed on the flight orders for that mission. The total list of names will not exceed the number of eligible crew positions (students will not be included).

30.4.3. A combat air force selection board will convene consisting of field grade members, within HQ ACC, uniquely familiar with the mission and operation of each nominated platform. The selection board will review and score each nomination. Ballots will be returned and tabulated by ACC/A3C. In case of a tie, the Director of Operations, HQ ACC

holds the tiebreaker vote. The highest scoring nomination will be forwarded to the Commander ACC for his approval.

30.5. Schedule. The following target dates will be used:

Table 30.1. Milestones.

MILESTONES	NOT LATER THAN
Announcement	15-Jan
Unit Nominations to HQACC/A3C	1-Mar
CAF Selection Board	15-Mar
COMACC Approval	15-Apr
Final Award Package arrives at AFA	1-May

SAMUEL D. COX, Lt Gen, USAF
DCS, Manpower, Personnel and Service

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD 5200.1-R, *Information Security Program*, 14 January 1997

DoD Directive (DoDD) 3600.01, *Information Operations (IO)*, 14 August 2006

DoD Instruction (DoDI) 3608.11, *Information Operations Career Force*, 4 November 2005

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CJCS Manual (CJCSM) 1630.01, *Joint Information Operations Force*, 16 March 2009

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AF Doctrine Document (AFDD) 2-5, *Information Operations*, 11 January 2005

AF Policy Directive (AFPD) 36-28, *Awards and Decorations Program*, 1 August 1997

AF Handbook (AFH) 33-337, *The Tongue And Quill*, 1 August 2004

AFI 31-401, *Information Security Program Management*, 1 November 2005

AFI 10-704, *Military Deception Program*, 30 August 2005

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 14 June 2010

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

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

AFI 36-2905, *Fitness Program*, 1 July 2010

AFI 36-2907, *Unfavorable Information File (UIF) Program*, 17 June 2005

AFI 51-202, *Nonjudicial Punishment*, 7 November 2003

AFI 65-601 V1, *Budget Guidance and Procedures*, 3 March 2005

AF Manual (AFMAN) 33-363, *Management of Records*, 1 March 2008

AF FORM 310, *Document Receipt and Destruction Certificate*, 1 November 1995

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

AF IMT 1206, *Nomination for Award*, 1 July 2000

AF FORM 3649, *Save Award*, 18 July 2007

AF FORM 3648, *Lt Gen Gordan A. Blake Aircraft Save Award*, 18 July 2007

DD FORM 2266, *News Release Information, Hometown*, June 1995

Abbreviations and Acronyms

ACC—Air Combat Command

AD—Active Duty

AF—Air Force

AFA—Air Force Association

AFAA—American Fighter Aces Association

AF/A3/5—Deputy Chief of Staff, Operations, Plans & Requirements

AF/A3S—Directorate of Cyber & Space Operations

AF/A3O—QI – Information Operations Division

AF/A3ST—Force Development & Training Division

AF/A5RE—Electronic Warfare Division

AFE—Aircrew Flight Equipment

AFEWAAP—AF Electronic Warfare Awards Program

AFFOR—- component air force

AFRC—Air Force Reserve Command

AFRR—Air Force Recognition Ribbon

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFSOC—- Air Force Special Operations Command

ALS—Airman Leadership School

AM—Airfield Management

AMS—Assignment Management System

ANG—Air National Guard

AOC—Air Operations Center

AOF—Airfield Operations Flight

ARC—Air Reserve Component

ARM—Aviation Resource Management

ATC—Air Traffic Control

ATCA—Air Traffic Control Association

CAF—Combat Air Forces

CEA—Career Enlisted Aviator

CED—- Contingency/Exercise Deployment

CFETP—Career Field Education and Training Plan

CFM—Career Field Manager

CI—Counter Intelligence

CMR—Combat Mission Ready

CP—Command Post

CSAF—Chief of Staff of the Air Force

CY—Calendar Year

DOC—Designed Operations Capability

DoD—Department of Defense

DRU—Direct Reporting Unit

EAD—Extended Active Duty

EW—Electronic Warfare

FOA—Field Operations Agency

FOAA—Field of Aeronautics and Astronautics

FTU—Field Training Unit

GG—General Grade

GS—General Schedule

HAF—Headquarters Air Force

HHQ—Higher Headquarters

IAW—In Accordance With

IFO—Influence Operations

IFOF—International Forest of Friendship

IMA—Individual Mobilization Augmentee

IO—Information Operations

IOSS—Inter-Agency OPSEC Support Staff

IOT—- Information Operations Team

JPOTF—- Joint MISO Task Force

JTF—- Joint Task Force

MAJCOM—Major Command

MFM—MAJCOM Functional Managers

MILDEC—Military Deception

NAA—National Aeronautic Association

NAC—National Aviation Club

NAF—Numbered Air Force

NATO—North Atlantic Treaty Organization

NCO—Noncommissioned Officer

NetA—Network Attack

NetD—Network Defense

NS—Network Warfare Support

NSPS—National Security Personnel System

OPR—Office of Primary Responsibility

OPSEC—Operational Security

PA—Public Affairs

MISO—Psychological Operations

RDS—Records Disposition Schedule

RIPs——Reports of Individual Personnel

—S – Secret

SCI—Special Compartment Information

SAP—Special Access Program

SAR—Special Access Required

SEI—Special Experience Identifier

SERE—Survival, Evasion, Resistance, and Escape Specialist Awards

SM—- Signature Manager

SMC—- Signature Management Course

SNCO—Senior Noncommissioned Officer

TACP—Tactical Air Control Party

TADIL—Tactical Digital Information Links

TDY—Temporary Duty

TS—Top Secret

UCMJ—Uniform Code of Military Justice

UIF—Unfavorable Information File

USAFR—United States Air Force Reserve

UTC—Unit Type Code

Attachment 2

OFFICES OF PRIMARY RESPONSIBILITY FOR AWARDS

Table A2.1. Offices of Primary Responsibility for Awards.

OPR	OPR Address	Chapters
AF/A3O	1480 Air Force Pentagon Washington DC 20330-1480	2, 4, 5, 6, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 26,27,28
AF/A3S	1480 Air Force Pentagon Washington DC 20330-1480	25
HQ AFFSA/A3A	6500 S. MacArthur Blvd Building 4, Rm 240 Oklahoma City OK 73169	3
AF/A5RE	1480 Air Force Pentagon Washington DC 20330-1480	12
ACC/A3TO	204 Dodd Blvd Langley AFB VA 23665	13
AF/A3O-Q	Bldg 5683, Ste 140 Bolling AFB DC 20032	23
AFAMS	3051 Technology Parkway Orlando FL 32826	29
ACC/A3CR	Langley AFB VA 23665	30