

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

AIR FORCE INSTRUCTION 36-2817

20 MAY 2015

Civil Engineer



CIVIL ENGINEER AWARDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A4CS

Certified by: AF/A1 (Mr. Robert Corsi)

Pages: 16

Supersedes: AFI36-2817, 23 January
2004

This Instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs* and Air Force Instruction (AFI) 36-2805, *Special Trophies and Awards*. It applies to Air Force (AF) units, active duty personnel and civilians including AF Reserve Command (AFRC) and Air National Guard (ANG) units and personnel, except where noted otherwise. This publication may be supplemented at any level, but all direct Supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification approval. The authorities to waive wing/unit level requirement in this publication are identified with a Tier (“T0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) 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 has been completely revised and must be reviewed thoroughly prior to any award submission.

Chapter 1

RESPONSIBILITIES

1.1. Air Force Director of Civil Engineers. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (HQ AF/A1) develops personnel policy for Awards and Decorations Policy. This Air Force Instruction (AFI) may be supplemented at any level.

1.2. Air Force Civil Engineer Center (AFCEC).

1.2.1. Manages execution of the Civil Engineer Awards Program. **(T-1)**

1.2.2. Establishes and maintains guidance on awards criteria. **(T-1)**

1.2.3. Generates and releases annual call letter to solicit for nominations. An effort should be made to release a single, consolidated call letter, to include awards falling within both fiscal and calendar year periods of eligibility, regardless of award type or agency. **(T-1)**

1.2.4. Manages nomination submission processes and requirements. **(T-1)**

1.2.5. Coordinates selection of awards panel members and oversees the award winning selection process. **(T-1)**

1.3. Major Commands (MAJCOMs). Provides award panel members as required to support the award winner selection process.

Chapter 2

NOMINATION AND SELECTION PROCEDURES

2.1. Civil Engineer Awards. The Director of Civil Engineers annually recognizes civil engineer organizations and personnel for outstanding achievement and urges MAJCOMs, field operating agencies (FOAs), and direct reporting units (DRUs) to nominate units, squadrons, flights, teams or individuals for the awards. See [Attachment 2](#) for a complete list of awards.

2.2. General Nominating Procedures.

2.2.1. Joint Basing: AF members of a Joint Base (JB) that are under AF lead qualify for all awards listed in this Instruction. AF military members of a JB that are under Army or Navy lead will qualify only for individual awards listed in this Instruction if the individual meets the eligibility criteria listed for the awards. However, flights that are not embedded in the lead Service organization and who still perform an AF-specific mission are still eligible to compete for flight awards. Units (squadrons) that are not eligible for AF awards are potentially eligible for awards of the lead Services. Individuals nominated for lead Service awards should not be nominated for like AF awards.

2.2.2. Contractors are not eligible for any individual or team awards pertaining to this AFI. **(T-0)**

2.2.3. Submit nomination packages on AF Form 1206, *Nomination for Award* (Information Management Tool format) according to the directions outlined in the annual call letter.

2.2.3.1. Nominations exceeding page and line limitations or not following subject headings as described under criteria requirements will not be considered in the award competition. Use bullet statements to show what the nominee accomplished, including specific results. Place these statements under appropriate headings and in the same sequence as described under the criteria requirements for each of the awards. All category headings will be in upper case; nothing else will be written in the category heading line. Be sure that the bullet items address the criteria requirements. Do not include additional criteria unless specifically requested to do so. Ensure bullets contain accomplishments from the current award period only; nominations containing accomplishments from previous award periods will be scrutinized and may not be considered in the award competition. Nomination packages from the same installation should not share the majority of award bullets; there is a reasonable expectation that some accomplishments will be shared, but packages should not be exceedingly similar. Classified information is prohibited. **(T0)**

2.2.3.2. When using acronyms on award forms it is not required to spell out their meaning if those acronyms appear in **Attachment 1**, Glossary of References and Supporting Information, Abbreviations and Acronyms of this AFI or any other 32-series AFI. Acronyms can be spelled out on page two for all single page nominations submitted on an AF Form 1206. For two-page nominations use a third page for the acronyms. Abbreviations and truncated words (similar to what is used on Enlisted Performance Reports and Officer Performance Reports) can be used; for example, “sqd” can be used as an abbreviation for squadron.

2.2.3.3. Unless specifically addressed all award criteria and respective input will focus on mission and duty performance in support of Civil Engineer Directorate objectives. Accomplishments reflecting off-duty and community involvement will be kept to an absolute minimum, unless specifically addressed as part of the award criteria.

2.2.4. Nominating Installations, Units, Flights, Teams and Individuals:

2.2.4.1. No individual will be nominated for more than one individual category from this AFI in the same numerical FY and CY. Each MAJCOM, FOA and DRU may submit only one nomination package for each award category. Active duty military, Department of Defense (DoD) civilians, and Air Reserve Component (ARC) personnel may be nominated for all awards, if eligible. **(T-1)**

2.2.4.2. Air Staff, MAJCOM, FOA and DRU military and civilian staff action officers are limited within their eligibility to specific awards. Refer to the annual call letter for specific award criteria.

2.2.4.3. For all awards, the previous year's first place winner is not eligible to compete for the same award during the current competition unless an exception is noted for a specific award within the annual call letter. **(T-1)**

2.2.4.4. Environmental Awards. Installations must meet additional minimum criteria to be eligible to compete for the Environmental Awards. Installations must have maintained a conformant Environmental Management System and provided sufficient/complete Defense Environmental Programs Annual Report to Congress (DEPARC) data throughout the period of performance. Each nominee must meet the award specific eligibility requirements issued with the annual call letter. Installations listed by EPA as a Serious Violator, in Significant Non-Compliance, or with a High Priority Violation in the period of performance, will be ineligible to compete in any Environmental award category. **(T-1)**

2.2.5. Grade eligibility for individual awards:

2.2.5.1. Nominate individuals in the category of competition that corresponds to the grade held for at least 6 months of the award period. If an individual is promoted during the award period their date of rank or promotion will be annotated in the Rank/Name block on the AF Form 1206.

2.2.5.2. All DoD civilian specific grades will be the grade specified by the award.

2.2.6. Attach a signed transmittal letter at a minimum level of MAJCOM Civil Engineer, FOA Commander, DRU Commander or Installation Commander for each respective nomination package specifying the award and identifying the organization or the individual nominee by military or civilian grade and name (when applicable), organization, and MAJCOM. Submit award nominations in accordance with directions released in the annual call letter. Paper submissions do not need to be submitted. Exact submission dates will be provided in the annual call letter.

2.3. Selecting Air Force-Level Award Winners.

2.3.1. Each award's panel will consist of a chairperson and at least three members to evaluate the nominations received for each award. Each panel will be made up of at least two members from AFCEC, one member from the Civil Engineer Directorate Staff, and one

member from a MAJCOM. The award panel chair will ensure that all scores are reconciled before selecting the final winner and runner-up for each award.

2.3.2. The Deputy Chief of Staff for Logistics, Installations and Mission Support announces the winners and runner-ups for all AF-level awards listed in this Instruction to all MAJCOMs, FOAs, and DRUs. Award notification messages will be addressed to the MAJCOM CVs with courtesy copies provided to Secretary of the Air Force (SECAF), Chief of Staff of the United States Air Force (CSAF), Chief Master Sergeant of the Air Force (CMSAF), and MAJCOM Commanders. MAJCOMs in turn will be tasked to forward appropriate notifications to their subordinate unit nominees and MAJCOMs will transmit the message to the field in accordance with the public release date.

Chapter 3

PRESENTING AIR FORCE LEVEL AWARDS.

3.1. The Deputy Chief of Staff for Logistics, Installations and Mission Support establishes an appropriate process to present the individual, flight, and unit awards in a proper forum (e. g., National Engineers Week or Earth Week or at a ceremony at the winner's installation). Award runners-up do not receive any awards but they are recognized by name in the awards announcement.

3.2. Individual Air Force-level award winners for individual awards (with the exception of the Outside Agency Awards) are authorized to wear the Air Force recognition ribbon (military) or pin (civilians). (T-1)

3.3. The Director of Civil Engineers encourages MAJCOMs, FOAs, and DRUs to give command recognition to the installations, units, flights, teams, and individuals they nominate as appropriate.

3.4. Units will pay for personnel selected as AF-level winners to travel to the award ceremonies (unless MAJCOM agrees to fund). MAJCOM commanders and vice-commanders may approve spouse travel for spouses of AF-level award recipients to attend a major award ceremony. See AFI 24-101, *Passenger Movement*, dated 19 October 2012 for more detailed spouse travel information. (T-2)

JUDITH A. FEDDER, Lieutenant General, USAF
DCS, Logistics, Installations, & Mission Support

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

10 U.S.C. § 857, *Decorations and Awards*, 3 January 2007

DoDD 4180.01, *DoD Energy Policy*, 16 April 2014

DoDD 4715.1E, *Environment, Safety and Occupational Health (ESOH)*, 19 March 2005

DoDI 4170.11, *Installation Energy Management*, 11 December 2009

DoDI 4715.17, *Environmental Management System*, 15 April 2009

DoDI 6055.06, *DoD Fire and Emergency Services Program*, 21 December 2006

AFI 24-101, *Passenger Movement*, 19 October 2012

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

Society of American Military Engineers Award: <http://www.same.org>

Abbreviations and Acronyms

A4—DCS/Logistics, Installations and Mission Support

A4C—Air Force Director of Civil Engineers

AAAE—American Association of Airport Executives

ABO—Air Base Operability

ACES—Automated Civil Engineer System

A/E—Architect-Engineer

AFCE—Air Force Civil Engineer Magazine

AFCEC—Air Force Civil Engineer Center

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFTO—Air Force Training Order

AGR—Active Guard and Reserve

AAAE—American Association of Airport Executives

AMP—Asset Management Plan

ANG—Air National Guard

APA—American Planning Association

ARC—Air Reserve Component

ARFF—Aircraft Rescue Fire Fighting

BAQ—Basic Allowance for Quarters

BCAMP—Base Comprehensive Asset Management Plan

BCE—Base Civil Engineer

BEEF—Base Engineer Emergency Force

BTU—British Thermal Unit

CDMO—Consolidated Dormitory Management Office

CE—Civil Engineer

CES—Civil Engineer Squadron

CFEE—Conference of Federal Environmental Engineers

CME—Contract Manpower Equivalent

COM—Change of Occupancy Maintenance

CONUS—Continental United States

COTS—Commercial-Off-The-Shelf

CSA—Client Support Administrator

CSAF—Chief of Staff of the United States Air Force

CV—Vice Commander

DCS—Deputy Chief of Staff

DoD—Department of Defense

DOE—Department of Energy

DRU—Direct Reporting Unit

EA—Environmental Assessment

EAF—Expeditionary Air Force

ESOH—Environmental, Safety, and Occupational Health

ESOHCAMP—Environmental, Safety, and Occupational Health Compliance Assessment and Management Program

ECIP—Energy Conservation Investment Program

EIAP—Environmental Impact Analysis Process

EM—Emergency Management

EMS—Environmental Management System

EOD—Explosive Ordnance Disposal

EPA—Environmental Protection Agency

ESPC—Energy Savings Performance Contract
EUL—Enhanced Use Lease
FSA—Functional Systems Administrator
FPD—Federal Planning Division
FH—Family Housing
FMO—Furnishings Management Office
FOA—Field Operating Agency
GS—General Schedule
GOQ—General Officer Quarters
HQ USAF—Headquarters United States Air Force
IASS—International Aviation Snow Symposium
IAEM—International Association of Emergency Managers
IAW—In accordance with
IMA—Individual Mobilization Augmentee
IG—Inspector General
IPL—Integrated Priority List
IT—Information Technology
JB—Joint Base
JCS—Joint Chiefs of Staff
LEED—Leadership in Energy and Environmental Design
MAJCOM—Major Command
MEO—Most Efficient Organization
MILCON—Military Construction
MOOTW—Military Operations Other Than War
MRC—Management Review Committee
MRW—Morale, Welfare and Recreation
NAF—Non-Appropriated Fund
NIA—Natural Infrastructure Assessment
NIM—Natural Infrastructure Management
NATO—North Atlantic Treaty Organization
NEPA—National Environmental Policy Act
NSPE—National Society of Professional Engineers

NSPS—National Security Personnel System

O&M—Operations and Maintenance

OIC—Officer in Charge

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

OSHA—Occupational Safety and Health Administration

PCM—Project Contract Management

PDC—Programming, Design and Construction

P.E.—Professional Engineer

PHMA—Professional Housing Management Association

RDS—Records Disposition Schedule

RED HORSE—Rapid Engineer Deployable, Heavy Operational Repair Squadron, Engineer

RIBS—Readiness in Base Services

RIDS—Runway Ice Detection System

RPIE—Real Property Installed Equipment

RPMA—Real Property Maintenance Activity

S&IC—Snow and Ice Control

S&ICC—Snow and Ice Control Committee

S/R&M—Sustainment/Restoration and Modernization

SABER—Simplified Acquisition of Base Engineering Resources

SAF—Secretary of the Air Force

SAME—Society of American Military Engineers

SECAF—Secretary of the Air Force

SECDEF—Secretary of Defense

SDD—Sustainable Design and Development

SIR—Savings to Investment

TR—Traditional Reservists

UH—Unaccompanied Housing

USAF—United States Air Force

USAFR—United States Air Force Reserve

UTA—Unit Training Activity

UTC—Unit Type Code

WG—Wage Grade

WL—Wage Leader

WS—Wage Supervisor

Attachment 2**CIVIL ENGINEER AWARDS****A2.1. Civil Engineer Unit, Flight, and Element Awards**

- A2.1.1. Air Force Outstanding Civil Engineer Unit Award
 - A2.1.1.1. Active Duty Large Unit Category
 - A2.1.1.2. Active Duty Small Unit Category
 - A2.1.1.3. Air Reserve Component (ARC) Unit Category
- A2.1.2. Major General Del R. Eulberg Award
- A2.1.3. Major General Robert C. Thompson Resource Excellence Award
- A2.1.4. Brigadier General Archie S. Mayes Award
- A2.1.5. Major General Clifton D. Wright Award
- A2.1.6. Senior Master Sergeant Gerald J. Stryzak Award
- A2.1.7. Colonel Fredick J. Riemer Award
- A2.1.8. Brigadier General Michael A. McAuliffe Housing Excellence Award
- A2.1.9. Air Force Design Award

A2.2. Civil Engineer Individual Awards

- A2.2.1. Harry P. Rietman Award
- A2.2.2. Major General L. Dean Fox Award
- A2.2.3. Major General Eugene A. Lupia Award
 - A2.2.3.1. Airman Category
 - A2.2.3.2. Noncommissioned Officer Category
 - A2.2.3.3. Company Grade Officer Category
- A2.2.4. Outstanding Civil Engineer Manager of the Year Award
 - A2.2.4.1. Civilian Manager Category
 - A2.2.4.2. Civilian Supervisor Category
 - A2.2.4.3. Civilian Technician Category
- A2.2.5. Major General William D. Gilbert Award
 - A2.2.5.1. Enlisted Category
 - A2.2.5.2. Officer Category
 - A2.2.5.3. Civilian Category
- A2.2.6. Chief Master Sergeant Larry R. Daniels Award
- A2.2.7. Society of American Military Engineers (SAME) Newman Medal

A2.2.8. Society of American Military Engineers (SAME) Goddard Medal

A2.2.9. Air Force Emergency Manager of the Year

A2.2.9.1. Military Emergency Manager Category

A2.2.9.2. Civilian Emergency Manager Category

A2.2.10. Major General Joseph A. Ahearn Enlisted Leadership Award

A2.2.11. Major General Augustus M. Minton Award

A2.3. Air Force General Thomas D. White Environmental Awards

A2.3.1. Even Fiscal Year Awards

A2.3.1.1. Installation, DRU, and FOA Category Awards

A2.3.1.1.1. Cultural Resources Management

A2.3.1.1.2. Environmental Quality, Industrial Installation, CONUS

A2.3.1.1.3. Environmental Quality, OCONUS

A2.3.1.1.4. Environmental Restoration Program

A2.3.1.1.5. Natural Resources Conservation, Large Program

A2.3.1.1.6. Sustainability, Non-Industrial Installation

A2.3.1.2. Individual/Team Category Awards

A2.3.1.2.1. Cultural Resources Management

A2.3.1.2.2. Sustainability

A2.3.1.2.3. Weapon System Acquisition, Small Program

A2.3.2. Odd Fiscal Year Awards

A2.3.2.1. Installation, DRU, and FOA Category Awards

A2.3.2.1.1. Cultural Resources Management

A2.3.2.1.2. Environmental Quality, Non-Industrial Installation, CONUS

A2.3.2.1.3. Environmental Restoration Program

A2.3.2.1.4. Natural Resources Conservation, Small Program

A2.3.2.1.5. Sustainability, Industrial Installation

A2.3.2.2. Individual/Team Category Awards

A2.3.2.2.1. Environmental Quality

A2.3.2.2.2. National Environmental Policy Act

A2.3.2.2.3. Natural Resources Conservation

A2.3.2.2.4. Environmental Restoration

A2.3.2.2.5. Weapon System Acquisition, Large Program

A2.4. Secretary of Defense Environmental Awards

A2.4.1. These awards are given by the SECDEF to honor installations, teams, and individuals for outstanding achievement in DOD environmental programs. Winners of the General Thomas D. White Environmental Awards are the Air Force's nominees for the SECDEF Environmental Awards.

A2.5. Air Force Emergency Services Awards

A2.5.1. Air Force "Chief Master Sergeant Ralph E. Sanborn" Fire Department of the Year Award

A2.5.1.1. Large Department Category

A2.5.1.2. Medium Department Category

A2.5.1.3. Small Department Category

A2.5.2. Air Force Fire Prevention Program of the Year Award

A2.5.3. Air Force Military Firefighter of the Year Award

A2.5.4. Air Force Civilian Firefighter of the Year Award

A2.5.5. Air Force Military Fire Officer of the Year Award

A2.5.6. Air Force Civilian Fire Officer of the Year Award

A2.5.7. Air Force Fire Service Instructor of the Year Award

A2.6. Department of Defense Fire and Emergency Services Awards

A2.6.1. The winners of the Air Force Emergency Services Awards will represent the Air Force for the Department of Defense Fire and Emergency Services Awards in the same categories.

A2.7. Air Force Emergency Management Awards

A2.7.1. Air Force Emergency Manager of the Year Awards

A2.7.1.1. Military Category

A2.7.1.2. Civilian Category

A2.8. Outside Agency Awards

A2.8.1. National Society of Professional Engineers (NSPE) Federal Engineer of the Year Award

A2.8.1.1. Military Category

A2.8.1.2. Civilian Category

A2.8.2. Balchen /Post Award

A2.8.3. American Planning Association (APA)/Federal Planning Division (FPD) Awards

A2.8.3.1. Military Category

A2.8.3.2. Civilian Category

A2.8.4. Professional Housing Management Association (PHMA) - Military Service Categories Individual Awards

A2.8.4.1. Senior Management Staff Category

A2.8.4.2. Middle Management Staff Category

A2.8.4.3. Any Individual Below Supervisory or Middle Management Category

A2.8.5. Professional Housing Management Association (PHMA) - Military Service Categories Team Awards

A2.8.5.1. Traditional Locations Category

A2.8.5.2. Privatized Locations Category

A2.8.6. International Association of Emergency Managers Awards

A2.8.6.1. Military Category

A2.8.6.2. Civilian Category

A2.8.7. Federal Energy Management Program Award

A2.8.8. General Edwin W. Rawlings Awards for Environmental Sustainability

A2.8.8.1. O-1 through O-6 or GS-9 and Above

A2.8.8.2. E-1 through E-9 or GS-8 and below and all Wage Grade (WG)

A2.9. Readiness Challenge Awards

A2.9.1. Brigadier General William T. Meredith Award

A2.9.2. Major General George E. Ellis Award

A2.9.3. Major General James E. McCarthy Readiness Award

A2.9.4. Chief Master Sergeant Arthur J. Hanrahan Prime Base Engineer Emergency Force (BEEF) Award