

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2812

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Personnel

**MANPOWER AND RESERVE AFFAIRS
AWARD PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, and describes Manpower and Reserve Affairs awards presented to individuals in recognition of their outstanding contributions or service to the Department of the Air Force. It explains who is eligible for the awards and applies to all Air Force military personnel, including Air Force Reserve and Air National Guard personnel, and Air Force civilian personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through appropriate chain of command. 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/afirms/afirms/afirms/rims.cfm>.

1. Office of the Secretary of the Air Force, Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR):

- 1.1. Manages the Manpower and Reserve Affairs Award Program.
- 1.2. Establishes award criteria.
- 1.3. Acquires coins and other tangible awards IAW AFI 65-601, Vol 1, *Budget Guidance and Procedures*.
- 1.4. Arranges for the presentation of the awards.
- 1.5. Maintains a record of all award recipients.
- 1.6. Presents awards only to authorized personnel.

1.7. Ensures awards are not presented as personal gifts, tokens of appreciation, recognition of the contribution of unaffiliated parties.

2. The Manpower and Reserve Affairs Recognition and Appreciation Coin Award.

2.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs may present performance recognition coins to personnel of the Department of the Air Force, including the Air National Guard and Air Force Reserve, for outstanding contributions or service rendered in furtherance of the Air Force mission. Presentation of the coin award recognizes either continuing contributions or a single achievement. The purpose of this coin is to provide Manpower and Reserve Affairs with an informal means to show recognition of and appreciation for outstanding job performance.

DANIEL B. GINSBERG
Assistant Secretary
(Manpower and Reserve Affairs)

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations*, 1 August 1997

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

AFI 65-601, Vol I, *Budget Guidance and Procedures*, 3 March 2005

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIM—Air Force Records Information Management System

e-Publishing—The electronic publishing website

IAW—In Accordance With

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule