

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

**AIR FORCE INSTRUCTION 36-2829**

**1 MARCH 2016**



**Personnel**

**EUGENE M. ZUCKERT MANAGEMENT  
AWARD**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at <http://www.e-publishing.af.mil>.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: AFMAA/MAMD

Certified by: AF/A1  
(Mr Robert Corsi)

Supersedes: AFI 36-2829, 22 March 2012

Pages: 6

---

This instruction implements Air Force Policy Directive (AFPD) 36-28, Awards and Decorations Programs. It applies to individuals at all levels, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. The program, sponsored by the Chief of Staff of the Air Force and administered by the Air Force Manpower Analysis Agency (AFMAA), mandates the presentation of this annual award, recognizing outstanding management achievements by a top-level Air Force manager.

In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for the Eugene M. Zuckert Management Award. This Air Force publication may be supplemented at any level; MAJCOM-level supplements must be approved by the HSB prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Field activities have to send implementing publications to higher headquarters functional OPR for review and coordination before publishing. OPR determines that no waivers may be granted for any part of the publication. This publication requires the collection or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect or maintain the records prescribed in this publication are Title 10 United States Code, Section 1125 and AFPD 36-28, *Awards and Decorations*. Forms affected by the PA have an appropriate PA statement.

The applicable Privacy Act System of Records Notice F036 AF PC V, Awards and Decorations, is available online at:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/tabid/5915/Category/11159/department-of-the-air-force.aspx>.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with the Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

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

Revisions update the office of primary responsibility (OPR), the certifying official, the approving official, and the nomination process.

**1. Purpose.** The Eugene M. Zuckert Management Award was established as a tribute to the Honorable Eugene M. Zuckert, who served as Secretary of the Air Force from January 1961 to September 1965. It recognizes outstanding management achievement by a senior Air Force manager.

**2. Eligibility.**

2.1. Air Force general officers (brigadier general through lieutenant general), or equivalent-level civilians, who occupy positions of command or general management of both military and civilian personnel in an Air Force organization are eligible for nomination. A grade exception may be made with the approval of the Review Committee.

2.2. The Secretary of the Air Force, Under Secretary of the Air Force, Assistant Secretaries, Chief of Staff, Vice Chief of Staff, and Assistant Vice Chief of Staff (CVA) are not eligible for nomination.

**3. Nominating Procedures.** Each major command (MAJCOM), field operating agency (FOA), direct reporting unit (DRU), and Headquarters US Air Force (HQ USAF) two-letter office may nominate one person assigned to his/her organization during the award period (1 October through 30 September).

**4. Memo of Transmittal.** A memo of transmittal has to accompany each nomination and include the name, grade, office symbol, and Defense Switched Network (DSN) number of a command point of contact. The memo of transmittal cannot be endorsed by any member in the selection process described in section 7. This memo has to be signed by one of the following: MAJCOM/FOA/DRU--Commander or Vice Commander, HQ USAF--Assistant or Principal Deputy Assistant Secretary, Deputy Chief of Staff (DCS), Director, Office of the Secretary of the Air Force, or the Administrative Assistant to the Secretary of the Air Force.

**5. Selection Process.**

5.1. The Director of Manpower, Organization and Resources (HQ USAF/A1M) serves as the Executive Secretary to the Review Committee and the Air Force Manpower Analysis Agency (AFMAA) administers the award for HQ USAF/A1M.

5.2. The Zuckert Management Award Review Committee consists of the Under Secretary, Assistant Secretary for Manpower and Reserve Affairs, Vice Chief of Staff, and Assistant Vice Chief of Staff. The Review Committee evaluates the nominations and recommends two of the candidates to the Secretary and Chief of Staff, who jointly make the final selection.

**6. Award Description.** The award consists of a plaque and citation (signed by the Secretary of the Air Force). The recipient's name is also added to the Eugene M. Zuckert Management Award perpetual plaque maintained in the Pentagon. Recipients of this award are authorized to wear the Air Force Recognition Ribbon in accordance with Air Force Instruction (AFI) 36-2805, *Special Trophies and Awards*.

**7. Presentation of Award.** The Secretary of the Air Force presents the award at a ceremony, normally held in the Pentagon.

DANIEL R. SITTERLY, SES, Principal Deputy  
Assistant Secretary  
(Manpower and Reserve Affairs)

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

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

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

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAA**—Air Force Manpower Analysis Agency

**AFMAA/MAMD**—Air Force Manpower Analysis Agency, Manpower Determination Branch

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**DCS**—Deputy Chief of Staff

**DRU**—Direct Reporting Unit

**DSN**—Defense Switched Network

**FOA**—Field Operating Agency

**HQ USAF**—Headquarters United States Air Force

**HQ USAF/A1M**—Headquarters United States Air Force Director, Manpower, Organization and Resources

**MAJCOM**—Major Command

**OPR**—Office of Primary Responsibility

**WWW**—World Wide Web

**Attachment 2****NOMINATION FORMAT FOR THE EUGENE M. ZUCKERT MANAGEMENT AWARD****A2.1. AF FORM 1206 REQUIRED SECTIONS.**

A2.1.1. MARKED SUCCESS IN MANAGING A PARTICULARLY IMPORTANT AIR FORCE PROJECT OR PROGRAM.

A2.1.2. Project/program title, scope, and resources.

A2.1.3. Management activities within the nominee's functional responsibilities and resources.

A2.1.4. Tangible results of the nominee's contributions.

**A2.2. SUCCESSFUL MANAGEMENT OF AN OPERATION OR PROGRAM AFFECTING SEVERAL FUNCTIONAL AREAS.**

A2.2.1. Programs directed, coordinated, and controlled to achieve a common objective.

A2.2.2. Responsibilities and resources outside the nominee's normal span of control.

**A2.3. DEVELOPMENT OF MANAGEMENT PRACTICES SO VITAL AS TO RECEIVE AIR FORCE-WIDE OR MAJOR COMMAND ACCEPTANCE AND USE.**

A2.3.1. Benefits resulting from Air Force or command-wide implementation of nominee's management innovations.

A2.3.2. Emphasis is on ability to improve broad-scope operations.

**A2.4. DEVELOPMENT OF A SUCCESSFUL PROGRAM MATERIALLY AFFECTING HUMAN RELATIONS, EMPLOYEE MOTIVATION, OR ESPRIT DE CORPS.**

A2.4.1. Actions to improve human relations and team environment.

A2.4.2. Number of military and civilian personnel affected.

A2.4.3. Tangible results of management action.

**A2.5. BROAD RECOGNITION OVER A SUSTAINED PERIOD AS AN OUTSTANDING AIR FORCE MANAGER OF TOTAL RESOURCES--HUMAN AND MATERIAL.**

A2.5.1. Recognition/special honors received for effective resource management, include reason and significance of each award.

A2.5.2. Military or civilian decorations, awards, or honors apply.