

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

AIR FORCE INSTRUCTION 36-2805



14 MARCH 2013

**AIR FORCE GLOBAL STRIKE COMMAND
Supplement**

10 JANUARY 2014

Personnel

SPECIAL TROPHIES AND AWARDS

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: AFPC/DPSIDR

Certified by: AF/A1S
(Brigadier General Eden J. Murrie)

Supersedes: AFI 36-2805, 29 June 2001

Pages: 57

(AFGSC)

OPR: HQ AFGSC/A1KP

Certified by: HQ AFGSC/A1K
(Colonel Jill R. Higgins)

Supersedes: AFI 36-2805_AFGSCSUP, 1
March 2012

Pages: 5

This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, and describes special trophies and awards programs sponsored by the United States Air Force (USAF) and by private organizations that seek Air Force participation. It applies to all active duty Air Force, Air Force Reserve Command (AFRC), and Air National Guard (ANG) members and civilian employees paid through appropriated funds. It outlines how to nominate deserving individuals or units for these awards. 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 and approval. Requests for waivers will not be considered. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, System of Records Notice F036 AF PC V, *Awards and Decorations*, applies.

Refer recommended changes and questions about this publication to the OPR using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through AFPC/DPSIDR, Air Force Recognition Programs Section, 550 C Street West, Suite 12, Randolph AFB TX 78150-4712 or afpc.dpdxi.pubfmmgt@randolph.af.mil.

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>.

Any organization may supplement this publication which must be approved and reviewed by the OPR. Major Commands (MAJCOMs), Field Operating Agencies (FOAs), and Direct Reporting Units (DRUs) must send one copy of their published and or posted supplement to the OPR at AFPC/DPSIDR, 550 C Street West, Suite 12, Randolph AFB TX 78150-4712. Other organizations send one copy of each published and or posted supplement to the next higher headquarters.

(AFGSC) AFI 36-2805, *Special Trophies and Awards*, is supplemented as follows: This publication implements and extends on the guidance contained in AFI 36-2805 and Air Force Policy Directive 36-28, *Awards and Decorations Program*. It provides guidance for On-the-Spot Recognition, Global Strike Challenge Competition trophies and awards and the Air Force Global Strike Command (AFGSC) Functional Awards Programs. 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 Records Disposition Schedule. Refer recommended changes and questions about this publication to the office of primary responsibility using AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through the appropriate functional chain of command. This publication applies to all AFGSC units, to include Air National Guard (ANG) and Air Force Reserve (AFRES) units assigned to AFGSC, which meet the specified criteria for award. This publication may be supplemented at any level, but all proposed supplements will be forwarded to the Headquarters (HQ) AFGSC Personnel Division (HQ AFGSC/A1K) for review and approval prior to publication. Supplements will not lessen the basic eligibility requirements for awards or certificates and will be coordinated with and approved by the appropriate functional through HQ AFGSC/A1 before being published. Waivers for non-tiered items and requests for clarification and guidance for this instruction should be forwarded through appropriate channels to HQ AFGSC/A1. The reporting requirements in this directive are exempt from report control symbol licensing in accordance with AFI 33-324, *The Air Force Information Collections and Reports Management Program*, paragraph 2.11.12. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. This revision incorporates awards which were not included in the last revision and awards which were transferred to AFPC/DPSIDR. This change also redefines the eligibility for the Air Force Recognition Ribbon (AFRR) and identifies in Attachment 4 those awards for small team recognition.

(AFGSC) This document has been substantially revised and must be completely reviewed. Changes include clarification of On-the-Spot Recognition Awards, updating POC for

AFGSC Sponsored Special Trophies and Awards listing, and procedure clarification of AFGSC Sponsored Special Trophies and Awards.

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Chapter 1

GENERAL INFORMATION REGARDING SPECIAL TROPHIES AND AWARDS

1.1. Nominating Procedures. Commanders at all levels actively advertise the nomination procedures for special trophies and awards. Commanders verify achievements and nominate those qualified for appropriate awards. MAJCOM, FOA, or DRU commanders, vice commanders, or executive directors indorse nominations on their personnel. When nominating persons or units assigned to other commands, commanders acquire by letter, the coordination of the commander or vice commander of the owning MAJCOM, FOA, or DRU. Submit nominations to AFPC/DPSIDR, with the parent MAJCOM, FOA, or DRU commander's coordination.

1.2. Air Force-level Awards. Air Force functional activities or private organizations establish Air Force-level awards. The designated OPR and the Air Force Uniforms and Recognition Branch (AF/A1SRU) approve implementing instructions. Notify AF/A1SRU when the award is terminated.

1.2.1. The experts in a given function will manage functional awards. Functional managers will ensure nomination write-ups are limited to two pages, using the Air Force Form 1206, *Nomination for Award*. Exceptions to this requirement must be approved by AF/A1SRU. Functional areas requiring the use of base visits to determine award winners will limit such visits to one visit per base per award.

1.3. Wartime Guidance. Programs governed by this instruction will continue during conflicts below the level of declared war. In the event that a national emergency is declared by Congress or the President of the United States, programs sponsored by Headquarters (HQ) USAF may be suspended. The Air Force will suspend administrative support for programs sponsored by private organizations.

1.4. Establishing Special Trophies and Awards Programs. Commanders at any level may establish special trophies and awards programs to recognize military and civilian members and units or organizations. Include such recognition programs in appropriate base supplements.

1.4.1. Awards may be named in honor of living or deceased Air Force military members and Department of the Air Force (DAF) civilians who had honorable records and made significant contributions to the Air Force or to the functional area in which the award is being established. Consider individuals of prominence or those whose careers or actions were important and meaningful to the function in which the award will be established. Thoroughly review the career and personal history of the individual to ensure the individual is worthy of such honor before naming an award in their honor. When an award is established, the designated award OPR or manager will send a letter, signed by the appropriate commander or vice commander, to AFPC/DPSIDR notifying of the establishment of the award. Include the award and criteria in an appropriate supplement or instruction. Commanders at all levels are responsible for ensuring and maintaining the integrity of special trophies and awards programs. All awards named for individuals will be established only in accordance with this instruction. The requirements of this instruction are mandatory when considering memorial-type awards. List what sources were reviewed to perform the background check and that verification has been made that no derogatory

information was found on the individual which would preclude naming an award in their honor.

1.4.2. Possible sources to review when determining individuals' suitability for memorialization are:

1.4.2.1. Military personnel records (retired or deceased military members), which are located at the National Personnel Records Center (NPRC), Military Personnel Records, 9700 Page Avenue, St Louis, MO 63132-5100.

1.4.2.2. Military personnel records (active duty, separated, and retired): As of 1 October 2004, the Air Force Personnel Center began receiving military records for transfer to electronic record storage. Records are located at AFPC/DPSIR, 550 C Street West, Suite 21, Randolph AFB TX 78130.

1.4.2.3. Civilian personnel records (retired or deceased DAF civilians), which are located at the National Archives and Records Administration, NPRC (Civilian Personnel Records), 111 Winnebago Street, St Louis, MO 63118-4126. After 20 April 2009, civilian records are also located at the National Archives and Records Administration Annex, 1411 Boulder Boulevard, Valmeyer IL, 62295.

1.4.2.4. Public libraries for archived newspaper articles.

1.4.2.5. Local newspapers.

1.4.2.6. Local courthouse records.

1.4.2.7. Local Air Force Office of Special Investigations or Security Forces.

1.4.2.8. Interview family, friends, acquaintances, and coworkers.

1.4.3. Do not duplicate existing special trophies and awards programs in either name or criteria (recognizing an achievement or accomplishment in performance reports or a citation to accompany an award is not considered duplication or dual recognition). Award elements will not duplicate elements of existing formal award programs. Refer to AFI 65-601V1, *Budget Guidance and Procedures*, for further guidance regarding funding for award elements. Awards must be of nominal value. Awards may not be redeemable for cash, merchandise, or services. The cost of awards will be commensurate with the significance of the achievement being recognized.

1.4.4. A one-time unique trophy or award may be given to an individual or unit whose achievements make a significant contribution to the effectiveness and efficiency of the Air Force.

1.4.5. **(Added-AFGSC)** On-the-Spot Recognition Awards. It is important to recognize military and civilian personnel who, by dedicated individual effort, facilitate successful accomplishment of a particular program, function or mission. This type of program provides senior leadership with an informal means to show special recognition of, and appreciate, a job well done.

1.4.5.1. **(Added-AFGSC)** The following AFGSC personnel are authorized to use appropriated funds to purchase coins, certificates, plaques, etc. and present On-the-Spot Recognition Awards: HQ AFGSC/CC/CV/CCC, HQ Directors, 20 AF/CC/CV/CCC, 8 AF/CC/CV/CCC, wing commanders and command chiefs. Wing commanders may

delegate authority to group and squadron commanders. Only use these items to recognize exceptional mission accomplishment.

1.4.5.2. **(Added-AFGSC)** Award inventories purchased with appropriated funds must be clearly accounted for and stored independent of office supplies. A log will be maintained reflecting the item presented, the amount purchased, recipient's name, date awarded, accomplishment (i.e. Airmen of the Quarter), and the balance-on-hand. Store items separately from similar items bought with different fund-types such as booster club funds.

1.4.5.3. **(Added-AFGSC)** Recognition awards should not be presented for any of the following reasons: in lieu of farewell gifts; performance of routine duties; as mementos, commemorative, or personal gifts; or morale-building purposes.

1.4.5.4. **(Added-AFGSC)** The Heart Link Spouse Orientation Program coin is authorized for AFGSC spouses who have participated in/completed the program and have not previously received this coin. Airman and Family Readiness Center Directors will order, maintain, and track distribution of the Heart Link Coin.

1.4.5.5. **(Added-AFGSC)** Inspector General (IG) presentation coin is intended solely for the purpose of recognizing the contribution of special or superior performance during an IG inspection activity.

1.4.5.6. **(Added-AFGSC)** Refer to AFI 65-601 Volume 1, *Budget Guidance and Procedures*, for additional guidance on personalization and coins for reenlistment.

1.5. Travel for Military Members or Department of the Air Force Civilians. Air Force military or Department of the Air Force civilian personnel selected for an award listed in this instruction will attend the presentation ceremonies at government expense. When a unit is selected to receive an award, the unit commander attends the presentation ceremony to accept the award on behalf of the unit.

1.6. Travel for Non-Military Members or Non-Department of the Air Force Civilians. When individuals who are neither military members nor Department of the Air Force civilians are selected as recipients of these awards, invitational travel will be authorized so they may attend the presentation ceremony. Refer to the AFI 24-101, *Passenger Movement*, for instructions and limitations on travel reimbursements for members and employees and invitation travel orders for family members and non-Department of the Air Force civilians.

1.6.1. MAJCOM commanders or vice commanders are authorized to approve spouse travel for award recipients assigned to their command. This approval authority may not be further delegated. When spouse travel is approved, invitational travel authorization orders will be issued and only transportation costs will be funded; per diem will not be paid. If there is no spouse, the member may elect to invite one family member to attend the award ceremony.

1.7. Funds. Authorize funds for reasonable costs of trophies, plaques, and so forth for presentation purposes. Do not authorize cash awards.

1.7.1. Use appropriated funds for trophies and awards to recognize mission accomplishment. Such awards include Junior Officer, Noncommissioned Officer (NCO), or Airman of the Quarter or Year, functional work area, and so on. Refer to AFI 65-601, Volume 1. This

authority does not apply to awards for employees who are paid from nonappropriated funds (NAF) according to policies regarding the use of NAF.

1.7.2. Do not use NAFs to supplement awards paid from appropriated funds. When appropriated funds are not available or are not authorized, the commander may use NAF to buy trophies and awards, if authorized by AFI 34201, *Use of Nonappropriated Funds (NAFs)*. Do not use NAFs for awards to civilian personnel who are paid from appropriated funds.

1.7.3. Handle trophies or funds donated to set up a special trophy or award under AFI 51-601, *Gifts to the Department of the Air Force*.

1.8. Air Force Recognition Ribbon (AFRR) Eligibility. Award this ribbon to recipients selected as the overall winners of Air Force-level/Air Force functional special trophies and awards. Any recipient selected for an eligible award since 12 October 1980, when the AFRR was established, receives the ribbon. These trophies and awards can be found in the applicable AFI's listed in Attachment 4.

1.8.1. The following military members wear the ribbon:

1.8.1.1. Named individuals or members of small teams who receive Air Force-level special trophies and awards listed in this instruction.

1.8.1.2. Named individuals or members of small teams who receive a functional Air Force-level special trophy or award managed by the functional area of responsibility and listed in this instruction.

1.8.1.3. Named individuals or members of small teams competing in Air Force-wide competitions sponsored by a MAJCOM whose award is listed in this instruction.

1.8.2. A small team is defined as an organized, developed component of members composed for a specific purpose (i.e., Tiger Team) or an operation (i.e., bomber crew, security forces contingent, etc.) that is not constituted as a USAF organization by a DAF letter. As such, a team is not entitled to a lineage and honors history or an emblem. The determining factor in eligibility is either individual achievement or achievement of a small team in which each team member's contribution was integral to mission accomplishment, as opposed to organizational groups in which the contribution of individuals could vary widely.

1.8.3. Recipients must be determined by Air Force-wide competition in that functional specialty.

1.8.4. Awards must be earned via a competitive process; winners must be nominated by the Air Force in private organization competitions, and won in an Air Force-wide competition.

1.8.5. Civilian recipients, who meet the criteria in paragraphs 1.8.1.1. through 1.8.1.3., wear the Air Force Recognition lapel pin.

1.8.6. The following are not eligible to receive the ribbon:

1.8.6.1. Organizations, units, or activities cited as recipients of Air Force-level special trophies or awards.

1.8.6.2. Members assigned to such cited organizations, units, or activities. **Example:** When a unit or organization is named as the recipient, no one in that cited unit or organization is awarded the ribbon.

1.8.6.3. Nominees and selectees of special trophies and awards programs at MAJCOM, FOA, DRU, base, or unit levels.

1.8.6.4. Nominees or selectees for 12 Outstanding Airmen of the Year (12 OAY). The appropriate ribbon, the Outstanding Airman of the Year Ribbon, is described in [paragraph 3.10.7](#)

1.8.7. Award of the AFRR to Air Force-level or functional awards not listed in [Attachment 4](#) require approval from AF/A1.

1.9. OPRs of Air Force-level functional special trophies and awards include entitlement information to the ribbon in instructions pertaining to their functional special trophies and awards programs. OPRs will send a message each year to their functional counterparts announcing the recipients of their respective awards. Send a copy of the message to the member's Military Personnel Section (MPS), Customer Service Element, for Military Personnel Information Data System update and file in the member's military personnel records.

Chapter 2

PREPARING NOMINATION PACKAGES FOR SPECIAL TROPHIES AND AWARDS MANAGED BY AFPC SPECIAL TROPHIES AND AWARDS OFFICE (AFPC/DPSIDR)

2.1. Preparing Nominations.

2.1.1. Prepare nominations for awards which AFPC/DPSIDR manages as outlined in the respective paragraphs. **Note:** Please review the solicitation messages for each award (as applicable) which are located on AFPC's website for current nomination package procedures, contents, and suspense dates.

2.1.1.1. Vigilance should be taken to protect Privacy Act (PA) and Personal Identifying Information (PII) when submitting or sending nominations, applications or other documents to DoD agencies whether by postal methods, faxing or through government internet systems. As a minimum review the following references that contain sensitive or For Official Use Only information: AFI 33-332, *Air Force Privacy Program*; AFMAN 33-152, *User Responsibilities and Guidance for Information Systems*; AFI 33-129, *Web Management and Internet Use*.

2.1.2. MAJCOMs, FOAs, and DRUs will ensure nominations arrive at AFPC/DPSIDR by the suspense dates listed in the message for the respective award. MAJCOMs, FOAs, and DRUs will send an e-mail to AFPC/DPSIDR by the date shown if no nominations will be submitted for any of these awards.

2.1.3. The following instructions apply to all awards for which AFPC/DPSIDR is the OPR (unless noted otherwise in the award nomination instructions).

2.1.4. Use AF Form 1206 when required in the award description. Ensure nomination write-ups are limited to the front side of AF Form 1206. Use a bullet or point-paper format, not running narrative. AFPC/DPSIDR is the Air Force OPR for this form. Other OPRs of functional awards may use the form.

2.1.5. For those awards requiring the write-up be placed on bond paper, limit each write-up to the length cited in the instructions for the award, and follow the format prescribed in the message or according to the sponsor's website.

2.1.6. Do not sign the write-ups.

2.1.7. A public release statement memorandum will be addressed to AFPC/DPSIDR. The nominee must sign and date a statement that reads verbatim: "I DO OR DO NOT AGREE TO GIVE PERMISSION TO USE MY NAME, RANK, AND BASE OF ASSIGNMENT IN THE ANNOUNCEMENT MESSAGE OR FOR ANY PUBLICITY REGARDING THE AWARD WINNER."

2.1.8. Avoid flowery prose and hyperbole. State the facts.

2.1.9. Use the format in [Attachment 2](#) when biographies are required.

2.1.10. Use the format in [Attachment 3](#) when citations are required.

2.1.11. Send all nominations electronically in original format. For example, the biography and citation will be saved and emailed as a Word attachment. Scan only those documents requiring a signature into a PDF file.

2.1.12. Send through command channels and get the endorsement of the MAJCOM/FOA/DRU commander, vice commander, or executive director.

2.1.13. Do not send classified material.

2.1.14. Note any special requirements shown in the description of the award.

2.1.15. Nominate individuals in the category of competition that corresponds to the grade held for the majority of the award period unless otherwise stated.

2.1.16. The MAJCOM, FOA, or DRU Special Trophies and Awards office must e-mail negative submission responses to AFPC/DPSIDR.

Chapter 3

CRITERIA AND INFORMATION FOR SPECIAL TROPHIES AND AWARDS MANAGED BY AFPC SPECIAL TROPHIES AND AWARDS OFFICE (AFPC/DPSIDR)

3.1. Air Force Association (AFA) Aerospace Awards. Each year, the AFA gives several trophies and awards of Air Force-wide interest relating to aerospace activity. The AFA considers nominations from the Air Force in the following awards:

3.1.1. Theodore Von Karman Award. For the most outstanding contribution to national defense by either a military member or Department of the Air Force civilian, unit, or group of individuals in the field of science and engineering, preferably relating to aerospace activity. Consider the contribution in the broadest sense of the term.

3.1.2. David C. Schilling Award. For the most outstanding contribution to national defense in the field of manned flight in the atmosphere or space by either a military member or Department of the Air Force civilian, unit, or group of individuals. While priority is given to activity directly related to manned flight, do not overlook a significant contribution in the area of policy or procedure that advances flight activity.

3.1.3. Gill Robb Wilson Award. For the most outstanding contribution to national defense in the field of arts and letters covering a wide range of activity, including writing, speaking, media relations, sculpturing, and painting, and so on by a military member or Department of the Air Force civilian, unit, or group of individuals.

3.1.4. Hoyt S. Vandenberg Award. For the most outstanding contribution directly or indirectly in the field of aerospace education or training by a military member or Department of the Air Force civilian, unit, or group of individuals. **Note:** The AFA no longer solicits external organizations for nominations.

3.1.5. Citation of Honor. For the most outstanding contribution to national defense significantly exceeding standard performance by an Air Force military member, Department of the Air Force civilian, unit, or group of individuals. Nominations for enlisted members are encouraged to be submitted for this award.

3.1.6. The period of service for these awards is 1 January - 31 December.

3.1.7. Each MAJCOM, FOA, and DRU may submit one nomination for each award. Do not submit nominations on previous Air Force Association-level winners for the same category. They can, however, be submitted in another award category.

3.1.8. Submit nominations to AFPC/DPSIDR IAW official solicitation message.

3.1.9. All Air Force military members, organizations, and Department of the Air Force civilians are eligible for nomination unless otherwise stated. Retirees are not eligible.

3.1.10. Base nominations on achievements occurring during the current calendar year. This does not, however, rule out a project that may have been started more than a year ago but was completed during the current calendar year.

3.1.11. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.

- 3.1.12. Send a citation for each nomination ([Attachment 3](#)).
- 3.1.13. Do not send posthumous nominations.
- 3.1.14. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.2. AFA Outstanding Civilian Employees of the Year. Each year, the AFA recognizes the outstanding achievements made by Air Force civilian appropriated fund employees. Nominations are evaluated on criteria such as nature of the achievement, development of techniques or procedures which significantly increased mission effectiveness, and breadth of impact. The AFA considers nominations from the Air Force in the following four categories:

- 3.2.1. Civilian Wage Employee of the Year (Federal Wage System Employees).
- 3.2.2. Civilian Program Specialist (GS-1 through GS-11).
- 3.2.3. Civilian Program Manager (GS-12 and GS-13).
- 3.2.4. Civilian Senior Manager (GS-14 and GS-15).
- 3.2.5. The period of service for these awards is 1 January - 31 December.
- 3.2.6. Each MAJCOM, FOA, and DRU may submit one nomination for each award.
- 3.2.7. Submit nominations to AFPC/DPSIDR IAW official solicitation message.
- 3.2.8. Send a cover page which includes the following headers: Employee's Name, Position Title, Series and Grade, Organization and Location, Telephone Number (DSN and Commercial), and Brief Employment History.
- 3.2.9. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.
- 3.2.10. Send a citation for each nomination ([Attachment 3](#)).
- 3.2.11. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.3. William A. Jump Memorial Award. This award is presented annually in recognition of outstanding service in administration and notable contributions to the efficiency and quality of public service. It was established in 1950 in honor of the late William A. Jump, Budget and Finance Officer of the US Department of Agriculture.

3.3.1. Civilian Career Federal Employees who have not reached his or her 37th birthday as of December of the previous calendar year and whose work performance over a period of at least 5 years has demonstrated outstanding competence and interest in any area of public administration, leadership shown in the direction or development of programs, creativity and resourcefulness, close adherence to the basic principles of enlightened public service, integrity, and dedication to duty are eligible for this award.

3.3.2. For the purpose of this award, the term "work" refers to both line or staff activity and the term "public administration" covers all aspects of executive administrative direction, supervision and development or operation of federal activities. It does not include achievements specifically of a scientific or technological nature, or of attorneys in the practice of their legal profession. However, persons engaged in such specialized professions

may be eligible for the award if their performance involves general program and policy administration or organizational planning, and executive or supervisory responsibilities of sufficient administrative importance to warrant special recognition.

3.3.3. Each MAJCOM, FOA, and DRU may submit one nomination for this award.

3.3.4. Submit nominations to AFPC/DPSIDR IAW official solicitation message.

3.3.5. Limit the write-up to no more than 10 pages. The write-up must be typewritten in word format, single spaced, with new subject paragraphs double-spaced and numbered to correspond with the solicitation message.

3.3.6. Send a citation for each nomination ([Attachment 3](#)).

3.3.7. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.4. Noncommissioned Officers Association (NCOA) Vanguard Award. Each year, the NCOA recognizes a noncommissioned officer from each of the military services, who has performed a particularly heroic act, on or off duty, which resulted in the saving of life or in preventing serious injury. The NCOA conducts presentation ceremonies each summer at the NCOA's annual convention. The NCOA notifies the Air Force recipient of the date, place, and travel arrangements for the ceremony. The recipient receives an engraved plaque presented by the NCOA. The period of service for the award is 1 January - 31 December.

3.4.1. Nominate Air Force enlisted members in grades Senior Airman through Chief Master Sergeant for this award.

3.4.2. The heroic act must be voluntary action initiated by the nominee and not a result of directions or orders.

3.4.3. The act must have been a legitimate attempt to save life or prevent serious injury to another person or persons and not an act of bravado.

3.4.4. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.4.5. Each MAJCOM, FOA, and DRU may submit one nomination. Do not submit joint nominations.

3.4.6. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.

3.4.7. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).

3.4.8. Do not send nominations for posthumous awards.

3.4.9. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.5. Verne Orr Award. The AFA established this award in honor of former Secretary of the Air Force Verne Orr. The award recognizes an Air Force unit (active or reserve) that makes the most effective use of its human resources. The AFA conducts a presentation ceremony each September during the AFA convention. The award element consists of a large permanent wall plaque, displayed in the Pentagon, listing each winning unit. The AFA presents a smaller replica to the winning unit. All Air Force units and organizations are eligible, regardless of size. The

accomplishments of the unit should be mission-oriented and focus on how the unit excelled in its use of people to achieve its full potential and accomplish the mission. The period of service for the award is 1 January - 31 December.

- 3.5.1. Each MAJCOM, FOA, and DRU may submit one nomination.
- 3.5.2. Submit nominations to AFPC/DPSIDR by 1 March.
- 3.5.3. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.
- 3.5.4. Send a citation for each nomination ([Attachment 3](#)).
- 3.5.5. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.6. Joan Orr Air Force Spouse of the Year Award. This award, sponsored by the AFA, honors the late Mrs. Joan Orr, wife of former Secretary of the Air Force Verne Orr. The award recognizes spouses of military members for their significant contributions to the Air Force. The award element consists of an engraved plaque presented at the AFA annual convention in Washington DC each September. The period of service for the award is 1 January - 31 December.

- 3.6.1. The nominee's husband or wife must be serving in the Air Force (active duty, Guard, or Reserve). Military members (active duty, Guard, or Reserve) are not eligible to be nominated for the award.
- 3.6.2. Nominations will include facts and specific accomplishments that clearly state the individual's contributions to the Air Force. The write-up should state what the nominee did and the results of the nominee's efforts. When applicable, nominations will include specific examples in any of these areas:
 - 3.6.2.1. Participation in Base and Community Activities.
 - 3.6.2.2. Articulate and Influential Spokesperson for the Air Force.
 - 3.6.2.3. Voluntary Service in Air Force-related Organizations and Activities.
 - 3.6.2.4. Contributions to the States or to the Nation.
 - 3.6.2.5. Moral and Religious Leadership.
 - 3.6.2.6. Contributions to the Resolution of Contemporary Social Problems.
 - 3.6.2.7. Membership in Professional, Civic, or Cultural Organizations.
 - 3.6.2.8. Self-Improvement Efforts.
 - 3.6.2.9. Leadership and Other Accomplishments.
- 3.6.3. Each MAJCOM, FOA, and DRU may submit one nomination.
- 3.6.4. Submit nominations to AFPC/DPSIDR IAW official solicitation message.
- 3.6.5. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.
- 3.6.6. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).

- 3.6.7. Send a citation for each nomination ([Attachment 3](#)).
- 3.6.8. Nominations for posthumous awards are accepted.
- 3.6.9. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.7. General and Mrs. Jerome F. O'Malley Award. This award is named in honor of the late General and Mrs. Jerome F. O'Malley, former Commander, Tactical Air Command. It recognizes the wing commander and spouse whose contributions to the Nation, the Air Force, and the local community best exemplify the highest ideals and positive leadership of a military couple in a key Air Force position. The master award element consists of a French crystal eagle in flight on an engraved base. The recipients receive a citation and a portrait of a falcon, rose stem in its beak and talons extended preparing to land on a branch, at a presentation ceremony conducted by the Air Force Chief of Staff (CSAF). The period of service for the award is 1 January - 31 December.

3.7.1. Nominees must have served as a wing commander for at least 6 months during the award period as well as having at least two (2) years of retainability to be eligible for consideration.

3.7.2. Nominations must include specific facts and examples identifying the nominees as exceptional leaders and spokespersons for the Air Force. The write-up should focus on what the nominees did as a team and the results of their accomplishments. Ensure the write-up focuses equally on the contributions of the spouse. Include specific examples in the following areas:

3.7.2.1. Leadership. Innovation and ingenuity in solving problems and in developing systems, programs, and ideas that positively impacted on the mission, morale, and welfare of Air Force or wing activities and personnel. The leadership abilities of both the wing commander and spouse must clearly demonstrate professionalism, integrity, morality, and excellence in inspiring others by personal example, conduct, and character.

3.7.2.2. Positive and Articulate Spokespersons for the Air Force. Projection of leadership into the private community as evidenced by the wing commander and the spouse's assumption of leadership roles and participation in social, cultural, religious, and other wing or community service activities.

3.7.2.3. Other Accomplishments. List other achievements or accomplishments which set the wing commander and the spouse apart from others of similar responsibilities. Include unique contributions to the Nation, the Air Force, the wing, the base, or the community.

3.7.3. Each MAJCOM, the ANG, and AFRC may nominate one wing commander and spouse.

3.7.4. Submit nominations to AFPC/DPSIDR IAW official solicitation message.

3.7.5. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.

3.7.6. Send a "joint" biography limited to one single-spaced typewritten page ([Attachment 2](#)).

3.7.7. Send a citation for each nomination ([Attachment 3](#)).

3.7.8. Nominations for posthumous awards are accepted.

3.7.9. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.8. Department of Defense (DoD) Distinguished Civilian Service Award. Each year, the DoD presents this award to a small number of DoD civilian employees whose careers reflect exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvement in the operation of DoD.

3.8.1. Career civilian employees at any level and duty station who are paid from appropriated funds and who have made truly outstanding contributions to the DoD-wide mission are eligible for this award. It is imperative that this award be reserved for performance characterized by extraordinary, notable and prestigious contributions that impact the department as a whole.

3.8.2. This award does not require direct interaction with the Secretary of Defense or other senior level officials; however, it does require contributions that have significant impact to national security.

3.8.3. The award may honor a recipient's distinguished duty and service to DoD spanning up to ten years.

3.8.4. Nominees should normally have previously received the Air Force Decoration for Exceptional Civilian Service.

3.8.5. Each MAJCOM, FOA, and DRU may submit one nomination for this award.

3.8.6. Submit nominations to AFPC/DPSIDR IAW official solicitation message.

3.8.7. The write-up must be typewritten, single spaced, in word format, with each major section (I, II, etc.) on a new page to correspond with the solicitation message.

3.8.8. Send a citation for each nomination. Prepare a double-spaced proposed citation for the signature of the Secretary of Defense containing no more than 150 words which highlight the significance of the individual's achievements.

3.8.9. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.9. AFA Team of the Year Award. Each year, the AFA selects a specific enlisted career field for recognition. These are professionals who clearly display superior technical expertise, attract the praise of their superiors, and provide leadership and inspiration to their coworkers. Individuals nominated need not be members of a team in the traditional sense of the term; they need only be assigned to the same career field. The AFA honors the five members and their spouses (if applicable) at a ceremony each May in Washington DC. The period of the award is 1 January - 31 December. AFPC/DPSIDR solicits nominations from the appropriate Air Force functional manager for that career field and provides further guidance to the functional manager concerning nominations.

Note: Do not submit nominations unless you receive a tasking to do so from either AFPC or the Air Force functional manager of that career field.

3.9.1. Limit the write-up to one single-spaced typewritten page using the front side of AF Form 1206. Use bullet (talking paper or point paper) format. Do not sign the write-up.

3.9.2. Send a biography, limited to one single-spaced typewritten page ([Attachment 2](#)).

3.9.3. Send a citation with each nomination ([Attachment 3](#)).

3.9.4. Effective 1 January 2007, individuals named as AFA Team of the Year are no longer eligible for the Air Force Recognition Ribbon, as they are not members of a specified team, but represent the selected career field as a whole.

3.10. 12 Outstanding Airmen of the Year (12 OAY) Award. Established by the Air Force, this program recognizes 12 enlisted members in a range of grades representing a cross section of career fields. The AFA honors the 12 OAY and their spouses at its annual convention in Washington DC each year. AFPC/DPSI sends a message outlining nomination procedures to the MAJCOMs, FOAs, and DRUs each year. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.10.1. There are three categories of competition: Airman (Airman through Senior Airman); NCO (Staff Sergeant and Technical Sergeant); and Senior NCO (Master Sergeant through Chief Master Sergeant).

3.10.2. Base nominations only on achievements that occurred during the current calendar year. For example, the nominees' achievements for the 2009 program should cite achievements occurring from 1 January 2008 through 31 December 2008.

3.10.2.1. Since nominees are representatives of the Air Force enlisted force, they must also stand the test of a "whole life/whole career" scrutiny. The "whole life/whole career" screening will be conducted at the Air Force level only.

3.10.3. All nominees must sign a statement of intent agreeing if selected as a MAJCOM, FOA, or DRU nominee, they will obtain the required retainability in order to compete at Air Force level. All nominees who meet the Air Force selection board must have sufficient retainability so that, if selected as a 12 OAY, they can serve on the AFA Enlisted Advisory Council for a 12-month period which commences the month of their induction (September) as a 12 OAY. For example, the 2009 12 OAY serve from September 2009 through September 2010. Therefore, the 2009 MAJCOM and DRU nominees would need retainability through 30 September 2010. The annual AFPC/DPSI nomination message outlines procedures to follow in obtaining retainability for those MAJCOM and DRU nominees who do not have sufficient retainability. Contact AFPC Skills Management Branch, Reenlistments Section (AFPC/DPSOAE), for assistance regarding retainability. Failure on the part of the MAJCOM, FOA, or DRU to meet retainability requirements on their nominee will result in the nominee being withdrawn from the Air Force-level competition. If an individual is not selected as a 12 OAY, cancel the extension.

3.10.4. Send a statement of intent, signed and dated by the nominee, which includes the following statements verbatim:

3.10.4.1. "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 Mar following notification of 12 OAY selection."

3.10.4.2. “If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM/CC and MAJCOM/CCC to publicize and promote ‘the Air Force way of life’ and attend events or other venues deemed appropriate which may positively impact upon recruiting and retention.”

3.10.4.3. “I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge.”

3.10.5. If the MAJCOM or DRU will not submit nominations, send a letter or message to AFPC/DPSIDR advising of this.

3.10.6. Nomination packages will include:

3.10.6.1. A write-up of 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206. Nominations should include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Nominations must include the following areas and cite examples that occurred only during the award period.

3.10.6.1.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

3.10.6.1.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member’s value as a military citizen.

3.10.6.1.3. Base or Community Involvement. Define the scope and impact of the member’s positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

3.10.6.2. Send a biography, limited to one single-spaced typewritten page ([Attachment 2](#)).

3.10.7. Outstanding Airman of the Year Ribbon (OAYR). Each airman nominated to the Air Force-level competition receives the OAYR. AFPC/DPSIDR sends a letter to the nominees' respective MAJCOM, FOA or DRU as well as to Automated Records Management System for file in the member's electronic records. The letter is the source document indicating those individuals listed in the letter are authorized to wear the OAYR. See AFI 36-2803 and AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, for more information regarding wear of the ribbon. The Air Force message announcing the 12 OAY is an additional source document for the 12 selectees only. The 12 selectees wear the OAYR with bronze service star device.

3.10.8. Service Dress Uniform. All individuals nominated to the Air Force-level competition will receive a gift card for merchandise from Headquarters Army and Air Force Exchange Service (AAFES). AAFES will send the gift card to the nominees. Those selected as 12 OAY will also receive a gift card from AAFES for a mess dress uniform.

3.10.9. Outstanding Airman Badge (OAB). The 12 OAY wear the OAB for 1 year from the date of formal presentation. The badge is presented to the 12 OAY during the AFA convention each September.

3.10.10. The office of the Chief Master Sergeant of the Air Force (CMSAF) sends travel and lodging information for the 12 OAY and their spouses to attend the AFA convention. In addition to being recognized and honored at the AFA's annual convention, each of the 12 OAY serves as a member of the AFA Enlisted Advisory Council for the year immediately following the annual AFA convention. As members of this council, they attend subsequent meetings at the call of the council chairman.

3.10.11. Travel Funding for the 12 OAY. Fund travel from normal temporary duty (TDY) funds of the unit to which the 12 OAY are assigned in order that they may attend the AFA convention, any follow-on meetings of the AFA Enlisted Advisory Council, and all other events requiring their attendance in support of recruiting and retention.

3.10.11.1. If unit funds are insufficient to fund travel, MAJCOMs will provide any additional funding to the units to cover travel or other related expenses involving the 12 OAY in regard to public appearances and so forth on behalf of recruiting and retention matters.

3.10.11.2. MAJCOM/CCCs will maintain records of all travel (cost, where the trips were taken, and whether the unit or MAJCOM paid) performed by the 12 OAY in support of recruiting and retention. They will report these statistics to the CMSAF quarterly.

3.10.11.3. If a 12 OAY is reassigned during his or her one-year tenure, the gaining unit and MAJCOM funds the required travel. To assist in meeting out-of-pocket expenses while the 12 OAY attend the AFA convention and any follow-on meetings and events, commands are authorized to award them \$300 to help defray these costs.

3.10.11.4. Commanders may fund these out-of-pocket expenses under their special morale and welfare expenditure authority. Refer to AFI 34-201.

3.10.12. The 12 OAY may receive the supplemental clothing allowance listed in AFI 36-3014, *Clothing Allowances for Air Force Personnel*.

3.10.13. Publicize the 12 OAY program at all levels and offer command presentation of the Outstanding Airman Ribbon. Maximum public exposure of the program is desired, including local radio and television appearances. Coordinate all public affairs activities in conjunction with the 12 OAY program with the MAJCOM, FOA, and DRU public affairs offices.

3.10.14. Nominations for posthumous awards are accepted.

3.10.15. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.11. USAF First Sergeant of the Year Award. This award, established by the Air Force, recognizes the important contributions and leadership qualities exhibited by Air Force members in the First Sergeant Career Field, Special Duty Identifier (SDI) 8F000. The Air Force Sergeants Association (AFSA) honors the recipient during presentation ceremonies each summer at the AFSA annual convention. AFSA notifies the recipient of the date, place, and travel arrangements for the ceremony. The award element consists of an engraved plaque. The period of service for the award is 1 January - 31 December.

3.11.1. Nominees must serve in the position of First Sergeant **and** have held SDI 8F000 for at least six months of the award period in order to be eligible.

3.11.2. Nominations must include the following areas and cite examples that occurred during the award period.

3.11.2.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

3.11.2.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any PME as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.11.2.3. Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeant's Association, Sunday, school teacher, and so forth.

3.11.3. Each MAJCOM, FOA, and DRU may submit one nomination.

3.11.4. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.11.5. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.

3.11.6. Send a biography, limited to one single-spaced typewritten page ([Attachment 2](#)).

3.11.7. Do not send nominations for posthumous awards.

3.11.8. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.12. American Legion Spirit of Service Award. This award, sponsored by the National Headquarters of the American Legion, is presented annually to an enlisted member from each of the military services for outstanding volunteer service performed off duty in the local community. Presentation of the award will take place during the American Legion National Convention.

3.12.1. The period of service is 1 January – 31 December.

3.12.2. Nominees must be enlisted members in the grades Airman through Staff Sergeant for this award.

3.12.3. Nominations must include the following areas and cite examples that occurred during the award period.

3.12.3.1. Volunteer community service performed by the member in the local community and show how the community benefited.

3.12.3.2. Contributions and examples that show the individual is an outstanding military performer.

3.12.4. Each MAJCOM, FOA, and DRU may submit one nomination.

3.12.5. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.12.6. Limit the write-up to one single-spaced typewritten page using the AF Form 1206.

3.12.7. Send a citation for each nomination ([Attachment 3](#)).

3.12.8. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.13. Outstanding Department of Defense (DoD) Employee with a Disability Award. The award recognizes the contributions and achievements made by physically and mentally disabled federal employees within DoD. Nominees for this award must be federal employees who demonstrate job performance clearly exceeding requirements in spite of severely limiting physical and/or mental factors and who exhibit courage and initiative in overcoming disabilities. Winners are honored at a ceremony in Washington DC each year.

3.13.1. Eligible individuals include appropriated and nonappropriated fund employees and foreign nationals employed overseas.

3.13.2. The period of service for the award is 1 January - 31 December.

3.13.3. Each MAJCOM, FOA, and DRU may submit one nomination for this award.

3.13.4. Submit nominations to AFPC/DPSIDR IAW official solicitation message.

3.13.5. Limit the write-up to no more than 5 pages. The write-up must be typewritten in word format and numbered to correspond with the solicitation message.

3.13.6. Previous winners of this Secretary of Defense Award may not be re-nominated until at least 10 years have passed.

3.13.7. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.14. Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award. This award is presented to an individual(s) or organization(s) that exemplify the Fisher's personal qualities of patriotism, generosity, and selfless dedication to the members of the Armed Forces of the United States, through an outstanding humanitarian act or service, selflessly contributes an extraordinary amount of time, talent or resources to benefit members of the US Armed Forces and significantly enhances the quality of life of military members or their families through the act or service.

3.14.1. Governing directive is AFI 36-2840(I), *Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award*. Please review this regulation for criteria, eligibility, and other nomination information.

3.14.2. Please refer to the AFPC/DPSIDR solicitation message for specific nomination package requirements as well as nomination suspense date.

3.15. Government Employees Insurance Company (GEICO) Public Service Awards. These awards were established in 1980 to emphasize GEICO's belief that the contributions of many hardworking, talented government employees deserve special acclaim. The GEICO Philanthropic Foundation sponsors and grants the awards in four categories:

3.15.1. Substance Abuse Prevention and Treatment,

3.15.2. Fire Prevention and Safety,

3.15.3. Physical Rehabilitation,

3.15.4. Traffic Safety and Accident Prevention.

3.15.5. All career civilian federal employees are eligible. Nomination accomplishments can be based on the current calendar year, past years, or span over several years.

3.15.6. GEICO will judge nominations principally on the impact of the nominees work related or non-work related contributions and the extent to which they served as an inspiration to others and brought credit to the federal service. A \$2,500 cash award, a commemorative plaque, and an all expense paid trip to Washington DC for the winner and spouse will be presented to four active federal employees.

3.15.7. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.15.8. Each MAJCOM, FOA, or DRU may submit one nomination in each category.

3.15.9. Limit the write-up to no more than 3 pages. The write-up must be typewritten in word format and must include the following: Name, title, grade, organization, address including zip code, phone number, and a brief biographical sketch with education, employment history, and family information. Describe in detail the specific achievement or

service which would qualify the employee for the award. Name and phone number of a point of contact if further information is needed.

3.15.10. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.16. USAF Cadet of the Year Award. Established in 2000, the award recognizes the most outstanding cadet in an Air Force commissioning program. The award is sponsored by the Air Squadron (a private organization comprised of high-ranking British citizens who are aviation enthusiasts), and was established to pay tribute to the United States military for supporting the United Kingdom over the years.

3.16.1. The master award element consists of an "Air Squadron Sword," which is permanently displayed at the Pentagon. The recipient cadet receives a citation and a sterling silver coin, which is presented by CSAF.

3.16.2. The period of service for the USAF Cadet of the Year Award is 1 June - 31 May.

3.16.3. Each commissioning source, Air Force Reserve Officer Training Course, Basic Officer Training School, Academy of Military Science, and United States Air Force Academy (USAFSA), may each nominate three cadets.

3.16.4. Nominees must be enrolled in, or be a graduate of, one of the four commissioning sources listed in the above paragraph.

3.16.5. Nominations should be based upon achievements that occurred at the commissioning source during the award period. This does not, however, rule out a project that may have been started outside the award period and completed during the award period.

3.16.6. Include the following areas in each write-up:

3.16.6.1. Military Performance. Address leadership, officership, initiative or organizational skills, discipline, personal appearance, etc., which are exhibited through additional duties, drill and ceremonies, shooting skills, personal and room inspections, and so forth.

3.16.6.2. Academics. Address academic tests, briefing skills, and writing exercises/tests, and so forth.

3.16.6.3. Physical fitness. Address physical fitness tests, obstacle course, leadership course, field training, and so forth.

3.16.7. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.16.8. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206. Use the lead-off topics mentioned in above paragraph 3.16.6.

3.16.9. Send a citation for each nomination ([Attachment 3](#)).

3.16.10. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.17. National Public Service Award (NPSA). The award was established by the American Society for Public Administration and the National Academy of Public Administration to honor

individuals who make outstanding contributions and whose accomplishments can be viewed as models of public service within and outside the work environment. The NPSA program recognizes individuals who exhibit the highest standards of excellence, dedication, and accomplishment over a sustained period of time and who are creative and highly skilled career managers at all levels of the public service.

3.17.1. A distinguished committee will review nominations and select up to five award recipients who have spent a significant portion of their careers as public service practitioners at the federal, state, local or international levels of government or in nonprofit organizations that provided direct public service.

3.17.2. NPSA winners will be those who have, on a sustained basis, done some or all of the following:

3.17.2.1. Made a profound difference to improve service to the public,

3.17.2.2. Been willing to take risks to achieve change,

3.17.2.3. Fostered a more democratic society,

3.17.2.4. Served as a champion of social equity,

3.17.2.5. Changed the way a governmental organization operates so that it better achieves its goals,

3.17.2.6. Achieved substantial savings in government operations,

3.17.2.7. Developed a cadre of other government leaders,

3.17.2.8. Contributed to the communities in which they live.

3.17.3. Eligible individuals include Air Force military and civilian personnel.

3.17.4. Each MAJCOM, FOA, and DRU may submit one nomination for this award.

3.17.5. Submit nominations to AFPC/DPSIDR IAW official solicitation message.

3.17.6. Limit the write-up to no more than 6 pages. The write-up must be typewritten in word format and numbered to correspond with the solicitation message.

3.17.7. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.18. Lance P. Sijan USAF Leadership Award. The award is named in honor of the late Captain Lance P. Sijan, an Air Force Academy graduate and combat pilot, who was posthumously awarded the Medal of Honor for his intrepidity while evading capture by the North Vietnamese and during his subsequent captivity as a prisoner of war. The award recognizes the accomplishments of officers and enlisted leaders, who demonstrate the highest qualities of leadership in the performance of their duties and the conduct of their lives. It is limited to those members whose duties require them to assume active leadership roles. Each recipient receives a citation and a large wall sculpture portraying Captain Sijan and key events in his military career. The CSAF, conducts the presentation ceremony each year. The period of service for the award is 1 July - 30 June.

3.18.1. Each MAJCOM, FOA, or DRU may submit one individual in each of the following categories:

- 3.18.1.1. Senior Officer (Major through Colonel).
- 3.18.1.2. Junior Officer (2d Lieutenant through Captain).
- 3.18.1.3. Senior Enlisted (MSgt through CMSgt).
- 3.18.1.4. Junior Enlisted (Amn through TSgt).

3.18.2. Include the following areas in each write-up:

3.18.2.1. Scope of Responsibility. Include duty title, level of organization, number of individuals (military and civilian) supervised directly and indirectly, dollar value of assets controlled, or programs for which nominee has direct responsibility.

3.18.2.2. Professional Leadership. Nominees must demonstrate exceptional leadership traits in accomplishing the mission or overcoming unique problems and emergencies.

3.18.2.3. Leadership Image. Nominees must inspire others by personal example, by character and conduct displayed as leaders, and by eagerness to assist in the accomplishment of goals.

3.18.2.4. Community Involvement. Projection of leadership into the private community, as evidenced by the nominee's assumption of leadership roles in social, cultural, and religious, as well as other community service activities, may also be considered.

3.18.3. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.18.4. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206. Use the lead-off topics mentioned in paragraph 3.18.2.

3.18.5. Send a biography limited to one single-spaced type written page ([Attachment 2](#)).

3.18.6. Send a citation for each nomination ([Attachment 3](#)).

3.18.7. Do not send nominations for posthumous awards.

3.18.8. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.19. Government Employees Insurance Company (GEICO) Military Service Awards. GEICO established these awards to annually recognize military enlisted members from each of the military services for their contributions to military or private communities in three categories:

- 3.19.1. Drug and Alcohol Abuse Prevention,
- 3.19.2. Fire Safety and Fire Prevention,
- 3.19.3. Traffic Safety and Accident Prevention.

3.19.4. GEICO selects a recipient in each category from the five military services that submit nominations. The award elements consist of an engraved plaque and a \$2,500 cash award presented by GEICO. GEICO conducts presentation ceremonies each spring in Washington DC. GEICO notifies the Air Force recipient of the date, place, and travel

arrangements for the ceremony and provides lodging and round-trip transportation to Washington DC to the recipient and spouse (if applicable).

3.19.5. Nominees must be Air Force active duty, Reserve, or Guard enlisted members. The period of service for the award is 1 October - 30 September. Nominations may also span several prior years, may be ongoing, or may have been accomplished during the award year.

3.19.6. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.19.7. Each MAJCOM, FOA, or DRU may submit one nomination in each category.

3.19.8. Write-ups will include facts and specific accomplishments, either on or off duty, that describe how the military or civilian community has benefited.

3.19.9. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.

3.19.10. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).

3.19.11. Do not send nominations for posthumous awards.

3.19.12. Nominee must have a least one year retainability from AFPC/DPSIDR suspense date of 15 Oct.

3.19.13. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.20. Affirmative Employment Program (AEP) Awards (formerly the Distinguished Equal Employment Opportunity [EEO] Awards). These awards recognize civilian and military personnel who have demonstrated superior achievements in pursuing affirmative employment objectives and goals (people with disabilities) and implementing and maintaining the special emphasis programs. Nominees must have clearly demonstrated their contributions through measurable accomplishments toward attaining the Air Force Affirmative Employment Goals. The period of service for the award is 1 October – 30 September.

3.20.1. These awards recognize Air Force military and civilian personnel for distinguished service in support of the AEP in the categories listed below:

3.20.1.1. Commander Action. This category is designed for the commanders of MAJCOMs, FOAs, DRUs, intermediate commands, and center, wing, base, or tenant organizations. Nominees must have demonstrated personal commitment to equal opportunity and affirmative employment program objectives/goals (people with disabilities) through achievement of positive affirmative employment actions or results-oriented management objectives. Nominees must have demonstrated leadership commitment and support for the special emphasis programs.

3.20.1.2. Supervisory Action. This category is designed for first-level civilian and military supervisors who have established a positive affirmative employment program at their work sites to further equal opportunity for employees. Nominees must also have demonstrated superior abilities in fulfilling the objectives of the equal opportunity and affirmative employment program through developmental opportunity program initiatives, career development activities, incentive awards, and other employment processes.

3.20.1.3. Affirmative Employment Program. This category is designed for civilian and military personnel, Affirmative Employment Program managers, and Human Resource specialists. Nominees must have clearly demonstrated superior abilities in attaining the Air Force affirmative employment objectives/goals (people with disabilities) by assisting leadership, managers, and supervisors in their efforts to recruit, hire, advance, and retain women, minorities, and people with disabilities. Nominees must have implemented, administered and maintained effective special emphasis programs. Nominees must have established and maintained effective relationships with community organizations and groups.

3.20.1.4. Special Emphasis Programs. This category is designed for civilian and military personnel who have contributed significantly to the employment and advancement of minorities, women, and people with disabilities, including veterans and the wounded warriors. These nominees must have clearly demonstrated their contributions through training programs; effective outreach and recruitment; increased representation of minorities, women, and people with disabilities; positive management involvement; and community involvement. Nominees must have clearly demonstrated their contributions through measurable accomplishments toward attaining the Air Force affirmative employment objectives/goals (people with disabilities). These programs include six separate categories: Federal Women's Program, Hispanic Employment Program, People with Disabilities Program, Black Employment Program, Asian American/Pacific Islander Employment Program, and American Indian/Alaskan Native Employment Program.

3.20.2. An individual will be nominated in one category only. The previous year award winners will not normally be nominated two years in succession. When such nominations are submitted, the justification must highlight the additional substantial contributions in furthering the EEO and AAP objectives about the previous year's nomination. The facts supporting the achievements for contributions of the nominees must be stated concisely; limited to the period covered, and must clearly define the results achieved in the specific category.

3.20.3. Each recipient will receive a letter signed by the Secretary of the Air Force and an engraved plaque.

3.20.4. Each MAJCOM, FOA, and DRU may submit one nomination in each category for this award.

3.20.5. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.

3.20.6. Send a citation for each nomination ([Attachment 3](#)).

3.20.7. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements and suspense dates.

3.21. Arthur S. Flemming Award. This award is sponsored by the George Washington University School of Public Administration and honors outstanding Federal employees who have made extraordinary contributions to the Federal Government. The purpose of honoring these men and women each year is fourfold: (1) to recognize those who have performed outstanding and meritorious work for the Federal Government, (2) to encourage high standards of performance in the Federal Government, (3) to enhance appreciation of our form of Government

and the opportunities and responsibilities that it presents, and (4) to attract outstanding persons to the Federal Government.

3.21.1. Awards will be made principally for outstanding contributions to public service on either a sustained basis or through a single exceptional accomplishment during the current calendar year.

3.21.2. This award recognizes Air Force military and civilian personnel. Nominees must have at least 36 months of government service, but no more than 15 years of service as of 31 Dec of the nominating year to be eligible for this award.

3.21.3. A panel of distinguished, nationally prominent judges will review nominations and select twelve awards recipients. Four awards will be presented to individuals in each of the following categories:

3.21.3.1. Administration. Nominees should have demonstrated exceptional ability and performance in administration. For example, personnel, finance, labor or law. Nominees should also have an active participation in community activities (including professional activities where the purpose is not considered self-promoting) as a demonstration of a well-rounded lifestyle.

3.21.3.2. Scientific. Nominees should have demonstrated achievement that is considered to be pioneering, unique, and innovative with a break-through impact. Nominees should also have an active participation in community activities (including professional activities where the purpose is not considered self-promoting) as a demonstration of a well-rounded lifestyle.

3.21.3.3. Applied Science and Mathematics. Nominees should have demonstrated innovative uses in technology to address an important agency objective, including adapting commercial off-the-shelf technology to meet the agency's needs. Nominees should also have an active participation in community activities (including professional activities where the purpose is not considered self-promoting) as a demonstration of a well-rounded lifestyle.

3.21.4. Nominations must be submitted in one category, although duties may overlap other areas in all categories.

3.21.5. Each MAJCOM, FOA, and DRU may submit one nomination in each category for this award.

3.21.6. The write-up must be typewritten in word format and numbered to correspond with the solicitation message.

3.21.7. Send a citation for each nomination. Prepare a proposed citation containing approximately 150 words, summarizing the work performed by the nominee which is to be considered. The citation must contain the specific description of the nominee's work and achievements.

3.21.8. Individuals previously nominated but not selected for a Flemming Award may be renominated.

3.21.9. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements and suspense dates.

3.22. The Armed Forces Spirit of Hope Award. The Armed Forces Spirit of Hope Award is named in honor of Mr. Bob Hope, and is presented for outstanding service to the United States of America. It is awarded to men, women, and organizations of the US Armed Forces, entertainers, and other distinguished Americans and organizations whose patriotism and service reflects that of Mr. Bob Hope. The Armed Forces Spirit of Hope Award is presented annually to one nominee (either an individual or organization) from each of the following: The Office of the Secretary of Defense, the Army, the Navy, the Marine Corps, the Air Force, and the Coast Guard, that fit the following criteria:

3.22.1. Epitomizes the values of Mr. Bob Hope: Duty, Honor, Courage, Loyalty, Commitment, Integrity, and Selfless Dedication.

3.22.2. Significantly enhances the quality of life of service members and their families serving around the world.

3.22.3. Selflessly contributes an extraordinary amount of time, talent, or resources to benefit members of the United States Armed Forces.

3.22.4. Eligibility requirements are as follows:

3.22.4.1. Active Duty, Reserve, Guard, former military members, or civilians, who embody the values of freedom, the Constitution of the United States of America and the military.

3.22.4.2. Individuals or organizations having a commercial or profit-making contractual relationship with DoD, or with a DoD component, may be eligible to receive the award provided the following are true:

3.22.4.2.1. The contribution is clearly and substantially outside what is specified or implied within the terms of the contract establishing the relationship.

3.22.4.2.2. The recognition is clearly in the public interest.

3.22.4.3. This award may be presented posthumously.

3.22.5. Foreign nationals may receive the Armed Forces Spirit of Hope Award provided they meet the above criteria; please follow instructions in the solicitation message for further guidance regarding nomination packages for foreign nationals.

3.22.6. Nomination packages will include the following:

3.22.6.1. Statement reflecting the nominee's basic information.

3.22.6.2. A write-up, not to exceed two double-spaced pages, in 12 pitch font, on the act or service rendered, and how it epitomized the values of Mr. Bob Hope, as mentioned in paragraphs 3.22.1 through 3.22.3. Please see the solicitation message for more information regarding this write-up.

3.22.6.3. A proposed citation, not to exceed 90 words, which provides specific examples of the act or service performed. Refer to [Attachment 3](#) for the format.

3.22.6.4. Name, address, and telephone number of the point of contact for the nominating organization.

3.22.6.5. A statement of concurrence by the US Chief of Mission and the US Defense Attaché (if one is assigned) to the country of the foreign national nominee, as well as a statement of concurrence from the DIA.

3.22.6.6. A public release statement addressed to AFPC/DPSIDR, signed by the nominee that reads verbatim "I do/do not agree to give permission to use my name, rank, and base of assignment in the announcement message or any publicity regarding the award winner." This statement must be signed and dated by the nominee.

3.22.6.7. An endorsement letter signed by the MAJCOM/FOA/DRU commander, vice commander, or executive director.

3.22.7. Each MAJCOM/FOA/DRU may submit one nomination, in original format, to dpsidr.taskmgt@RANDOLPH.AF.MIL.

3.22.8. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements and suspense dates.

3.23. DoD David O. Cooke Excellence in Public Administration Award. This award was created to promote, perpetuate and recognize the type of exceptional contributions Mr. David O. Cooke made to federal service. Mr. Cooke had a career that spanned more than 55 years, 45 of which were with DoD and served under 15 different Secretaries of Defense. His commitment to duty embodied the noble virtues of public service, and he was widely recognized as a consummate public official promoting a cooperative spirit among DoD leadership and improving DoD operations.

3.23.1. This award recognizes non-managerial career employees with 3 to 10 years of civilian federal career service, as of 31 December of each calendar year, who demonstrates great leadership potential as a future federal executive and who emulates Mr. Cooke's dedication to service while helping to promote and effect cooperation and improvement in the department.

3.23.2. The nominee can be serving in any functional area, and will be evaluated on his or her extraordinary commitment to public service and demonstration of an inspiring degree of personal and professional integrity.

3.23.3. Each MAJCOM, FOA, and DRU may submit one nomination for this award.

3.23.4. Limit the nomination package to the outline as specified according to the solicitation message. The write-up must be typewritten in Word format, size 12 font, single spaced, with new subject paragraphs double-spaced and numbered to correspond with the solicitation message.

3.23.5. In addition to the write-up, the following documents also are to be included:

3.23.5.1. A proposed citation, prepared in double-space, portrait style, and not to exceed 250 words, which highlights the significance of the individual's achievements.

3.23.5.2. A non-managerial validation, addressed to AFPC/DPSIDR, written on unit letterhead. This validation indicates that the nominee is currently in a non-managerial position. This validation must be signed and dated by the nominee's first level supervisor

3.23.5.3. A public release statement, addressed to AFPC/DPSIDR, which reads verbatim: "I do or do not agree to give permission to use my name, rank, and base of

assignment in the announcement message or for any publicity regarding the award winner.”

3.23.5.4. An endorsement letter, addressed to AFPC/DPSIDR, signed by the MAJCOM/FOA/DRU commander, vice commander, or executive director.

3.23.6. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements and suspense date.

Chapter 4

AWARDS FOR WHICH NOMINATIONS ARE SUBMITTED DIRECTLY TO SPONSOR

4.1. Nomination Procedures. The following awards do not require submission to AFPC/DPSIDR. MAJCOMs, FOAs, and DRUs desiring to submit nominations for these awards will submit directly to the sponsor.

4.1.1. An award schedule will be sent yearly to each MAJCOM/FOA/DRU from AFPC/DPSIDR indicating the web site and projected suspense dates for the awards contained in this chapter.

4.1.2. Each MAJCOM/FOA/DRU will review the web site for current criteria, suspense dates, and submission procedures.

4.1.3. Each MAJCOM/FOA/DRU may submit only one nomination for each award. The MAJCOM, FOA, or DRU commander, vice commander, or executive director must endorse each nomination.

4.2. Institute of Navigation (ION) Awards. The ION annually sponsors several awards pertaining to the science of navigation.

4.2.1. Achievements occurring during the past calendar year receive preference by the ION.

4.2.2. Nominations are accepted for each of the following awards:

4.2.2.1. Norman P. Hays Award. Awarded to an individual engaged in management in the military service, federal government, or private industry and recognizes outstanding encouragement, inspiration, and support contributing to the advancement of navigation.

4.2.2.2. Thomas L. Thurlow Award. Awarded to an individual making an outstanding contribution in one of the following areas involving air or ground navigation: invention or design for any type of navigation equipment; new method of navigation; navigational research or study; or effort toward general advancement of the science of navigation.

4.2.2.3. P. V. H. Weems Award. Awarded to an individual for continuing contributions to the advancement of navigation. (The award is intended to recognize individuals who have, over a long period of years, made significant contributions to navigation but whose accomplishments in any given years were not so outstanding as to overshadow all others.)

4.2.2.4. Superior Achievement Award. Awarded annually for outstanding performance to a practicing navigator (as contrasting the science of navigation).

4.2.3. Nominate either Department of the Air Force civilians or Air Force military members.

4.2.4. Submit nominations on forms that are available upon request from the ION's website (<http://www.ion.org/awards/>). Submit nominations in accordance with criteria and procedures outlined by the ION.

4.3. Air Force Sergeants Association (AFSA) Pitsenbarger Award. The AFSA recognizes an Air Force enlisted member who has performed a heroic act, on or off duty, which resulted in the saving of life or the prevention of serious injury. AFSA conducts presentation ceremonies each summer during the AFSA's annual convention. AFSA notifies the recipient of the date, place,

and travel arrangements for the ceremony. The award elements consist of an engraved plaque presented by the AFSA.

- 4.3.1. The period of service for the award is 1 January - 31 December.
- 4.3.2. Nominate Air Force enlisted members in grades AB through CMSgt who have performed a heroic act on or off duty.
- 4.3.3. The heroic act must be of such a nature as to have placed the nominee in risk of personal danger and been a legitimate attempt to save life or prevent serious injury to another person or persons and not an act of bravado.
- 4.3.4. Submit nominations in accordance with criteria and procedures outlined by the AFSA.
- 4.3.5. Limit the write-up to one single-spaced typewritten page using the front side of AF Form 1206.
- 4.3.6. Send a biography limited to one single-spaced typewritten page (**Attachment 2**).
- 4.3.7. Do not submit joint nominations.
- 4.3.8. Do not send nominations for posthumous awards.
- 4.3.9. Each MAJCOM/FOA/DRU may submit one nomination. Mail nominations directly to the following address: Air Force Sergeants Association, ATTN: Military and Government Relations, P.O. Box 50, Temple Hills, Maryland, 20757-0050. If using express mail, send to 5211 Auth Road, Suitland, Maryland 20746.
- 4.3.10. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

4.4. US Jaycees Ten Outstanding Young Americans Award. Air Force military members and Department of the Air Force civilians may be nominated for this award. The US Jaycees sponsor the program and give annual awards to ten outstanding young men and women from throughout the United States. The recipients are chosen for exceptional achievements that have been significant to their profession, communities, states, or the nation.

- 4.4.1. Men and women in any field, who are 21 through 39 years of age, are eligible.
- 4.4.2. Nominees must not become 40 years of age before 1 January of the year that the awards will be given.
- 4.4.3. Nominees must be native or naturalized citizens of the United States or have applied for US citizenship.
- 4.4.4. Date of the accomplishment or achievement does not matter.
- 4.4.5. Posthumous nominations are acceptable.
- 4.4.6. Submit nominations in accordance with criteria and procedures outlined by the US Jaycees. The nomination form can be downloaded at the US Jaycees website (<http://www.usjaycees.org/projects/toya.htm>). Ensure the nominee and the MAJCOM/FOA/ DRU commander or vice commander sign the last page of the form.
- 4.4.7. Select **three areas only** from the choices of achievements listed below. Highlight and underscore the areas selected in the nomination write-up. Follow the instructions included in the form.

- 4.4.7.1. Personal improvement.
- 4.4.7.2. Financial success and economic innovation.
- 4.4.7.3. Social improvement to major contemporary problems.
- 4.4.7.4. Philanthropic contribution or voluntary service.
- 4.4.7.5. Politics or governmental service.
- 4.4.7.6. Scientific or technological contributions.
- 4.4.7.7. Legal reform.
- 4.4.7.8. Cultural achievement (to include contribution in literature, history, education, or the arts).
- 4.4.7.9. Academic leadership.
- 4.4.7.10. Academic accomplishment.
- 4.4.7.11. Moral and religious leadership.
- 4.4.7.12. Success in the influence of public opinion (news media and other means).
- 4.4.7.13. Any other important contributions to community, state, or nation.

4.4.8. Include one color photograph (5 by 7 inches), head and torso view, of the nominee in the nomination package. Military members wear the service dress uniform without headgear.

4.5. Service to America Medals. Co-sponsored by the Atlantic Media Company and the Partnership for Public Service, these awards recognize the accomplishments of American's best public servants. The awards pay tribute to America's dedicated federal workforce, highlighting those who have made significant contributions to our country. Honorees will be chosen based on their commitment and innovation, as well as the impact of their work on addressing the needs of the nation.

4.5.1. Nominees must be career civilian federal employees to be eligible for this award.

4.5.2. Nominations will be considered in the following categories:

4.5.2.1. Federal Employee of the Year Medal. This medal recognizes a federal employee whose professional contributions exemplify the highest attributes of public service.

4.5.2.2. Career Achievement Medal. This medal recognizes a federal employee for significant accomplishments throughout a lifetime of achievement in public service. Nominees must have at least 20 years of career federal civil service.

4.5.2.3. Call to Service Medal. This medal recognizes a federal employee whose professional achievements reflect the important contributions that a new generation brings to public service. The nominee must have shown a commitment to public service and demonstrated a significant accomplishment within his or her particular government field that was innovative and high impact, and met a critical need for the nation within the past three years.

4.5.2.4. Medals in Specific Government Fields. These medals recognize federal employees for significant contributions to the nation through the following government fields:

4.5.2.4.1. Homeland Security. Includes activities related to homeland security such as law enforcement, intelligence, transportation security, emergency preparedness.

4.5.2.4.2. Justice and Law Enforcement. Includes activities related to criminal justice, civil rights, counter-terrorism, and fraud detection/prevention.

4.5.2.4.3. National Security and International Affairs. Includes activities related to defense, diplomacy, intelligence, and trade.

4.5.2.4.4. Science and Environment. Includes activities related to biomedicine, economics, energy, information technology, meteorology, resource conservation, and space.

4.5.2.4.5. Social Services. Includes activities related to economic development and assistance, education, health care, housing, labor and transportation.

4.5.3. Submit nominations in accordance with criteria and procedures outlined by the Atlantic Media Company and the Partnership for Public Service.

4.5.4. All nominations to the Service to America Medals program must be submitted on-line via their website (<http://www2.govexec.com/SAM/index.cfm>).

4.6. Katharine Wright Memorial Award. The Gates Learjet Corporation established this award in 1981. In 1990, Gates Learjet Corporation transferred title of this award to the National Aeronautic Association (NAA) to administer in perpetuity. The award is made annually to a woman who has: provided encouragement, support, and inspiration to her husband, and thus, was instrumental in his success or made a personal contribution to the advancement of the art, sport, and science of aviation and space flight over an extended period of time.

4.6.1. Submit nominations in accordance with criteria and procedures outlined by the NAA on their website (<http://www.naa.aero/html/awards/index.cfm>).

4.6.2. Limit the write-up to two single-spaced typewritten pages using the format outlined by the NAA.

4.6.3. Send a citation limited to 30 key words that describe the nominee's accomplishments or contributions.

4.7. William T. Pecora Award. This award is presented annually to recognize outstanding contributions by individuals or groups toward understanding the earth by means of remote sensing. The award is sponsored jointly by the Department of the Interior (DOI) and the National Aeronautics and Space Administration (NASA). The award was established in 1974 to honor the memory of Dr. William T. Pecora, former director of the U.S. Geological Survey and Under Secretary Department of the Interior. Dr. Pecora was a motivating force behind the establishment of a program for civil remote sensing of the earth from space. His early vision and support helped establish what we know today as the Landsat Satellite Program.

4.7.1. Any individual or group working in the field of remote sensing of the earth is eligible to receive this award.

4.7.2. The individual award recognizes achievements in the scientific and technical remote sensing community, as well as contributions leading to successful practical applications of remote sensing. Consideration will be given to sustained career achievements or singular contributions of major importance to the field of remote sensing.

4.7.3. The group award recognizes a team or part of an organization that has made major breakthroughs in remote sensing science or technology or developed an innovative application that has a significant impact on the user community or national/international policies.

4.7.4. Submit nominations in accordance with criteria and procedures outlined by the DOI and NASA via their website (<http://remotesensing.usgs.gov/pecora.html>).

4.7.5. Previous nominees not selected as recipients will be reconsidered. Such nominations may be updated by the submitters of the original nomination.

4.8. Wright Brothers Memorial Trophy. Given annually by the NAA, this award recognizes a civilian or military member for significant public service of enduring value to aviation in the United States. Public service includes either public service as a full-time employee of government or as an unpaid volunteer serving on a government commission, agency or service which made a major contribution of enduring value to the public. Aviation, interpreted broadly, includes aerospace activities. Nominees must be living American citizens.

4.8.1. Submit nominations in accordance with criteria and procedures outlined by the NAA on their website (<http://www.naa.aero/html/awards/index.cfm>).

4.8.2. Limit the write-up to three single-spaced typewritten pages using the format outlined by the NAA.

4.8.3. Send a citation limited to 30 key words that describe the nominee's accomplishments or contributions.

Chapter 5

OFFICE OF THE SECRETARY OF DEFENSE (OSD) MILITARY AND CIVILIAN EQUAL OPPORTUNITY AWARDS

5.1. Background. The OSD military and civilian equal opportunity award programs were established to recognize the contributions individuals have made to enhance and promote the advancement of minority groups in both the military and civilian sectors of the Department of Defense.

5.1.1. With the exception of the National Latina Symposium Meritorious Service Awards, the following equal opportunity award programs are open to all individuals, regardless of race, sex, national origin, or location.

5.1.2. Please refer to the most recent messages forwarded from AFPC and MAJCOM/FOA/DRU for current information regarding the nomination processes and packages of these award programs. Messages can be obtained from either the local MPS/CPF or from the AFPC/MAJCOM/FOA/DRU web site.

5.1.3. The nominee's unit is responsible for paying related per diem and travel costs for attending any related award ceremonies, luncheons, and the like.

5.2. Nomination Packages. Nomination packages (specific items will be listed in the solicitation announcements) will normally include the following items:

5.2.1. A write-up, either on bond paper or on AF Form 1206, describing the nominee's accomplishments which support the award criteria.

5.2.2. A citation, not to exceed 16 lines, which describe the nominee's accomplishments. Refer to Attachment 3 for format.

5.2.3. A digital (.jpg format) color or black & white, head and shoulders, photograph of the nominee.

5.2.4. A public release statement addressed to AFPC/DPSIDR, signed and dated by the nominee, which states verbatim: "I do/do not agree to give permission to use my name, rank, and base of assignment in the announcement message or any publicity regarding the award winner."

5.2.5. A biography, limited to one, single-spaced typewritten page. Refer to attachment 2 for format.

5.2.6. An endorsement letter signed by the MAJCOM/FOA/DRU/Defense Agency commander, vice commander, executive director, DP or A1, stating that validation with the nominee's unit was accomplished in ensuring that the nominee does not have any derogatory information.

5.3. Blacks in Government (BIG) Meritorious Service Award. The BIG Meritorious Service Award is presented to a military member and a DoD civilian employee who have significantly contributed to the Global War on Terrorism through outstanding support to the mission of their organization.

5.3.1. The member must also meet one or more of the following criterion:

5.3.1.1. Demonstrates support for the full integration and promotion of African Americans within the Armed Services or Federal Civilian Workforce.

5.3.1.2. Promotes the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and public service programs.

5.3.1.3. Creates opportunities that support or contribute to the mentorship or development, and advancement or retention of African Americans in government service consistent with merit principles.

5.3.1.4. Eliminates barriers that hinder equal opportunity of African Americans or promotes programs and activities that advance equal opportunity.

5.3.1.5. Contributes to the selection, promotion, or retention of African Americans in senior grade level positions and under-represented occupations.

5.3.1.6. Displays exceptional character that distinguishes the individual as an outstanding leader, role model, or mentor in promoting the development or advancement of African American military or civilian personnel.

5.3.1.7. Increases significantly the participation of Historically Black Colleges and Universities (HBCU) in federal programs and enhances the capacity building and infrastructure development of these institutions.

5.3.1.8. Increases significantly the opportunities for HBCU to participate in and benefit from DoD programs involving contracts and grants, student and faculty employment, research and development, and the Reserve Officer Training Corps.

5.3.1.9. Makes personal sacrifices by their actions resulting in significant contributions toward the development or advancement of African Americans.

5.3.1.10. Distinguishes themselves as a leader and mentor for African American youth, especially promoting their participation in science, technology, engineering, and mathematical education programs and technical career fields.

5.3.2. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.4. DoD African American History Month Recognition Award. The DoD African American History Month Recognition Award recognizes and honors military service men and women who have supported the Global War on Terrorism and demonstrates role model qualities and the core values of their respective military service branch.

5.4.1. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.5. Federal Asian/Pacific American Council (FAPAC) Outstanding Civilian Individual Awards. The FAPAC Outstanding Civilian Individual Awards recognizes DoD civilian employees who have made significant contributions to the advancement of Asian Americans and Pacific Islanders (AAPIs) and the promotion of diversity/EEO in the Federal workplace and the AAPI community.

5.5.1. Criteria for nominees include:

5.5.1.1. Assisting the government in recruiting, promoting, establishing, and maintaining an effective and equitable participation of AAPIs in the workforce.

5.5.1.2. Promoting recognition of AAPI's competencies, overall awareness of the impact of AAPIs' cultures, contributions, work ethics, and behavior related to the government employment.

5.5.1.3. Promoting, initiating, lading, and encouraging employees to participate in program activities that will benefit the career training, career development and advancement of AAPIs in the workplace.

5.5.1.4. Promoting a better understanding among AAPIs and non-AAPIs in the workplace and resolve problems of equity for the AAPIs including EEO, and establishing and maintaining channels of communication and goodwill between AAPIs and other member so the workforce.

5.5.1.5. Organizes program activities that advocate equal opportunity for AAPIs in the Federal and District of Columbia government.

5.5.1.6. Achieves personal goals in displaying exceptional leadership qualities that will inspire others to follow.

5.5.1.7. Advocates for civil rights, diversity and equal opportunity within their particular department or agency.

5.5.2. Award categories, in grade clusters of General Schedule Grades 1-10, 11-15, and Senior Executive Service, are as follows:

5.5.2.1. Outstanding Individual Leadership: The award will be presented to the individual who has shown bold leadership and innovative ways in promoting EEO, Affirmative Action and Diversity.

5.5.2.2. Excellence in Individual Achievement: The award will be presented to the individual who has shown greatest contribution toward the AAPI representation at all levels as compared to the total AAPI population as a whole.

5.5.2.3. Diversity Excellence: The award will be presented to the individual who has shown a remarkable contribution towards diversity against all odds.

5.5.3. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.6. FAPAC Military Meritorious Service Award. The FAPAC Military Meritorious Service Award honors service men and women who have distinguished themselves in the war on terrorism, whose activities best support the ideas of duty, honor, and country, or who best epitomize the core values and the citizen-warrior attributes of their respective military service branch

5.6.1. Criteria for nominees include:

5.6.1.1. Fostering an innovative and harmonic environment between the military and Asian Pacific Americans (APA) civilian communities.

5.6.1.2. Assisting the work force in overcoming discrimination and eliminating barriers that hinder equal opportunity for APAs and other minorities in the Armed Forces.

5.6.1.3. Promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and public service programs within the Armed Forces.

5.6.1.4. Allowing military members to participate in program activities that will benefit the career development of APAs.

5.6.1.5. Creating job or training opportunities that will support and contribute to the advancement of APAs in the Armed Forces.

5.6.1.6. Managing and promoting a diversified work force within the military services.

5.6.1.7. Serving APAs in the community and in the Armed Forces by reaching out and continuing education, setting an example for others to follow.

5.6.1.8. Encouraging leaders to promote diversity/equal employment opportunity program activities that advocate equal opportunity for APAs and members of the civilian and military population.

5.6.2. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.7. Federally Employed Women (FEW) Military Meritorious Service Award. The FEW Military Meritorious Service Award recognizes an outstanding military service member (Active Duty and Reserve forces) within the Armed Forces who has distinguishes herself/himself with significant contributions to their service, the advancement of women, and our nation,

5.7.1. By one or more of the following:

5.7.1.1. Outstanding contribution to the Global War on Terrorism.

5.7.1.2. Promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and public service programs.

5.7.1.3. Creating jobs or training opportunities that support and contribute to the advancement of women in the government service consistent with merit principles.

5.7.1.4. Assisting the workforce in overcoming discrimination and eliminating barriers that hinder equal opportunity.

5.7.1.5. Promoting programs and activities that advocate equal opportunity based on individual merit for all employees within the Federal workforce.

5.7.1.6. Promoting a positive understanding of the Armed Forces among and between men and women, minority and non-minority members of the military and civilian population.

5.7.1.7. Fostering an innovative and constructive environment between the military and civilian community and men and women of all races and ethnic backgrounds that benefit employees and/or community residents.

5.7.1.8. Displaying exceptional character that distinguishes the individual as an outstanding leader and role model in promoting the advancement of women, especially in underrepresented occupations and career fields.

5.7.2. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.8. League of United Latin American Citizens (LULAC) Excellence in Military Service Awards. The LULAC Excellence in Military Service Awards recognizes military members who have distinguished themselves in the war on terrorism and whose activities best support the ideals of duty, honor, country, or who best epitomize the core values and the citizen-warrior attributes of the respective military service branch.

5.8.1. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.9. National Association for the Advancement of Colored People (NAACP) Roy Wilkins Renown Service Award. The NAACP Roy Wilkins Renown Service Award is awarded to any military (Active Duty or Reserve Component) or DoD civilian employee,

5.9.1. Who meets the following criteria:

5.9.1.1. Distinguishes themselves by making a significant contribution to their country in the area of civil/human rights, race relations, equal opportunity, affirmative action, human resources, and/or public service.

5.9.1.2. Enthusiastically supports the civil rights movement.

5.9.1.3. Supports the full integration and promotion of minorities and women within the Armed Services.

5.9.1.4. Fosters support and understanding of the Armed Services among and between minority and non-minority members of the military and civilian population of the nation.

5.9.1.5. Fosters innovative and creative involvement within a community (civilian or military) that resulted in positive action on behalf of the residents.

5.9.1.6. Fosters better understanding between the races both in the Armed Forces and the private sector.

5.9.1.7. Has been committed, involved, and dedicated to the civil rights movement in the federal sector.

5.9.1.8. Has made personal sacrifices resulting in significant contributions to civil/human rights.

5.9.1.9. Has displayed the outstanding qualities that distinguish themselves as a leader and not a follower.

5.9.1.10. And believes in and practices the tenets of a democratic society, including the United States Constitution, the belief that all people are created equal, and that freedom is a God-given right that must be protected at all times.

5.9.2. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.10. National Association of Hispanic Federal Executives (NAHFE) DoD Civilian Meritorious Service Awards. The NAHFE DoD Civilian Meritorious Service Awards

recognize civilian employees of the DoD who have contributed to the advancement of Hispanic Americans in the DoD civilian workforce.

5.10.1. Only career civil service employees in grades GS-9 through GS-15 are eligible for this award, and nominees should be selected based on the following qualifications (Leading Change, Leading People, Results Driven, Business Acumen, and Building Coalitions) as they relate to one or more of the following criteria:

5.10.1.1. Has significantly contributed to the Global War on Terrorism.

5.10.1.2. Has enthusiastically promoted the tenets of civil/human rights, race relations, equal opportunity, affirmative employment, human relations, and public service programs.

5.10.1.3. Has created jobs, training opportunities, or programs that support and contribute to the advancement of Hispanic Americans toward senior-level positions, consistent with merit principles.

5.10.1.4. Has assisted the workforce in overcoming discrimination and eliminating barriers that hinder equal employment opportunity.

5.10.1.5. Has promoted programs and activities that advocate equal employment opportunity based on individual merit for all employees within the DoD workforce.

5.10.1.6. Has displayed exception character that distinguishes the individual as an outstanding leader and role model.

5.10.2. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.11. National Image, Incorporated Meritorious Service Award. The National Image, Incorporated Meritorious Service Award honors military service men and woman,

5.11.1. Who meets the following criteria:

5.11.1.1. Distinguishes themselves by promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and/or public service.

5.11.1.2. Enthusiastically supports the civil rights of Hispanics.

5.11.1.3. Endorses the full integrations and promotion of minorities and women within the Armed Services.

5.11.1.4. Promotes a positive understanding of the Armed Forces among and between Hispanics and members of the military and civilian population of the nation.

5.11.1.5. Fosters innovative and creative involvement within a community (civilian and military) of all race and ethnic backgrounds that benefits the employees and/or residents.

5.11.1.6. Promotes programs and activities that advocate equal opportunity for Hispanics in the Federal workplace.

5.11.1.7. Displays the outstanding qualities that distinguish themselves as leaders.

5.11.1.8. Believes/practices the tenets of the United States Constitution and the democratic society that all people are created equal and that freedom is a right that must be protected vigilantly at all times.

5.11.2. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.12. National Latina Symposium's Meritorious Service Awards. The National Latina Symposium's Meritorious Service Awards recognize military and civil service women from the National Capitol Region.

5.12.1. Award criteria for military nominees are as follows:

5.12.1.1. Embodies the qualities that are at the core of the service's mission.

5.12.1.2. Is well respected by their superiors and peers as leaders and upstanding servicewomen.

5.12.1.3. Displays exceptional character and represents the Hispanic community with dignity and pride.

5.12.2. Award criteria for civilian nominees are as follows:

5.12.2.1. Embodies the qualities that are at the core of the service's mission.

5.12.2.2. Aids in creating opportunities and careers that support and contribute to the advancement of Hispanic Americans toward senior-level positions.

5.12.2.3. Displays exceptional character and represents the Hispanic community with dignity and pride.

5.12.3. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

5.13. Women's History Month Science, Technology, Engineering and Math (STEM) Role Model Award. The Women's History Month STEM Role Model Award recognizes military and DoD civilian personnel who have distinguished themselves in the DoD mission, war on terrorism, or whose activities best epitomize the core values of their respective military service or organization.

5.13.1. The award criteria are as follows:

5.13.1.1. Creating programs, jobs, training opportunities and activities that will benefit the recruitment, retention, promotion or career development of women and minorities in DoD science, technology, engineering, and mathematical occupations and disciplines.

5.13.1.2. Promoting the tenets of civil/human rights, race relations, and public service programs in DoD STEM occupations and career fields, in addition to assisting the work force in overcoming discrimination and eliminating barriers that hinder equal opportunity for women and minorities in STEM positions.

5.13.1.3. Developing programs, leading activities, or influencing education curriculums that result in increasing the participation of minority youth in STEM majors or occupations.

5.13.1.4. Distinguishing themselves as leaders and mentors for female and minority youth, especially promoting their participation in science, technology, engineering, and mathematical educational programs and technical career fields.

5.13.1.5. Displaying exceptional character that distinguishes the individual as an outstanding leader, role model or mentor in promoting the development or advancement of STEM careers in the Federal service or minority communities.

5.13.1.6. Increasing significantly the participation of minority institutions in DoD STEM programs and opportunities that enhance the capacity building and infrastructure development of these institutions.

5.13.1.7. Receiving international, national, or high level recognition for significant contributions related to STEM accomplishments and using available platforms to increase the participation of women or minorities in STEM fields.

5.13.2. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

Chapter 6 (Added-AFGSC)

GLOBAL STRIKE CHALLENGE COMPETITION TROPHIES AND AWARDS MANAGED BY HQ AFGSC/A3

6.1. (AFGSC) Description. In honor of recognizing the value achieved through unit and individual competition, Air Force Global Strike Command will hold an annual Global Strike Challenge.

6.2. (AFGSC) OPR/POC. Specific competition rules, roles and responsibilities, participants, trophy and patch criteria, presentation, disposition and other details are prescribed in the annual AFGSC Competition Plan. Copies of the Competition Plan can be obtained through the Air Force Global Strike Challenge Project Office, HQ AFGSC/A3.

6.3. (AFGSC) Coordination. All Special Trophy and Award changes to this plan must be coordinated through HQ AFGSC/A1K.

Chapter 7 (Added-AFGSC)

AIR FORCE GLOBAL STRIKE COMMAND SPECIAL TROPHY AND AWARDS PROGRAM

7.1. (AFGSC) Program Objective.

7.1.1. (AFGSC) Award programs are one of the most visible means we have to recognize our top performers. By adhering to this process, we increase morale and esprit de corps while ensuring commanders remain in control of the recognition program. When an individual or unit earns these honors, the good news should come from the appropriate commander in the chain. Winners deserve nothing less than our best effort to make appropriate and timely notification via command channels. It's the best way we can reward the dedication and hard work of our most valuable resource—our people.

7.1.2. (AFGSC) Contact AFGSC/A1K for a listing of all AFGSC Sponsored Special Trophies and Awards. This is the single point of reference for all annual functional awards, exclusive of sports awards, sponsored by AFGSC. The governing directive for each functional special trophy and award is listed within the consolidated list. Questions or requests for information relative to a particular award should be directed to the OPR.

7.2. (AFGSC) Responsibilities.

7.2.1. (AFGSC) HQ AFGSC/A1 is responsible for monitoring the special trophy and awards programs for this headquarters. HQ AFGSC/A1K will:

7.2.1.1. (AFGSC) Annually coordinate with each staff agency to ensure all annual awards are reflected in consolidated list maintained as identified in paragraph [7.1.2](#)

7.2.1.2. (AFGSC) Process additions, changes, and deletions to this supplement.

7.2.1.3. (AFGSC) Coordinate on all supplements or directives pertaining to special trophies and awards processed through HQ AFGSC staff agencies.

7.2.2. (AFGSC) Directors and Chiefs of Special Staff Agencies of this headquarters will:

7.2.2.1. (AFGSC) Appoint a Special Trophy and Awards monitor to serve as POC on all awards matters within their staff agency.

7.2.2.2. (AFGSC) Immediately upon a change to an existing award or when an AFGSC staff agency establishes a new award, forward to HQ AFGSC/A1K for further processing IAW paragraph [7.5](#)

7.3. (AFGSC) Nomination Procedures. Special nominating criteria will be provided to lower echelon OPRs by the responsible HQ AFGSC staff agency. They will advise field staff of procedures via letter, message, and/or e-mail.

7.4. (AFGSC) MAJCOM Level Trophy Requirements. All MAJCOM level award winners will be presented the approved AFGSC trophy. Directorates are responsible for the ordering, engraving and funding of the trophies for awards in their respective functional areas. Contact HQ AFGSC/A1K for ordering details.

7.5. (AFGSC) Change Requests.

7.5.1. (AFGSC) Submit requests for inclusion of new awards or changes to existing awards to HQ AFGSC/A1K through the appropriate OPR functional. Include the new or changed information in table format identical to the current functional tables.

7.5.2. (AFGSC) Functional OPRs are responsible for notifying units of any changes, deletions or additions concerning their respective awards and should not wait until publication or a change to this supplement to notify subordinate units.

7.5.3. (AFGSC) Indicate the governing directive for the award; if no directive exists indicate the respective HQ AFGSC staff agency, ex: "Annual HQ AFGSC/A1 message." OPR - Indicate responsible HQ AFGSC staff agency for respective award.

7.6. (AFGSC) Presentation of Awards. Presentation will be as prescribed by the HQ AFGSC staff agency responsible for the award. If presentation is desired below MAJCOM level, the presentation plaque should be carefully packaged with protective materials and forwarded to that level. Remaining correspondence will be routed through the appropriate chain of command.

7.7. (AFGSC) Publicity. HQ AFGSC/PA and unit PA officers will determine the most appropriate method to highlight the achievements.

7.8. (AFGSC) Notification of Award Recipients.

7.8.1. (AFGSC) The owning directorate will make appropriate and timely notification to recipients of AFGSC awards.

7.8.1.1. (AFGSC) The owning directorate will notify the appropriate NAF and wing commander of functional award winners.

7.8.1.2. (AFGSC) Nonfunctional award winners will be routed to HQ AFGSC/DS for announcement.

7.8.1.3. (AFGSC) Upon notification of an Air Force level winner, immediate notification will be made to AFGSC/CC/CV/DS who will in turn notify the member through their chain of command. The goal is to notify the recipient within one duty day of directorate initial notification to minimize the likelihood of notification via other means.

7.8.2. (AFGSC) After the initial notification is made, the owning functional directorate will staff the formal congratulatory staff package within two duty days to the HQ command section.

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

(AFGSC)

ARCHIBALD E. BRUNS, Colonel, USAF
Director of Manpower, Personnel and Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-AFGSC) AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 March 2013

(Added-AFGSC) AFI 65-603, *Official Representation Funds*, 24 August 2011

AFPD 36-28, *Awards and Decorations Programs*, 30 July 2012

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

AFI 34201, *Use of Nonappropriated Funds (NAFs)*, 17 June 2002

AFI 33-129, *Web Management and Internet Use*, 3 February 2005

AFI 33-332, *Air Force Privacy Program*, 16 May 2011

AFI 36-2840 (I), *Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award*, 15 May 1998

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-3014, *Clothing Allowances for Air Force Personnel*, 22 May 2007

AFI 51-601, *Gifts to the Department of the Air Force*, 26 November 2003

AFI 65-601V1, *Budget Guidance and Procedures*, 3 March 2005

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

AFMAN 33-152, *User Responsibilities and Guidance for Information Systems*, 1 June 2012

System of Records Notice F036 AF PC V, *Awards and Decorations*

Prescribed Forms

AF Form 1206, *Nomination for Award*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

AAPI—Asian Americans and Pacific Islander

AEP—Affirmative Employment Program

AF/A1SRU—Air Force Uniforms and Recognition Branch

AFA—Air Force Association

(Added-AFGSC) **AFGSC**—Air Force Global Strike Command

AFI—Air Force Instruction

AFMAN—Air Force Manual
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
(Added-AFGSC) AFRES—Air Force Reserve
AFRR—Air Force Recognition Ribbon
AFSA—Air Force Sergeants Association
ANG—Air National Guard
APA—Asian Pacific Americans
ARC—Air Reserve Component
BIG—Blacks in Government
(Added-AFGSC) CCC—Command Chief
CINC—Commander-in-Chief
CMSAF—Chief Master Sergeant of the Air Force
CSAF—Chief of Staff
DAF—Department of the Air Force
DoD—Department of Defense Department of the Air ForceDepartment of Defense
DRU—Direct Reporting Unit
EEO—Equal Employment Opportunity
FAPAC—Federal Asian/Pacific American Council
FEW—Federally Employed Women Direct Reporting UnitEqual Employment Opportunity
FOA—Field Operating Agency
GEICO—Government Employees Insurance Company
HBCU—Historically Black Colleges and Universities
(Added-AFGSC) HQ—Headquarters
(Added-AFGSC) HQ AFGSC/A1—AFGSC Directorate of Manpower, Personnel, and Services
(Added-AFGSC) HQ AFGSC/A1K—AFGSC Personnel Division
(Added-AFGSC) HQ AFGSC/A3—AFGSC Directorate of Operations
(Added-AFGSC) HQ AFGSC/A4—AFGSC Directorate of Logistics
(Added-AFGSC) HQ AFGSC/CC—Commander, Air Force Global Strike Command
(Added-AFGSC) HQ AFGSC/CCC—AFGSC Command Chief
(Added-AFGSC) HQ AFGSC/CV—Vice Commander, Air Force Global Strike Command

(Added-AFGSC) HQ AFGSC/DS—Director of Staff
(Added-AFGSC) HQ AFGSC/IG—AFGSC Inspector General
(Added-AFGSC) HQ AFGSC/PA—Public Affairs
HQ USAF—Headquarters, United States Air Force
IAW—In Accordance With Headquarters United States Air Force
ION—Institute of Navigation
LULAC—League of United Latin American Citizens Joint Federal Travel
 Regulation League of United Latin American Citizens
MAJCOM—Major Command
MPS—Military Personnel Section
MSS—Mission Support Squadron
NAA—National Aeronautic Association
NAF—Nonappropriated Funds
NAF—Numbered Air Force
NAHFE—National Association of Hispanic Federal Executives
NAACP—National Association for the Advancement of Colored People
NASA—National Aeronautics and Space Administration
NCO—Noncommissioned Officer
NCOA—Noncommissioned Officers Association
NPSA—National Public Service Award
OAB—Outstanding Airman Badge
OAY—Outstanding Airmen of the Year
OAYR—Outstanding Airman of the Year Ribbon
OPR—Office of Primary Responsibility
OSD—Office of the Secretary of Defense
PME—Professional Military Education
(Added-AFGSC) POC—Point of Contact
RIP—Report of Individual Personnel
SAF/PA—Secretary of the Air Force Office of Public Affairs
SDI—Special Duty Identifier
STEM—Science, Technology, Engineering and Math
TDY—Temporary Duty
USAFA—United States Air Force Academy

USAFR—United States Air Force Reserve

Attachment 2**BIOGRAPHY SAMPLE FOR SPECIAL TROPHIES AND AWARDS**

SENIOR AIRMAN JOHN Q. DOE

AFSC: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's 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 3**CITATION FORMAT FOR SPECIAL TROPHIES AND AWARDS**

CITATION TO ACCOMPANY THE AWARD OF
THE _____ AWARD FOR 20__
TO
JOHN J. JONES

Sergeant John J. Jones distinguished himself as Chief, Weather Station Operations, 12th Operations Support Squadron, Randolph Air Force Base, Texas, from 1 July 2003 to 30 June 2004. Sergeant Jones expertly led a team of highly-skilled weather technicians in the largest and most diverse Wing within Air Education and Training Command, ensuring the safe completion of over 40,000 training sorties per year. He anticipated and provided all operational atmospheric support to the Numbered Air Force and Wing commanders and staffs, as well as eight flying squadrons with 170 aircraft assigned. The distinctive accomplishments of Sergeant Jones reflect credit upon himself and the United States Air Force.

Note: Print the citation in landscape format. Left and right margins must be 1 1/2 inches. Limit the citation to approximately 50-70 key words which properly describe the nominee's accomplishments or achievements. Key words are defined as those words between the opening and closing statements.

Attachment 4

**AWARDS AUTHORIZED THE AIR FORCE RECOGNITION RIBBON (AFRR) OR
THE AIR FORCE RECOGNITION LAPEL PIN**

**Table A4.1. Awards Authorized the AFRR or the Air Force Recognition Lapel Pin
(Listed by OPR and AFI or other guidance)**

Award	OPR	Reference
AETC Top Tech Competition	HQ AETC/A1	COM2AF Top Tech XI OPLAN
AF Security Forces Awards Program	HQ AFSFC/SFM	AFI 36-2848
Air Force Intelligence Awards	AF/A2	AFI 36-2820
Air Force Productivity Excellence Award	AFMIA/MIPI	AFI 36-2830
AMC Rodeo Awards	HQ AMC-A3EA	AMCI 36-2806
AMC Rodeo Team Awards	HQ AMC-A3EA	AMCI 36-2806
Annual Acquisition Awards Programs	SAF/AQ	AFI 36-2835
Annual Inspector General Awards	SAF/IGI	AFI 36-2816
Chaplain Service Awards	USAF/HCX	AFI 36-2811
Chief of Staff Team Excellence Award	AFMA/MAPI	AFI 36-2868
Civil Engineer Awards Program	HQ AFCESA/DP	AFI 36-2817
Colonel James Jabara Airmanship Award	HQ USAFA/CMA	USAFAI 36-2807
Defender Challenge Awards	HQ AF/A7S, Security Forces Regional Training Center Awards Program	AFSPCI 36-2848
Enlisted Aide of the Year Awards Program	AFSLMO	AFI 36-2810
Eugene M. Zuckert Management Award	AFMIA/MIPI	AFI 36-2829
Financial Management and Comptroller Annual Awards Program	SAF/FMPW	AFI 36-2846
General Jerome F. O'Malley Award	ACC/DOTR	AFI 36-2864
Guardian Challenge Awards	HQ AF/A7S, Security Forces Regional Training Center Awards Program	AFSPCI 36-2848
History Awards	AF/HO	AFI 36-2863
HQ USAF DCS Operations, Plans and Requirements Annual Awards Program	HQ AF/A3/5EC	AFI 36-2807
Judge Advocate General Awards	AF/JAXP	AFI 36-2855
Manpower & Quality Management Awards for Professional Excellence	USAF/XPMI	AFI 36-2832 (rescinded)

Medical Service Awards	AF/SG1	AFI 36-2856
Mission Support Awards Program (Installation and HQs)	USAF/A1	AFI 36-2819
Outstanding Officer and Enlisted Individual Mobilization Augmentee (IMA) of the Year Awards	HQ ARPC/DRM	AFI 36-2808
Public Affairs Policies and Procedures	SAF/PAR	AFI 35-101
Recruiting and Military Training Awards	HQ AETC	N/A
Safety Awards	HQ AFSC/SEA	AFI 36-2833
Science and Technology Awards	HQ USAF/ST	AFI 36-2843
Scientific/Operations Research Analyst Recognition Program	AFSAA/SA	AFI 36-2844
SECAF Chief of Warfighting Integration & Chief Information Officer Special Trophies & Awards	HQ SAF/A6S	AFI 36-2845
Services Awards	HQ AFSVA/SVPCO	AFI 36-2852
Special Trophies and Awards	AFPC/DPSID	AFI 36-2805
Test and Evaluation Awards	HQ USAF/TEP	AFI 36-2862
The Career Assistance Advisor, First Term Airman's Center and Enlisted Professional Enhancement Programs	USAF/A1PFE	AFI 36-2624
The Commander-in-Chief's (CINC's) Annual Awards for Installation Excellence	HQ USAF/A7CAE	AFI 36-2831
The USAF Installations and Logistics Award Program	USAF/ILPS	AFI 36-2822
The USAF Logistics Readiness Awards Program	USAF/A4RF	AFI 36-2821
The USAF Maintenance Awards Program	USAF/A4MM	AFI 36-2818
William Tell Awards	HQ ACC	N/A