

**BY ORDER OF THE COMMANDER
AIR FORCE SUSTAINMENT CENTER**

**AIR FORCE SUSTAINMENT CENTER
INSTRUCTION 36-2801**



22 SEPTEMBER 2015

Certified Current 13 September 2016

Personnel

AWARDS AND RECOGNITION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AFSC/DPP

Certified by: AFSC/DP
(Ms. Christina A. Lhamon)

Pages: 12

This instruction defines responsibilities and establishes procedures for the Air Force Sustainment Center's (AFSC) process for administering honorary, functional, and federal/nonfederal awards. This guidance applies to military and civilian personnel across AFSC. The provisions of this instruction apply to all organizations within the AFSC. This is a new publication and should be reviewed in its entirety.

Ensure 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 (IAW) the Air Force Records Information Management System Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Information Management Tool (AF IMT) 847, Recommendation for Change of Publication; route AF IMT 847s through the appropriate chain of command to AFSC/DP.

Chapter 1

GENERAL INFORMATION

1.1. Overview. The Air Force Sustainment Center (AFSC) awards program is intended to recognize civilian and military personnel for their accomplishments and commitment to excellence. The AFSC workforce is our strongest asset and achieving critical missions could not be accomplished without them. Recognizing and rewarding personnel plays a vital role in a strong and successful workforce. This instruction defines responsibilities and establishes procedures for administering honorary, functional, and federal/nonfederal awards. For additional information on specific awards, see AFI 36-1004, *The Air Force Civilian Recognition Program*, and AFI 36-2805, *Special Trophies and Awards*.

1.2. Scope. This guide defines awards criteria, qualifications, nominations, selection process across the AFSC.

1.3. Point of Contact: Direct questions concerning the AFSC Awards Program to AFSC/DPP. Email the AFSC/DPP Workflow AFSC/[DPP.Workflow@us.af.mil](mailto:AFSC/DPP.Workflow@us.af.mil)

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. AFSC/DPP. AFSC/DPP is the Awards Program Manager for AFSC. The AFSC/DPP will:

2.1.1. Manage awards submitted in the Senior Officer Communication Coordination Electronic Resource (SOCCER) system from Air Force Materiel Command (AFMC).

2.1.2. Coordinate and process honorary and length of service awards that require AFSC and/or AFMC-level approval.

2.1.3. Solicit award nomination board members from AFSC units.

2.1.4. Train and provide award requirements to AFSC organizational award monitors.

2.1.5. Manage SOCCERs.

2.1.5.1. AFSC/DPP is the Office of Primary Responsibility (OPR) for all SOCCERs pertaining to awards that are issued from AFMC. If required, will request a change of OPR through AFSC Workflow.

2.1.5.2. Assign Office of Coordinating Responsibility (OCR) to AFSC organizations and update the SOCCER with requirements/suspense date.

2.1.5.3. Correspond with AFMC if additional information or clarification is required and provide feedback to organizational award monitors.

2.1.6. Manage AFSC Awards Sharepoint Site.

2.1.6.1. Ensure organizational award monitors are given access to the AFSC Awards SharePoint Site and provide training as needed.

2.1.6.2. Update award criteria, suspense dates, and package uploads and ensure additional requirements are accurately reflected on the site.

2.1.6.3. Update award winners when notification is received.

2.1.7. Process Awards.

2.1.7.1. Review submissions and ensure packages are complete.

2.1.7.2. Forward enlisted packages to AFSC/CCC for review/coordination prior to submission of eSSS.

2.1.7.3. Generate eSSS and route through the appropriate chain of command to obtain approval and submission of AFSC award nomination(s).

2.1.7.4. Provide guidance and assistance on processing length of service awards (40, 50, and 60 years), and any honorary awards requiring AFSC-level or above approval.

2.2. Senior Leaders and Managers.

2.2.1. Recognize accomplishments and contributions made by our civilian and military workforce.

2.2.2. Appoint awards monitor(s) within their organization and notify AFSC/DPP of selectee.

2.2.3. Provide panel members to board packages.

2.3. Air Force Personnel Center (AFPC).

2.3.1. Provide guidance on monetary and time-off incentive awards for all serviced employees.

2.3.2. Maintain a list of designated organizational award liaisons.

2.3.3. Process requests for personnel action on all time-off and monetary awards.

2.4. Civilian Personnel Section (CPS).

2.4.1. Provide guidance and assistance on processing length of service awards (10, 20, and 30 years).

2.4.2. Assist with submission of honorary awards requiring AFSC-level or below approval.

2.4.3. Maintain an adequate supply of medals for serviced population.

2.4.4. Update an employee's personnel data records once a copy of an approved incentive award is received. **NOTE: Only awards listed in AFI 36-1004, Chapter 5, will be entered into DCPDS.**

2.5. Air Force Sustainment Center Command Chief (AFSC/CCC).

2.5.1. Coordinate on Enlisted award submissions.

2.5.2. Provide panel member names to AFSC/DPP to board enlisted packages when required.

2.5.3. Secure annual award trophies for AFSC recipients.

2.6. Organizational Award Monitors.

2.6.1. Establish, maintain, promote, administer, and process awards for their organization's program.

2.6.2. Forward questions or information requiring clarification for specific awards to AFSC/DPP or the CPS as appropriate.

2.6.3. Review award packages to confirm nominee(s) meet award criteria. Ensure packages are accurate, contain all required documents as indicated on tasking, and ready to be submitted for further competition.

2.6.4. Upload nominations or annotate a negative response onto the AFSC Award SharePoint Site for all awards that are tasked through the SOCCER system.

2.6.5. Order and maintain stock of medal sets, presentation folders and certificates for honorary awards and decorations approved for personnel in their organization.

2.7. Award Selection Boards. With the exception for the procedures identified in Chapter 4, Annual Awards, the following will be the board responsibilities.

2.7.1. Board members for civilian and officer categories will typically be comprised of GS-14/ Lt Col and above personnel.

2.7.2. All boards will consist of at least three members and each board member will be at least equivalent or one rank/pay-grade above the highest-ranking nominee in any category.

2.7.3. AFSC/CCC will provide names to AFSC/DPP to board enlisted packages.

2.7.4. Board members for functional awards will include subject matter experts.

2.7.5. Once members have been determined, AFSC/DPP will forward packages to be rated, along with a score sheet, and any other relevant information to include the suspense date.

2.7.6. AFSC/DPP will tally score sheets to determine AFSC nominee(s).

2.8. Notification of AFSC or Higher Level Nominees.

2.8.1. Unless special notification is requested by AFSC/CC/CA/CV/DS/CCC, AFSC/DPP will inform the workflows and Organizational Awards Monitors, who submitted a nomination, of the AFSC nominee(s) going forward for further competition.

2.8.2. AFSC/DPP will upload winners onto the AFSC Awards SharePoint Site.

2.8.3. Upon notification of the AFMC or higher level award winners, AFSC Awards Manager will notify AFSC workflow, appropriate leadership and the Organizational Awards Monitor of outcome and then upload winners on the AFSC Awards SharePoint Site. AFSC Awards Manager will request a congratulatory letter be prepared and signed by AFSC/CC/CA.

2.8.4. AFSC/DPP will notify all AFSC nominees that will be forwarded to the MAJCOM-level via their Organizational Awards Monitor. It will be left to the discretion of the wing/directorate CC/CL to provide a congratulatory letter to notify the nominee of their selection.

2.8.5. If an AFSC nominee wins at AFMC or higher-level, they will receive a congratulatory letter from AFSC/CC/CA.

Chapter 3

AWARDS

3.1. Annual Awards. All AFSC organizations will participate in an awards recognition program. In addition to organizational and installation awards program, AFSC Annual Awards Program is defined in chapter 4.

3.2. Federal/Nonfederal Awards. Federal/Nonfederal awards are usually tasked from AFMC through the SOCCER system and are processed IAW applicable regulations and/or guidance. AFSC/DPP will task organizations through the SOCCER system for nominations, advise on requirements/eligibilities, and establish suspense dates.

3.3. Functional Awards. Functional awards are processed IAW applicable regulations and are typically tasked directly to the organizations and not through the AFSC. Organizational Award Monitors will advise AFSC/DPP of award winners at the AFMC or higher level to publish onto the AFSC Awards SharePoint Site.

3.4. Honorary Awards. Honorary awards are to be processed IAW AFI 36-1004, *The Air Force Civilian Recognition Program*, and AFMC/CC Memorandum, *Command Expectations for Meritorious Civilian Service Award (MCSA) and Delegation of Civilian Award Authority and Civilian Awards Approval* for civilian personnel. Awards requiring AFSC-level coordination or approval must be submitted on eSSS through organization chain of command to AFSC/DPP for further coordination, approval, and processing. AFSC/DPP and/or the CPS will provide assistance as needed.

3.4.1. AFMC/CA has delegated approval authority in some instances. The most current letter and approval authority matrix will be located on the AFSC Awards SharePoint Site.

3.5. Military Awards, Decorations and Trophies. Military Awards, Decorations and Special Trophies are to be processed IAW AFI 36-2803, *The Air Force Military Awards and Decorations Program*, and AFI 36-2805, *Special Trophies and Awards*. AFSC/DSH is responsible for the processing and requirements for formal military decorations. AFSC/DPDF will provide support and advice to the Senior Raters for Military Decorations in accordance with AFI 36-2803, *The Air Force Awards and Decorations Program*.

3.6. Monetary Awards. IAW AFI 36-1004, non-civilian pay funds must be transferred to civilian pay accounts to cover monetary awards given for accomplishments outside of normal performance evaluation recognition (to include Notable Achievement Awards and Special Act or Service Awards). Coordination through the appropriate financial management office should be accomplished to ensure funds are available. Additional information for approval authority can be found on the AFSC Awards SharePoint Site.

3.7. Time-Off Awards. Time-Off Awards are to be processed IAW AFI 36-1004, *The Air Force Civilian Recognition Program* and AFPC *Awards Guidance for LCC Bases & HAF OL*. Management must take special care to ensure the employee is not rewarded twice for the same performance.

3.7.1. Immediate supervisors may approve a TOA up to one working day without review and approval of a higher official. An award in excess of one day must be approved by the employee's second-level supervisor.

3.7.2. The maximum amount of time-off that may be approved for any single contribution is 40 hours. Employees working a typical 80-hour pay period may be awarded a total time-off of 80 hours during any leave year.

3.7.3. Awarded time-off should be scheduled within 90 calendar days after the effective date of the award. Employees forfeit any time-off not used within one year from the effective date.

3.7.4. Time-off award RPAs will be processed by the organizations and should follow the guidance in *AFPC Awards Guidance for LCC Bases & HAF OL*.

Chapter 4

AFSC ANNUAL AWARDS PROGRAM

4.1. Criteria: The Annual AFSC Awards Program is to recognize AFSC's best. Award nominees must demonstrate superior and sustained performance during the period from 1 January through 31 December.

4.1.1. AFSC members may be nominated for awards in the following categories:

4.1.1.1. Military Award Categories:

4.1.1.1.1. AMN (E-1 through E-4).

4.1.1.1.2. NCO (E-5 through E-6).

4.1.1.1.3. SNCO (E-7 through E-8).

4.1.1.1.4. First Sergeant: (E-7 through E-9).

4.1.1.1.5. CGO (O-1 through O-3).

4.1.1.1.6. FGO (O-4 through O-5).

4.1.1.2. Civilian Categories:

4.1.1.2.1. Category I: GS-01 through GS-08 or equivalent; Federal Wage System: WG-01 through WG-06; WL-01 through WL-04; Non-appropriated Fund: Pay Band I through Pay Band III.

4.1.1.2.2. Category II: GS-09 through GS-12 or equivalent; Federal Wage System: WG-07 through WG-15; WL-05 through WL-15; WS-01 through WS-14; Non-appropriated Fund: Pay Band IV.

4.1.1.2.3. Category III: GS-13 through GS-14 or equivalent; Federal Wage System: WS-15; Non-appropriated Fund: Pay Band V.

4.2. Eligibility:

4.2.1. Military nominees must:

4.2.1.1. Be recommended by a director/commander or designated representative.

4.2.1.2. Not be enrolled in the Fitness Improvement, the Body Composition, or the Fit-For-Life Program and must currently meet the minimum requirements (composite score of equal to or greater than 75) on the Air Force Fitness Assessment.

4.2.1.3. Not have an unfavorable information file or be on a control roster during the awards period.

4.2.1.4. Not have a court-martial conviction or be pending Article 15 action during the awards period.

4.2.1.5. Assigned to the organization for at least six months of the award period.

4.2.2. Civilian nominees must:

4.2.2.1. Be recommended by a director/commander or designated representative.

4.2.2.2. Not have a disciplinary or adverse action during the awards period.

4.2.2.3. Assigned to the organization for at least six months of the award period.

4.3. Nomination Process: AFSC/DPP will task AFSC organizations based on AFMC's Annual Excellence Awards and the 12 Outstanding Airmen of the Year (OAY) calls for nominations.

4.3.1. Nomination packages should include the following:

4.3.2.1. Endorsement Memorandum: Organizations must submit letter to identify nominees by name and award category and containing the following statement. **"A records check was conducted on (rank and name) on (date) and revealed no information that would bring discredit to the award or to the United States Air Force. The undersigned verifies the member did not have an active UIF, or Unfavorable Information in a PIF, during the inclusive dates of this award."**

4.3.2.2. AF IMT 1206: Nomination write-ups are limited to 27 lines in bullet format, single-spaced/typed/12 Font, and three headers that stand alone (Leadership and Job Performance in Primary Duty, Significant Self-Improvement, and Base/Community Involvement), using the current AF IMT 1206. Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is not permitted. (Template can be found on the AFSC Awards SharePoint site). The latest version is available at <http://www.e-publishing.af.mil>.

4.3.2.3. A signed Public Release Statement. (Template can be found on the AFSC Awards SharePoint site).

4.3.2.4. A biography, limited to one, single-spaced typewritten page (refer to attachment 2, AFI 36-2805, for format).

4.3.2.5. A citation, limited to 50-70 key words (not including opening and closing statements), that provides specific examples of leadership and job performance; significant self-improvement; and base or community involvement. Refer to attachment 3, AFI 36-2805, for format. (Template can be found on the AFSC Awards SharePoint site).

4.3.2.6. Official photo and actions shots as defined in AFMC's annual awards call for nominations.

4.3.2.7. Per AFMC, all military personnel nominated must include the following: SURF, up-to-date fitness printout, and official photo in service dress without cap.

4.4. Selection Process:

4.4.1. AFSC/DPP will convene a selection board for officers and civilian categories when multiple submissions are received in a particular category.

4.4.1.1. Board President for civilian categories is AFSC/CA or AFSC/DS.

4.4.1.2. Board President for military categories is as follows:

4.4.1.2.1. AFSC/CCC for all enlisted categories.

4.4.1.2.2. AFSC/CV for all officer categories.

4.4.1.3. Boards will consist of 5 members: AFSC/DPP will request board members through AFSC organization's workflow accounts.

4.4.1.4. Board members for civilian and officer categories will typically be comprised of GS-14/ Lt Col and above and be at least equivalent or one rank/pay-grade above the highest-ranking nominee in any category.

4.4.1.5. Once board members have been determined, AFSC/DPP will forward nominations, score sheet, and any other relevant information to include the suspense date.

4.4.1.6. Once the board member scores all the nominations, he/she will forward their completed score sheet to the board president for compiling and determining the AFSC nominee(s).

4.4.1.7. The board president will forward final tally sheets to AFSC/DPP for further processing and closure.

4.4.2. AFSC/CCC will conduct the board for enlisted awards.

4.4.2.1. Receives nomination packages for Airman, NCO, SNCO and First Sergeant award categories from the AFSC Awards SharePoint site.

4.4.2.2. Solicits and assigns members to an enlisted selection board.

4.4.2.3. Submits names of Airman, NCO, and SNCO category winners to AFSC/DPP to update the AFSC Awards SharePoint site.

LEE K. LEVY II, Lieutenant General, USAF
Commander

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

AFI 36-1004, *The Air Force Civilian Recognition Program*, 9 December 2013

AFI 36-2803, *The Air Force Awards and Decorations Program*, 15 June 2001

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

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

AFMC/CC Memorandum, *Command Expectations for Meritorious Civilian*

Service Award (MCSA) and Delegation of Civilian Award Authority and Civilian Awards Approval, 25 February 2013

AFPC Awards Guidance for LCC Bases & HAF OL, February 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFPC—Air Force Personnel Center

AFSC—Air Force Sustainment Center

AMN—Airman

CA—Executive Director

CC—Commander

CCC—Command Chief

CGO—Company Grade Officer

CL—Civilian Leader

CPS—Civilian Personnel Section

CV—Vice Commander

DCPDS—Defense Civilian Personnel Data System

DPP—Personnel Programs Division

DS—Director of Staff

eSSS—Electronic Staff Summary Sheet

FGO—Field Grade Officer

GS—General Schedule

HAF—Headquarters, Air Force

IAW—In Accordance With

LCC—Large Civilian Center

NCO—Non Commissioned Officer

OCR—Office of Coordinating Responsibility

OL—Operating Location

SNCO—Senior Non Commissioned Officer

SOC CER—Senior Officer Communication Coordination Electronic Resource

TOA—Time-off Award

WG—Wage Grade

WL—Work Leader