

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

AIR FORCE INSTRUCTION 36-2872

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Personnel

THE WILLIAM A. DAVIDSON AWARD



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations*, and establishes the criteria and procedures for submitting nominations for the Air Force-level William A. Davidson Award for Outstanding Contributions to the Security and Law Enforcement Professions. Nominations are open to any Air Force active duty, Air Force Reserve, and Air National Guard military or civilian personnel assigned below the level of the HAF (Secretariat and Air Staff) or MAJCOM/NAF Headquarters. Forward recommended changes or suggested improvements about this Instruction on AF Form 847, *Recommendation for Change of Publication*, through appropriate functional's chain of command to SAF/AA or e-mail to safaa.workflow@pentagon.af.mil.

Ensure all records created as a result of processes prescribed in this Instruction are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims.rims.cfm>.

This Instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and/or maintain Privacy Act system of records prescribed in this Instruction are covered under the Privacy Act System of Record Notice F036 AF PC V, Awards and Decorations apply. Forms affected by the Privacy Act must have an appropriate PA statement. The applicable Privacy Act System Notice is available online at: <http://privacy.defense.gov/notices/usaf>.

1. Purpose of the Award. This award recognizes the Air Force individual who has personally and profoundly impacted the Security and Law Enforcement communities through accomplishments that have had broad impact at field level.

2. Description of the Award.

2.1. The award is named in honor of William A. Davidson, former Administrative Assistant to the Secretary of the Air Force (SAF/AA), for his outstanding leadership, service and dedication to the Air Force and Nation. In his role as the SAF/AA, Mr. Davidson was also dual-hatted as the Senior Security Official for the Air Force and widely known for his outstanding interagency and cross-functional/cross-service networks, calculated risk-taking ability, innovation and overall impact across the Security profession.

2.2. The award, established in 2011, is a plaque engraved with the winner's name which will remain on permanent display at the Pentagon, and an individually engraved plaque to be presented to the winner. Both military and civilian award winners will be authorized to wear the Air Force Recognition Ribbon and civilians authorized to wear the Air Force Recognition Ribbon lapel pin in accordance with AFI 36-2805, *Special Trophies and Awards*, para. 1.8.1 and 1.8.1.3.

3. Eligibility Criteria. Nominations are open to all Air Force active duty, Air Force Reserve, and Air National Guard military or civilian Airmen not assigned to Headquarters Air Force, MAJCOM, or NAF staffs. This award is limited to members directly assigned to Security related or Law Enforcement duties with less than ten years of service in specialties 08X, 18XX, 3P, 7S and 71S and in the following grade levels or below: GS/GG-12, O-3, and E-6.

4. Nomination Procedures. Nominations for the award are submitted through the respective MAJCOM/FOA/DRU to SAF/AA; only one nomination per organization will be accepted. Submissions for all awards must reach SAF/AA by 15 March. The award period covers accomplishments from 1 January through 31 December of the previous year. Nomination packages will be forwarded to safaa.workflow@pentagon.af.mil. Packages submitted by each MAJCOM/FOA/DRU and Air National Guard Bureau will include a cover memorandum signed by the Director/Commander or Deputy. Cover memo will include nominee's name, rank/grade, organization, telephone number, e-mail address, and assigned unit. Additionally, the cover memo will have three attachments:

4.1. Biographical fact-sheet that includes rank/grade and full name, duty assignment, organization and location, unit mission, unit Commander/Director, military and civilian education to include academic levels, and military awards and decorations.

4.2. Specific justification for the award submitted on AF Form 1206, *Nomination for Award*, one page, single spaced, 12-pitch, Times New Roman, bullet format, noting achievements from the applicable calendar year only. Classified nominations will be accepted, but must be submitted IAW DoD 5200.1-R, *Information Security Program*. Category headings for all nominations are the following: Cross-functional/Cross-service Involvement, Innovation and Performance Results.

4.3. Citation for award limited to eleven lines and must be unclassified. (See AFI 36-2805, Atch 3, for format).

5. Selection Process. The Deputy SAF/AA will chair an annual board consisting of prominent leaders within the Security and Law Enforcement communities to evaluate nominations and select the winner with final approval by the SAF/AA, the Senior Security Official for the Air Force.

6. Award Announcements and Presentations. SAF/AA or a designated representative will notify the commander or director and the winner. The award will be presented at the Pentagon in an appropriate venue with the Security and Law Enforcement communities. As the sponsor for the William A. Davidson Award, SAF/AA will fund the winner's TDY, plus one, to attend the award ceremony.

DARRELL D. JONES, Lt General, USAF
DCS, Manpower, Personnel and Services

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

AFPD 36-28, *Awards and Decorations Programs*, 1 Aug 1997

AFI 36-2805, *Special Trophies and Awards*, 29 Jun 2001

Adopted Forms

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

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

DRU—Direct Reporting Unit

FOA—Field Operating Agency

HAF—Headquarters Air Force (Secretariat and Air Staff)

MAJCOM—Major Command

SAF/AA—Administrative Assistant to the Secretary of the Air Force