

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

**AIR FORCE INSTRUCTION 36-2811**

**28 NOVEMBER 2014**



**Personnel**

**CHAPLAIN CORPS AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 36-28, *Awards and Decorations Programs*. It describes Chaplain Corps awards presented to individuals and teams in recognition of their outstanding service or contributions to the Chaplain Corps. It explains award eligibility, nomination criteria, and procedures for nomination and winner selection. This instruction applies to Regular Air Force (RegAF), Air Reserve Component (ARC), and civilian personnel. 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 the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and conflicts between this and other publications to AF/HCX, 1380 Air Force Pentagon, Room 4D286, Washington, DC 20330-1380, using Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification or approval. 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 publication has been substantially revised and must be completely reviewed. Major changes include updating “Chaplain Service” to “Chaplain Corps.” In addition, an Outstanding Religious Support Team (RST) award has been added as well as changes to major headings in team award categories.

**1. Description of Awards.** This awards program is for Air Force Chief of Chaplains-level awards and is designed to foster morale, incentive and esprit-de-corps. Teams and individuals receiving awards under this program must clearly demonstrate sustained and superior performance. All teams and individuals submitted who meet the selection criteria will be considered. Award categories and suspenses for award nominations are listed in Table 1.

**1.1. Team Awards: (Award Period is 1 January – 31 December)**

**1.1.1. Outstanding Large Chapel Team (Charles I. Carpenter Award).** This award honors the late Chaplain, Major General Charles I. Carpenter, USAF (Retired), the first Air Force Chief of Chaplains. Eligible candidates are wing/installation chapel teams with 10 or more RegAF military and General Schedule (GS) civilian employees authorized on the wing/installation unit manning document.

**1.1.2. Outstanding Medium Chapel Team (Terence P. Finnegan Award).** This award honors the late Chaplain, Major General Terence P. Finnegan, USAF (Retired), the second Air Force Chief of Chaplains. Eligible candidates are wing/installation chapel teams with five to nine RegAF military and GS civilian employees authorized on the wing/installation unit manning document.

**1.1.3. Outstanding Small Chapel Team (Robert P. Taylor Award).** This award honors the late Chaplain, Major General Robert P. Taylor, USAF (Retired), the third Air Force Chief of Chaplains. Eligible candidates are wing/installation chapel teams with two to four RegAF military and GS civilian employees authorized on the wing/installation unit manning document.

**1.1.4. Outstanding Religious Support Team (RST Award).** Eligible RSTs include one active duty chaplain and chaplain assistant team that delivers exemplary performance providing spiritual care at the tactical level. RST nominees must meet Air Force standards and be paired as an RST as part of the wing ministry plan.

**1.1.5.** The team award winners are selected based on the following strategic priorities (AF Form 1206, *Nomination for Award* headings): Focus on Warrior Care, Advisement to Leadership, and Care for Chaplain Corps Caregivers. Joint base chapel teams are eligible to be nominated for outstanding large, medium or small chapel team awards; however, they must meet the requirements listed in the above paragraphs. See para. 1.3.1.1. for criteria for civilian employees.

**1.2. Regular Air Force Individual Awards: (Award Period is 1 January – 31 December)**

**1.2.1. Outstanding Company Grade Chaplain (Edwin R. Chess Award).** This award honors the late Chaplain, Major General Edwin R. Chess, USAF (Retired), the fourth Air Force Chief of Chaplains. Eligible candidates must meet Air Force standards and serve in the grade of O-3 or below as of 31 December during the respective award period.

**1.2.2. Outstanding Chaplain Assistant Senior Noncommissioned Officer (Gerrald Cullins Award).** This award honors the late Chief Master Sergeant Gerrald Cullins, USAF (Retired), the first Chaplain Assistant Career Field Manager of the Air Force

Chaplain Corps. Eligible candidates must meet Air Force standards and serve in the grade of E-7 or E-8 as of 31 December during the respective award period.

**1.2.3. Outstanding Chaplain Assistant Noncommissioned Officer (Charles R. Meier Award).** This award honors Chief Master Sergeant Charles R. Meier, USAF (Retired), the second Chaplain Assistant Career Field Manager of the Air Force Chaplain Corps. Eligible candidates must meet Air Force standards and serve in the grade of E-5 or E-6 as of 31 December during the respective award period.

**1.2.4. Outstanding Chaplain Assistant Airman (Richard C. Schneider Award).** This award honors Chief Master Sergeant Richard C. Schneider, USAF (Retired), the third Chaplain Assistant Career Field Manager of the Air Force Chaplain Corps. Eligible candidates must meet Air Force standards and serve in the grade of E-4 or below as of 31 December during the respective award period.

1.2.5. The individual award winners must be Regular Air Force members and are selected based on the following three categories (AF Form 1206 headings): Leadership and Job Performance, Significant Self-Improvement, and Base and/or Community Involvement.

### **1.3. Civilian Award: (Award Period is 1 January – 31 December)**

**1.3.1. Air Force Chaplain Corps Civilian.** This award is presented annually to recognize an outstanding civilian employed in the Air Force Chaplain Corps.

1.3.1.1. Eligible candidates are all civilian (GS, Non-Appropriated Fund (NAF), or Local National (LN)) Chaplain Corps employees.

1.3.1.2. Selection is based on the following three categories (AF Form 1206 headings): Leadership and Job Performance, Significant Self-Improvement, and Contributing to Civic, Cultural, or Professional Activities in the Military or Civilian community.

### **1.4. Air Reserve Component Awards: (Award Period is 1 January – 31 December)**

**1.4.1. Outstanding Reserve Chaplain (Thoralf T. Thielen Award).** This award honors the late Chaplain, Major General Thoralf T. Thielen, USAFR (Retired) who was the first Air Force Reserve chaplain to obtain general officer rank.

1.4.1.1. Eligible candidates must meet Air Force standards and are Category A or Category B chaplains serving in the Air Reserve.

1.4.1.2. The annual winner is an officer selected as the outstanding reserve chaplain based on training accomplishments or contributions to mission support; exhibition of leadership in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement.

**1.4.2. Outstanding Reserve Chaplain Assistant (Citizen Airman Award).** This award is presented to an enlisted member of the Category A or Category B Air Reserve.

1.4.2.1. Eligible candidates must meet Air Force standards and are Category A or Category B chaplain assistants serving in the Air Reserve.

1.4.2.2. The annual winner is a chaplain assistant selected as the outstanding reserve chaplain assistant based on demonstrated superior initiative, technical skill, training accomplishments or contribution to mission support; exhibition of leadership qualities in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement.

**1.4.3. Outstanding Air National Guard (ANG) Chaplain (Samuel Stone Award).** This award honors Chaplain Samuel Stone who was the first recorded chaplain to serve in the militia of colonial America.

1.4.3.1. Eligible candidates must meet Air Force standards and are chaplains serving in the ANG.

1.4.3.2. The annual winner is an officer selected as the outstanding ANG chaplain based on training accomplishments or contributions to mission support; exhibition of leadership in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement.

**1.4.4. Outstanding Air National Guard Chaplain Assistant (Minuteman Award).** This award is presented annually to a member of the ANG selected as the outstanding chaplain assistant of the year.

1.4.4.1. Eligible candidates must meet Air Force standards and are chaplain assistants serving in the ANG.

1.4.4.2. The annual winner is a chaplain assistant selected as the outstanding ANG chaplain assistant based on demonstrated superior initiative, technical skill, training accomplishments or contribution to mission support; exhibition of leadership qualities in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement.

#### **1.5. Special Service Award: (No Specific Award Period)**

**1.5.1. Spirit of the Four Chaplains.** This award, honoring the Four Chaplains of the WWII USAT Dorchester, encourages service before self and celebrates the Air Force's religious diversity. This award is presented annually and recognizes those in the Chaplain Corps community who have given of themselves to enhance the spiritual lives of others.

1.5.1.1. Eligible candidates are Air Force chaplains, chaplain assistants, GS civilian employees (defined in para. 1.3.1.1.), and Chaplain Corps volunteers.

1.5.1.2. Any Air Force member may submit a nomination for this award. There are no limits to the number of nominations, however, the below guidance applies to nominations:

1.5.1.2.1. Individuals may not submit their current supervisor.

1.5.1.2.2. Nominations shall be no longer than one page and follow the example in Attachment 5.

**Table 1. Eligibility and Suspenses by Award.**

<b>TITLE OF AWARD</b>	<b>ELIGIBILITY</b>	<b>MAJCOM SUSPENSE</b>	<b>AF/HCX SUSPENSE</b>
Charles I. Carpenter Award	Team of ten or more military/civilian members	15 Jan	15 Feb
Terrence P. Finnegan Award	Team of five to nine military/civilian members	15 Jan	15 Feb
Robert P. Taylor Award	Team of two to four military/civilian members	15 Jan	15 Feb
Outstanding RST Award	Active duty chaplain and chaplain assistant team at the tactical level	15 Jan	15 Feb
Edwin R. Chess Award	Company Grade Chaplain	15 Jan	15 Feb
Gerrald Cullins Award	SNCO Chaplain Assistant	15 Jan	15 Feb
Charles R. Meier Award	NCO Chaplain Assistant	15 Jan	15 Feb
Richard C. Schneider Award	Amn Chaplain Assistant	15 Jan	15 Feb
Civilian of the Year Award	Any wing/installation-level Chaplain Corps GS, NAF, or LN	15 Jan	15 Feb
Spirit of the Four Chaplains Award	Any Chaplain Corps military member or civilian employee or volunteer	N/A	15 Feb
Thoralf T. Thielen Award	Any Category A or B Reserve Chaplain	15 Jan	15 Feb
Citizen Airman Award	Any Category A or B Reserve Chaplain Assistant	15 Jan	15 Feb
Samuel Stone Award	Any ANG Chaplain	15 Jan	15 Feb
Minuteman Award	Any ANG Chaplain Assistant	15 Jan	15 Feb

## 2. Nomination Process.

2.1. Wings/installations will prepare a nomination package for each award category for which they are submitting a nomination.

2.1.1. All award packages (except the Spirit of the Four Chaplains Award; see Attachment 5 for template) must include the following:

2.1.1.1. **Signed endorsement memo from the wing/installation commander.**

2.1.1.2. **Biographical sketch** (Individual, Civilian and Air Reserve Component Award categories only). See Attachment 4 for a sample biographical sketch.

2.1.1.3. **Completed AF Form 1206, *Nomination for Award*.**

2.1.1.3.1. For all awards use only the front side of the form. The back side will be used for acronyms and non-frequently used abbreviations (listed alphabetically).

2.1.1.3.2. Category headings will be in all capital letters.

2.1.1.3.3. Type the rank and name of the wing/installation commander, or equivalent, in the block titled "Rank/Name of Unit Commander."

2.1.1.3.4. For all team award categories (including the Outstanding RST Award), limit accomplishments to 20 bullets; 15 bullets under Warrior Care, 3 bullets under Advisement to Leadership, and 2 bullets under Care for Chaplain Corps Caregivers. See Attachment 2 for template.

2.1.1.3.5. For all individual award categories, limit accomplishments to 10 bullets; 5 bullets under Leadership and Job Performance, 3 bullets under Significant Self-Improvement and 2 bullets under Base and/or Community Involvement. A statement must follow the bullets certifying that the individual meets Air Force physical fitness standards. It must read: "I certify the nominee for this award meets Air Force physical fitness standards." See Attachment 3 for a template.

2.1.1.3.6. For the civilian award category, limit accomplishments to 10 bullets; 5 bullets under Leadership and Job Performance, 3 bullets under Significant Self-Improvement and 2 bullets under Contributing to Civic, Cultural or Professional Activities in the Military or Civilian Community.

2.1.1.3.7. Active duty wings/installations submit nominations to their respective MAJCOM-FOA-DRU/HC by 15 January in accordance with MAJCOM-FOA-DRU/HC procedures.

2.1.1.3.7.1. MAJCOM-FOA-DRU/HC will establish procedures for selecting respective MAJCOM-FOA-DRU/HC award winners.

2.1.1.3.7.2. MAJCOM-FOA-DRU/HC will forward winners' packages to respective MAJCOM-FOA-DRU/CC, notifying them of their winners.

2.1.1.3.7.3. MAJCOM-FOA-DRU/HC will submit MAJCOM-FOA-DRU/HC award winners' packages electronically to HQ USAF/HCX at [usaf.pentagon.af-hc.mbx.af-hcx-workflow@mail.mil](mailto:usaf.pentagon.af-hc.mbx.af-hcx-workflow@mail.mil) by 15 February for nomination for Air Force Chief of Chaplains-level awards.

2.2. Air Force Reserve nomination packages will be submitted directly to HQ AFRC/HC from the wing/installation chapel or MAJCOM-FOA-DRU/HC via email at [afrc.hcx@us.af.mil](mailto:afrc.hcx@us.af.mil) and [afrc.hcc@us.af.mil](mailto:afrc.hcc@us.af.mil) by 15 January. HQ AFRC/HC will select their annual award winners and forward winner names to HQ USAF/HCX at [usaf.pentagon.af-hc.mbx.af-hcx-workflow@mail.mil](mailto:usaf.pentagon.af-hc.mbx.af-hcx-workflow@mail.mil) by 15 February.

2.3. Air National Guard nomination packages will be sent through the individual's state headquarters to the NGB/HC, via email at [angrc.ngbhchechaplaincorps@ang.af.mil](mailto:angrc.ngbhchechaplaincorps@ang.af.mil) by 15 November. The Director, NGB/HC will select their award winners and forward award winner names to HQ USAF/HCX at [usaf.pentagon.af-hc.mbx.af-hcx-workflow@mail.mil](mailto:usaf.pentagon.af-hc.mbx.af-hcx-workflow@mail.mil) by 15 February.

2.4. Do not send nominations for the Spirit of the Four Chaplains Award through MAJCOM-FOA-DRU/HC offices. Send directly to HQ USAF/HCX at [usaf.pentagon.af-hc.mbx.af-hcx-workflow@mail.mil](mailto:usaf.pentagon.af-hc.mbx.af-hcx-workflow@mail.mil).

### 3. Selection Process.

3.1. A board comprised of individuals outside the Chaplain Corps will select Air Force Chief of Chaplains-level winners. AF/HCX will coordinate the board each year and will serve in a non-voting capacity as the board proctor and board recorder.

3.2. Names of selected winners will be forwarded to AF/HC. AF/HC will announce winners via email no later than 1 April.

### 4. Award Winner Recognition.

4.1. Award winners in all categories will be recognized and presented their respective award by AF/HC in a manner determined by the Air Force Chief of Chaplains. Local components and commanders may verbally acknowledge the award winners at events such as commanders' calls and conferences.

4.2. Respective Air Reserve Component headquarters must work with the commanders of Air Reserve Component award winners to determine if unit funding is available that will allow winner(s) to be recognized and presented their awards at the date and location determined by AF/HC.

4.3. In the event award winners are not available to be recognized and presented their award, AF/HC will coordinate the presentation of the Air Force Chief of Chaplains-level award at the unit-level.

4.4. Refer to AFI 65-601V1, *Budget Guidance and Procedures*, AFI 36-2805, *Special Trophies and Awards*, paras 1.4. and 1.7., and, with regard to installations located outside the United States, any and all pertinent Status of Forces Agreements (SOFAs) or other supplementary Departmental guidance pertaining to official interactions with local national employees, for further guidance regarding funding for award elements.

4.4.1. Awards must be of nominal value.

4.4.2. Awards may not be redeemable for cash, merchandise, or services.

4.4.3. The cost of awards will be commensurate with the significance of the achievement being recognized.

4.4.4. Prior to providing any award possessing intrinsic value to a local national employee or volunteer, the local Chaplain will consult with the servicing Staff Judge Advocate to ensure compliance with local basing and other agreements, as well as applicable laws and regulations.

**5. Air Force Recognition Ribbon.**

5.1. Recipients of Air Force Chief of Chaplains-level individual and the Spirit of the Four Chaplains awards are authorized to wear the Air Force Recognition ribbon in accordance with AFI 36-2805, *Special Trophies and Awards*, paragraph 1.8.1.2.

**6. Withdrawal of an Award.** The Air Force Chief of Chaplains may withdraw an award after the selection and prior to its presentation if determined that the award winner's actions discredit themselves and bring dishonor to the Air Force Chaplain Corps.

HOWARD D. STENDAHL  
Chaplain, Major General, USAF  
Chief of Chaplains

**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

**AFI 65-601V1**, *Budget Guidance and Procedures*, 16 August 2012

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

*Adopted Forms*

**AF Form 847**, *Recommendation for Change of Publication*

**AF Form 1206**, *Nomination for Award*

*Abbreviations and Acronyms*

**AD**—Active Duty

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**DRU**—Direct Reporting Unit

**FOA**—Field Operating Agency

**GS**—General Schedule

**RegAF**—Regular Air Force

**LN**—Local National

**MAJCOM**—Major Command

**NGB**—National Guard Bureau

**NAF**—Non-appropriated Fund

**RST**—Religious Support Team

**Attachment 2****SAMPLE NOMINATION PACKAGE FOR TEAM AWARDS****Figure A2.1. SAMPLE NOMINATION PACKAGE FOR TEAM AWARDS**

The following are example entries for the AF Form 1206:

**AWARD.** Name of the Award (e.g., Charles I. Carpenter Award)

**CATEGORY.** Outstanding Large Chapel, Outstanding Medium Chapel, Outstanding Small Chapel, Outstanding RST

**AWARD PERIOD.** 1 January-31 December (Year)

**RANK/NAME OF NOMINEE.** Name of Chapel

**MAJCOM, FOA, DRU.** Self-explanatory

**DAFSC/DUTY TITLE.** Leave blank

**NOMINEE'S TELEPHONE through RANK/NAME OF UNIT COMMANDER.** Self-explanatory

**SPECIFIC ACCOMPLISHMENTS.** Use bullet-format under the following categories.

**FOCUS ON WARRIOR CARE**

**ADVISEMENT TO LEADERSHIP**

**CARE FOR CHAPLAIN CORPS CAREGIVERS**

**Attachment 3****SAMPLE NOMINATION PACKAGE FOR INDIVIDUAL AWARDS****Figure A3.1. SAMPLE NOMINATION PACKAGE FOR INDIVIDUAL AWARDS**

The following are example entries for AF Form 1206:

**AWARD.** Name of individual award (e.g., Richard C. Schneider Award)

**CATEGORY.** Chaplain, SNCO, NCO, Airman, Civilian

**AWARD PERIOD.** 1 January-31 December (Year)

**RANK/NAME OF NOMINEE** through **RANK/NAME OF UNIT COMMANDER.** Self-explanatory

**SPECIFIC ACCOMPLISHMENTS.** Use bullet format under the following categories.

**LEADERSHIP AND JOB PERFORMANCE**

**SIGNIFICANT SELF-IMPROVEMENT**

**BASE OR COMMUNITY INVOLVEMENT**

**COMPLIANCE WITH STANDARDS**

I certify the nominee for this award meets Air Force physical fitness standards (for military members only)

**Attachment 4****SAMPLE BIOGRAPHY****Figure A4.1. SAMPLE BIOGRAPHY**

JOHN Q. DOE

AFSC: 5R051, Chaplain Assistant

Senior Airman John Q. Doe is a Chaplain Assistant assigned to 123 AW/HC, Jones Air Force Base, Texas. Upon graduation and completion of his technical training school at Fort Jackson, South Carolina, he was assigned to his present duty station, arriving in January 2014. Since arriving at Jones AFB, he has served in a variety of positions including chapel facility manager and Individual Mobilization Augmentee training monitor. Airman Doe is an active member of the Big Brothers Association and assisted in the base annual Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas and is working toward a Bachelor's Degree in Business Administration.

**NOTE:** Single-space the narrative portion of the biography. Double-space between name and AFSC.

## Attachment 5

**SAMPLE FORMAT FOR SPIRIT OF THE FOUR CHAPLAINS AWARD****Figure A5.1. SAMPLE FORMAT FOR SPIRIT OF THE FOUR CHAPLAINS AWARD  
(APPROPRIATE OFFICIAL LETTERHEAD)**

Date

MEMORANDUM FOR HQ USAF/HC

FROM: Your Unit/Address

SUBJECT: Spirit of the Four Chaplains Award Nomination

I nominate (name, unit address or mailing address if not active duty) for the Spirit of the Four Chaplains award.

Begin paragraph by explaining why you are nominating this individual, a specific event that made this individual special to you and how he/she has influenced your life through their selfless and sacrificial service. Include a closing line expressing gratitude for this individual.

EXAMPLE: When I was assigned to Base X as a brand new airman basic I, like many others, had no sense of direction in my life. Soon after arriving at the base, I went to see a chaplain who got me and others involved with the singles ministry...there were several airmen who were struggling with the challenges of military life who found encouragement and help there. Chaplain XXXXX's commitment to our growth went beyond the base chapel. He mentored me as a Christian, an Airman, and later helped me recognize a calling to the ministry and with his encouragement I had the confidence to return to seminary.

Thank you XXXXX for taking the time to notice me when so many others did not. Thank you for looking deeper into my life and into the lives of so many others and seeing what God could do. Thank you for the great love and commitment you gave all of us through your career. I thank God for you and only hope I can follow your example.

Your Signature Block

NOTE: Limit nomination to no more than one typed page