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Personnel

GENERAL COUNSEL AWARDS PROGRAM

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OPR: SAF/GCA

Certified by: SAF/GC
(Mr. Don Fox)
Pages: 6

Supersedes AFI36-2869, 11 October 2002

This instruction implements AFD 36-28, *Awards and Decorations*, and describes the General Counsel awards presented to individuals in recognition of their outstanding service and contributions to the Department of the Air Force. It explains who is eligible for the awards, the criteria and procedures for nomination, and who selects the winners. It applies to Air National Guard and Air Force Reserve personnel.

SUMMARY OF CHANGES

This interim change (IC) amends AFI 36-2869, General Counsel Awards Program. It adds a new type of General Counsel Award, "The General Counsel's Excellence in Ethics Program Award" (new paragraph **3.5.**) and republishes what was paragraph **3.5.** as a new paragraph **3.6.** A margin bar indicates newly revised material.

1. Office of the Secretary of the Air Force, SAF/GC. The General Counsel:

- 1.1. Manages the General Counsel's Award Program
- 1.2. Establishes award criteria
- 1.3. Announces award recipients each year
- 1.4. Acquires plaques and other tangible awards
- 1.5. Arranges for the presentation of the awards
- 1.6. Ensures that all records created pursuant to this AFI are maintained and disposed of IAW AFMAN 37-139, "Records Disposition Schedule."

2. Selecting Recipients. The General Counsel:

- 2.1. Accepts nominations
- 2.2. May appoint a formal or informal panel to review nominations and make recommendations concerning selection of recipients
- 2.3. Makes final selection of recipients
- 2.4. May decide not to make an award if he/she finds no suitable nominees

3. Awards:

3.1. The General Counsel's Award: This award is presented by the General Counsel and recognizes one or more attorneys from the staffs of the General Counsel and The Judge Advocate General, including Air National Guard and the Air Force Reserve personnel, who have clearly demonstrated innovative, efficient, and effective use of legal resources and personnel in a collaborative way to benefit Air Force clients. This award can recognize either continuing contributions or a single achievement that reflects effort above and beyond that which is typically displayed in accomplishing assignments and the workload of the Air Force legal team. There is no limitation on the number of nominations that may be submitted; however, each must be indorsed by at least one supervising attorney. The last day for meeting the eligibility requirements is December 31st of the year for which the award is being given. Nominations will be made on Air Force 1206, Nomination for Award; a completed proposed award citation will follow the format found in AFI 36-2805; a biographical sketch may also be submitted. Military and civilian recipients will receive an award certificate and plaque.

3.2. The General Counsel's Alternative Dispute Resolution (ADR) Award: This award is presented by the General Counsel to recognize the contributions of any individual, group, or organization (including Major Commands) to advance the Air Force ADR and negotiations program and the goal of early and/or successful appropriate dispute resolution processes in avoidance of, or in furtherance of the Air Force's interests in, litigation. Any Air Force organization or employee of the Department of the Air Force (including non-attorneys) may be eligible for this award. Nominations for this award will be made on AF Form 1206, Nomination for Award, together with a completed proposed award citation in the format found in AFI 36-2805, through Command channels, to the Office of the General Counsel, Dispute Resolution Division (SAF/GCD). Calls for nominations, and the award criteria, will be announced by SAF/GCD on a periodic basis. SAF/GCD will make recommendations to the General Counsel, who will select award winners. Recipients of this award will receive an award certificate and plaque.

3.3. The General Counsel's Procurement Fraud Remedies Award: This award is presented by the General Counsel to recognize the contributions of any individual, group, or organization (including Major Commands) to advance the Air Force Procurement Fraud Remedies Program. Any Air Force organization or employee of the Department of the Air Force (including non-attorneys) may be eligible for this award. Nominations for this award will be made on AF Form 1206, Nomination for Award, together with a completed proposed award citation in the format found in AFI 36-2805, through Command channels, to the Office of the General Counsel, Contractor Responsibility (SAF/GCR). Calls for nominations, and the award criteria, will be announced by SAF/GCR on a periodic basis. SAF/GCR will make recommendations to the General Counsel, who will select award winners. Recipients of this award will receive an award certificate.

3.4. The General Counsel's Procurement Law Award: This award is presented by the General Counsel to recognize the contributions of an individual to advance the Air Force practice of acquisition or operational contract law. Nominations for this award will be made on AF Form 1206, Nomination for Award, together with a completed proposed award citation in the format found in AFI 36-2805, through Command channels, to the Office of the General Counsel, Acquisition Law Division (SAF/GCQ). Calls for nominations, and the award criteria, will be announced by SAF/GCQ on a periodic basis. SAF/GCQ will make recommendations to the General Counsel, who will select the award winner. Recipients of this award will receive an award certificate.

3.5. The General Counsel's Excellence in Ethics Program Award: This award is presented by the Air Force General Counsel to recognize a group or organization's exceptional contributions to the promotion of the Air Force culture of ethics based on our Core Values and as a part of an ethics program. The award may be given either for a single year of extraordinary accomplishments or for a pattern of truly exemplary accomplishments over a period spanning several years. Any Air Force group or organization (including a Major Command) is eligible for this award. Nominations for this award will be made on AF Form 1206, Nomination for Award, together with a completed proposed award citation in the format found in AFI 36-2805, and forwarded through command channels to the Office of the General Counsel, Fiscal and Administrative Law Division (SAF/GCA). Calls for nominations and the award criteria, will be announced by the General Counsel on a periodic basis. SAF/GCA will make recommendations to the General Counsel, who will select award winners. Recipients of this award will receive an award certificate and plaque.

3.6. The General Counsel's Recognition and Appreciation Coin Award: The General Counsel may present performance recognition coins to personnel of the Department of the Air Force, including the Air National Guard and Air Force Reserve, and to personnel of other military departments and Executive Branch agencies 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 the General Counsel with an informal means to show recognition of and appreciation for outstanding job performance. Presentation of the General Counsel's Recognition and Appreciation Coin Award to personnel of other military departments and Executive Branch agencies will be set forth in a memorandum signed by the General Counsel citing the basis for recognition, a copy of which shall be kept by the Office of the General Counsel.

MARY L. WALKER
General Counsel of the Air Force

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

AFPD 36-28, *Awards and Decorations*

AFMAN 37-139, *Records Disposition Schedule*

Attachment 2**INTERIM CHANGE (IC) 2005-1 TO AFI 36-2689,
GENERAL COUNSEL AWARDS PROGRAM****21 JUNE 2005*****SUMMARY OF REVISIONS***

This interim change (IC) amends AFI 36-2869, *General Counsel Awards Program* (11 October 2002). It designates Mr. Joseph L. Trombo, SAF/GCA as the OPR, and corrects the honorific used for the certifying official. It also adds two varieties of General Counsel Awards: The General Counsel Alternative Dispute Resolution Award (new paragraph 3.2.), and The General Counsel Procurement Fraud Award (new paragraph 3.3.). It expands eligibility for the General Counsel's Recognition and Appreciation Coin Award to personnel of other military departments and Executive Branch agencies, for outstanding contributions or service rendered in furtherance of the Air Force mission (amended paragraph 3.4.).

OPR: SAF/GCA (Mr. Joseph L. Trombo)

Certified by: SAF/GC (The Honorable Mary L. Walker)

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