

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

AIR FORCE INSTRUCTION 36-2848

28 APRIL 2009



**AIR FORCE MATERIAL COMMAND
Supplement**

28 JANUARY 2011

Personnel

**AIR FORCE SECURITY FORCES
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Kyle Lundberg)
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This instruction establishes the annual Air Force Security Forces Awards Program for individuals and units, and implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*. It explains eligibility rules and nomination procedures for each category. It applies to all Security Forces units and military and civilian personnel who perform Security Forces (SF) duties. This publication also applies to the Air Force Reserve Command (AFRC) and Air National Guard (ANG). Records Management: Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Information Management Tool (IMT) 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 10, United States Code Section 8013, and

Executive Order 9397. The applicable Privacy Act System Notice (November 18, 2004, 69 FR 67550) applies and is available at <http://www.defenselink.mil/privacy/notices/usaf>. Reference to a particular non-federal organization in this publication does not imply endorsement by the Air Force.

(AFMC) AFI 36-2848, 28 April 2009, is supplemented as follows: This supplement implements AFI 36-2848, Air Force Security Forces Awards Program. It explains how to submit nominations, selection criteria, and awards presentation. It expands on the guidance in the AFI, applies to all organizations within AFMC, and delineates specific responsibilities. Compliance with this publication is mandatory and applies to all AFMC military and civilian personnel or other US military branches to include Air National Guard (ANG) and AF Reserve units assigned or attached to AFMC units, contract security forces, Government-Owned Contractor-Operated (GOCO) and Contractor-Owned Contractor-Operated (COCO) facilities. Submit written requests for clarification to this supplement or the AFI to HQ AFMC/A7SOI, Building 266, 4225 Logistics Ave., Wright-Patterson AFB OH, 45433-5772. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication to HQ AFMC/A7S. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) at Air Force (AF) Portal: <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This edition changes the unit award period to 1 January – 31 December with nominations due to HQ AFSFC NLT 15 February for active duty, Guard, and Reserve; changes the individual awards period to 1 October – 30 September with nominations due to HQ AFSFC NLT 15 November; limits nominations for outstanding Security Forces staff support awards nominations to personnel with a Security Forces AFSC; limits civilian awards nominations to personnel performing Security Force duties; the addition of the Airman First Class Elizabeth N. Jacobson Award for Expeditionary Excellence; changes photograph requirements; requires a one page computer generated AMS SURF be submitted on applicable nominees; and clarifies Security Forces units allowed to compete for unit awards with revision of unit size for each category. It also provides procedures for nominating a Security Forces member for inclusion on the National Law Enforcement Officers Memorial.

(AFMC) Updates office symbols, OPRs and titles, clarifies endorsement policy, deletes Outstanding Security Manager award, deletes release date for unit award submitted for Air Force level competition, changes Information Security Program Manager (ISPM) to Chief, Information Protection (CIP) and allows electronic submittal of backup nomination packages. The phrase “of this AFI” refers to the parent AFI 36-2848, while “of this Supplement” refers to AFMC Supplement 1 to AFI 36-2848.

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Section A—Program Review

1. Command Responsibilities. Major commands (MAJCOM), including the Air National Guard (ANG), Field Operating Agencies (FOA), and Direct Reporting Units (DRUs), must ensure all eligible Security Forces units and individuals, both military and civilian, have the opportunity to compete in their respective categories. Future references to MAJCOMs pertain to above categories.

1.1. **(Added-AFMC)** All HQ AFMC Directors ensure eligible security forces units and individuals, military and civilian, have the opportunity to compete for awards in their respective categories. Nominations for unit awards are limited to Security Forces Squadrons. See para 8, Nominating Procedures, for eligibility for individual award nominations.

2. Evaluation Period. Fiscal year (1 October through 30 September) for individual awards; calendar year (1 January through 31 December) is the evaluation period for unit awards.

3. How to Submit Awards. All MAJCOMs will submit their nominees for the AF-level board using formats in [Attachments 2](#) and [3](#). Forward nominee packages via e-mail to the HQ AFSFC/SFM. Nomination packages for individual awards must arrive no later than 15 November of the nomination year. Nomination packages for unit awards must arrive no later than 15 February following the nomination year.

3.1. **(Added-AFMC)** Submit nomination packages for both unit and individuals award via e-mail to the HQ AFMC Awards Manager identified in the annual solicitation. Suspense dates will also be identified in the annual solicitation. Use AF-standard office software to prepare the nominations.

4. Command-Level Selection Boards. Command-level selection boards consist of senior Security Forces officers, noncommissioned officers, and civilians at the discretion of the MAJCOM.

5. Air Force Selection Boards. Per AAFP 36-28, *Awards and Decorations Programs*, a general officer or civilian equivalent will chair. The Air Force Director of Security Forces appoints senior Security Forces officers, noncommissioned officers, and civilians to the board. HQ AFSFC/SFM will serve as the board administrator.

Section B—Individual Awards Program

6. Purpose. Acknowledge and encourage outstanding individual achievement and performance.

7. Award Categories and Eligibility.

7.1. Individual Awards Program Submissions. Nominees will be submitted in the category (e.g., support staff or flight level) in which they performed the majority of the award period. Individuals promoted on or before 1 March will be submitted in the category of their current rank.

7.1.1. **(Added-AFMC)** Individuals on the fitness improvement program or that possess other negative quality force indicators cannot compete for security forces individual awards. Prior to denying a submission, negative quality force indicators must be verified/substantiated to ensure mistakes were not made in the individuals records.

7.2. Colonel Billy Jack Carter Award. Each MAJCOM may nominate one individual military member, civilian employee, or host-nation member in any grade. The award goes to the individual judged to have made the most significant contribution to protecting AF personnel or resources during the fiscal year. The award is for a specific act, contribution, or event. Colonel Billy Jack Carter commanded the 377th Security Police Squadron, which distinguished itself at Tan Son Nhut Air Base, South Vietnam, during the Tet Offensive. Colonel Carter was the first career Security Police officer to be named the Air Force Director of Security Police.

7.3. Airman First Class Elizabeth N. Jacobson Award for Expeditionary Excellence. Each MAJCOM may nominate one first-term enlisted individual military member. This annual Security Forces award formally recognizes the outstanding accomplishments and war fighting contributions of our youngest warriors. All accomplishments must have occurred while in an expeditionary environment and may include pre-deployment accomplishments (spin up actions, RTC, PPP, etc) directly related to mission success. Airman First Class Elizabeth N. Jacobson was the first Security Forces member to be killed in action in Iraq on 28 Sep 05 while supporting convoy security operations in the vicinity of Safwan, Iraq.

7.4. MAJCOM Nominations. Each MAJCOM commander may nominate one individual in each of the following categories:

7.4.1. Unit Level Awards

7.4.1.1. Outstanding Security Forces Company Grade Officer Award (2nd, 1st Lieutenant or Captain).

7.4.1.2. Outstanding Security Forces Flight Level Award(s) – must work on flight performing security and/or police services duties. Military Working Dog handlers are included in this category.

7.4.1.2.1. Outstanding Security Forces Flight-Level Senior Noncommissioned Officer Award (Master Sergeant and Senior Master Sergeant).

7.4.1.2.2. Outstanding Security Forces Flight-Level Noncommissioned Officer Award (Staff Sergeant and Technical Sergeant).

7.4.1.2.3. Outstanding Security Forces Flight-Level Airman Award (Airman Basic through Senior Airman).

7.4.1.3. Outstanding Security Forces Support Staff Award(s) – this includes any support function held by personnel possessing the Security Forces AFSC.

7.4.1.3.1. Outstanding Security Forces Support Staff Senior Noncommissioned Officer Award (Master Sergeant and Senior Master Sergeant).

7.4.1.3.2. Outstanding Security Forces Support Staff Noncommissioned Officer Award (Staff Sergeant and Technical Sergeant).

7.4.1.3.3. Outstanding Security Forces Support Staff Airman Award (Airman Basic through Senior Airman).

7.4.1.4. Outstanding Security Forces Civilian Employee Award – Nominee must be assigned to and working in a Security Forces unit and performing security forces related duties

7.4.2. Higher Headquarters Staff Awards. This category includes MAJCOMs, Numbered Air Force organizations and other staff. Nominations will be forwarded to the applicable MAJCOM for competition in their board.

7.4.2.1. Outstanding Security Forces Higher Headquarters Company Grade Officer Award (2nd, 1st Lieutenant or Captain).

7.4.2.2. Outstanding Security Forces Higher Headquarters Noncommissioned Officer Award (Staff Sergeant through Senior Master Sergeant).

7.4.2.3. Outstanding Security Forces Civilian Employee Award – must be assigned to and working on a Higher Headquarters Security Forces Staff and performing Security Forces related duties.

7.5. ANG and AFRC Nomination Awards. ANG and AFRC may nominate one individual in each of the following categories (other MAJCOMs may submit one Individual Mobilization Augmentee (IMA) per category):

7.5.1. Outstanding Security Forces Air Reserve Component Company Grade Officer Award (2nd, 1st Lieutenant or Captain).

7.5.2. Outstanding Security Forces Air Reserve Component Senior Noncommissioned Officer Award (Master Sergeant and Senior Master Sergeant).

7.5.3. Outstanding Security Forces Air Reserve Component Noncommissioned Officer Award (Staff Sergeant and Technical Sergeant).

7.5.4. Outstanding Security Forces Air Reserve Component Airman Award (Airman Basic through Senior Airman).

7.5.5. Outstanding Security Forces Air Reserve Component Civilian Employee Award. Nominee must be assigned to and working in a Security Forces Unit and performing Security Forces related duties.

8. Nominating Procedures.

8.1. Use the format in **Attachment 2**. For all individual award nominee except those identified in **paragraphs 8.3** and **8.4**. Text will be electronic AF Form 1206 built-in font.

8.2. Include an AMS computer generated one page SURF for all military personnel in the awards package.

8.3. The Colonel Billy Jack Carter Award. Limit to one single-spaced page of the AF Form 1206. Address only the specific act, contribution, or events in narrative style writing. Text will be AF Form 1206 built-in font.

8.4. The Airman First Class Elizabeth N. Jacobson Award for Expeditionary Excellence is limited to 30 lines in a bullet format with no category headers on an AF 1206 built in font. The tour of duty must have occurred outside CONUS in a deployed status for 45 consecutive days or 90 non consecutive days. This award aligns with the criteria for the award of the AF Expeditionary Service Ribbon (AFESR). Deployed status is defined as possessing contingency, exercise, deployment (CED) orders or formally sourced and tasked to missions in direct support of expeditionary operations OCONUS.

8.4.1. Permanent party overseas personnel are not eligible to compete for this award unless forward deployed from “Home Station” to a mission that meets both the AFESR “Deployed Status” definition and deployment duration requirements.

8.5. Active Duty Units will send nominations to their assigned MAJCOM. The MAJCOM selection boards will select one person in each category and forward nominations to HQ AFSFC/SFM.

8.5.1. **(Added-AFMC)** Nominating Procedures. Each AFMC Chief of Security Forces (CSF) may nominate one individual per category for which they have eligible nominees. The CSF establishes an impartial process to select installation nominees for individual awards. All installation directorates or units who employ GS/GM-080 personnel, submit their nominees for Outstanding Security Forces Civilian of the Year Award to the Chief, Information Protection (CIP), when the CIP function is separate from the Defense Force Commander (DFC). Otherwise, submit nominations to the DFC. The CIP establishes an impartial process to select the installation nominees in these two categories and forwards the completed nominating packages to the DFC. The DFC includes these nominations in the installation awards packages submitted to HQ AFMC/A7S. Only one individual award nomination for each category may be submitted per AFMC base. Contractor personnel are not eligible for these awards.

8.5.2. **(Added-AFMC)** For individual award nominations, the wing commander transmittal letter identifying all nominees from the unit, as required by Attachment 2, must be forwarded in electronic format.

8.6. Reserve component units. After final determinations of respective nominee selection, forward as indicated in [paragraphs 12](#) below.

8.6.1. ANG units send nomination packages through their State Adjutant General to NGB/A7S.

8.6.2. AFRC units send nomination packages to HQ AFRC/A7S

8.6.3. NGB/A7S and HQ AFRC/A7S select and send one nomination for each category to HQ AFSFC/SFM.

8.7. Unit commanders will validate all Airmen nominees meet or exceed Air Force standards of appearance, physical fitness, bearing, and behavior.

9. Selection Criteria (except the Colonel Billy Jack Carter and Airman First Class Elizabeth N. Jacobson Awards).

9.1. Specific duty achievements - 80 percent.

9.2. Self-improvement efforts (career-oriented) - 10 percent.

9.3. Participation in military and civilian activities - 10 percent.

9.3.1. **(Added-AFMC)** Refer to AFI 36-703, *Civilian Conduct and Responsibility*, Section C, paragraph 6, when applying this criteria to civilian nominees. Contact the local Civilian Employee Relations office before using these criteria to determine applicability of the referenced AFI to local civilian nominees.

Section C—Unit Awards Program

10. Purpose. Unit awards compliment the overall awards program by acknowledging and encouraging a sense of pride in the unit's performance of duty.

11. Award Categories and Eligibility.

11.1. Active Duty Large Security Forces Unit. An active duty Security Forces unit with 231 or more authorized (include only permanently assigned military and civilian personnel) designated as a squadron as of 31 December of the nomination year.

11.2. Active Duty Medium Security Forces Unit. An active duty Security Forces unit designated as a squadron with 126 to 230 authorized people (include only permanently assigned military and civilian personnel) as of 31 December of the nomination year.

11.3. Active Duty Small Security Forces Unit. An active duty Security Forces unit designated as a squadron with 125 or fewer authorized people (include only permanently assigned military and civilian personnel) as of 31 December of the nomination year.

11.4. ANG/AFRC Security Forces Unit. A Security Forces unit of any size.

12. Nominating Procedures. Each MAJCOM may nominate one active duty large, medium, and small security forces unit. The ANG and AFRC may nominate two Security Forces units each. MAJCOMs may not conduct inspections, evaluations or assessments of the nominated units for the purpose of enhancing the nominated unit. See [Attachment 3](#) for format.

13. Selection Criteria.

13.1. Unit Accomplishments: (80 percent) Mission performance reflecting a high degree of credit to the Air Force.

13.2. Unit Members Accomplishments: (20 Percent) Specific accomplishments of individuals during military or civilian activities.

Section D—Recognizing Award Winners

14. Purpose. The annual Security Forces awards ceremony allows the AF Director of Security Forces, MAJCOM Security Forces Directors and Security Forces Managers, to recognize individuals and units for their outstanding accomplishments.

15. Command Recognition. Chiefs of Security Forces at all command levels must ensure winning units and individuals receive appropriate recognition.

15.1. Photos: Upon notification of individual award winners at the Air Force level, assigned MAJCOMs will obtain photos in the format identified in 15.2. and forward to the HQ AFSFC/SFM.

15.2. Photo requirements: Send official Air Force (head and shoulders only) color photo of nominee in service dress uniform Altered photos should not be submitted. Civilian dress will be IAW AFI 36-703.

16. Awards Presentations. The MAJCOM and/or individual unit must provide funding for any travel for award winners.

16.1. Individual Awards:

16.1.1. The AF Director of Security Forces will present individual awards at the Security Forces Symposium or similar gathering.

16.1.2. Individual winners receive an engraved award and are authorized the award of the Air Force Recognition Ribbon (lapel pin for civilian) per AFI 36-2805, *Special Trophies and Awards*. HQ AFSFC will notify the award winner's military personnel flight on their eligibility via message.

16.1.3. **(Added-AFMC)** Individuals selected to represent AFMC in each category at the Air Force-level competition receive AFMC awards.

16.1.4. **(Added-AFMC)** When available, the AFMC Commander or Vice Commander will be asked to present the awards. In all other cases, the senior commander at the installation to which the award winner is assigned will be asked to make the presentation.

16.2. Unit Awards:

16.2.1. The AF Director of Security Forces or representative will present the first-place unit awards at the same time as individual awards.

16.2.2. Each unit winner in the five categories will receive a memento for permanent retention and display by the unit.

16.2.3. **(Added-AFMC)** Units selected to represent AFMC in each category at the Air Force-level competition receive AFMC awards for permanent display.

16.2.3.1. **(Added-AFMC)** When available, the AFMC Commander or Vice Commander will be asked to present the awards. In all other cases, the senior commander at the installation will be asked to make the presentation.

17. National Law Enforcement Officer Memorial Nominations: Photograph of member. Death Certificate. Incident Report (Unclassified and cleared by AF/A7S for public release). Copy of Technical Training. Certificate Copies of newspaper articles regarding the incident/death.

17.1. The National Law Enforcement Officers Memorial honors federal, state and local law enforcement officers who have died in the line of duty. As one of the larger security and law enforcement organizations in the country, our members qualify for this honor.

17.2. Military police officers may be included if at the time of their death they were experiencing similar hazards as those experienced by their civilian counter-parts. Although receiving imminent danger pay and being in a combat zone may be disqualifiers (per the National Law Enforcement Officer Memorial Names Committee), deployed personnel conducting law and order missions will be given full consideration.

17.3. Nominating Procedures:

17.3.1. Required documents include the following: Completed NLEOM Officer Data Form (Available at www.nleom.com).

17.3.2. All MAJCOMs will submit their nominees for consideration using the format in **Attachment 4**. Forward nominee packages via e-mail to the HQ AFSFC/SFM. Nomination packages must arrive no later than 15 November of the nomination year.

18. Information Collections. No information collections are created by this publication.

18.1. Records. The program records created as a result of the processes prescribed in this publication are maintained IAW AFMAN 33-363 and disposed of IAW AFRIMS RDS located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

18.2. (Adopted and prescribed) Forms.

18.2.1. Adopted Forms.

AF IMT 847, Recommendation for Change of Publication

AF Form 1206 Nomination for Award

18.2.2. Prescribed Forms.

No prescribed forms are implemented by this publication.

RICHARD Y. NEWTON III, Lt General, USAF
DCS, Manpower and Personnel

(AFMC)

JEFFREY S. WOOLSTON, Colonel, USAF
Deputy Director, Communications,
Installations and Mission Support

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

AFPD 36-28, *Awards and Decorations Program*, 01 Aug 1997

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

AFI 36-801, *Uniforms for Civilian Employees*, 29 Apr 1994

AFI 33-328, *Administrative Orders*, 16 Jan 2007

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

AFRIMS RDS, <https://www.my.af.mil/gcss-af61a/afirms/afirms/>

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFSFC—Air Force Security Forces Center

ANG—Air National Guard

ANGRC—ANG Readiness Center

ANG/A7S—ANG, Director of Security Forces

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRC/A7S—AFRC, Director of Security Forces

AFSC—Air Force Specialty Code

DoD—Dept of Defense

DRU—Direct Reporting Unit

FOA—Field Operating Agency

HQ—Headquarters

HQ USAF/A7S—HQ United States Air Force, Director of Security Forces

IMA—Individual Mobilization Augmentee

MAJCOM—Major Command

NAF—Numbered Air Force

PPP—Power Projection Platform

RIP—Report on Individual Personnel

RTC—Regional Training Center

Attachment 2**NOMINATION FORMAT FOR INDIVIDUAL AWARDS**

(Use AF Form 1206)

(One Page Maximum)

Use page one of the AF Form 1206 with the following headers with a maximum of 30 lines to include the following headers.

- a. Duty accomplishments. List specific achievements and when they were accomplished.
- b. Self-improvement efforts (career-oriented).
- c. Participation in military and civilian activities.

Colonel Billy Jack Carter Award: **Limit to one single-spaced page of the AF Form 1206.**
Address only the specific act, contribution, or events in narrative style writing.

Airman First Class Elizabeth N. Jacobson Award: **Limited to 30 lines** in a bullet format with no category headers.

Supplemental Information and Chief Security Forces or Security Forces Unit Commander Nomination. (AF Form 1206 continuation page) Include the following data:

- a. Civilian education.
- b. Complete unit address and phone.
- c. Projected assignment--unit address and RNLTD.
- d. Unit Commander Verification (limited to package content verification and quality factor review).
- e. Attach a letter of transmittal from the Wing CC listing all nominees from the assigned unit.

NOTE: MAJCOMs will forward packages electronically and with a single transmittal letter for all packages to the HQ AFSFC/SFM.

Attachment 3**NOMINATION FORMAT FOR UNIT AWARDS**

(Use Unit Letterhead and AF Form 1206)

MEMORANDUM FOR Command Channels

HQ AFSFC/SF

IN TURN

FROM:

SUBJECT: US Air Force Security Forces Unit Awards Program for Calendar Year Ending 31 December XXXX (identify category of nomination)

Part I. Identifying Data:

- a. Unit Commander.
- b. Complete unit address.

Part II. Unit Mission Description: (limit to 10 lines).

Part III. Unit Accomplishments: Use AF Form 1206 and built-in text, limited to two single-spaced typewritten pages of the AF Form 1206. Use bullet format.

- a. Description and impact of mission accomplishments:
 - (1) Give a description and list duration of activities.
 - (2) Indicate specific highlights.
- b. Description of base/community accomplishments.

Part IV. Unit Members' Accomplishments: (Included Part IV information on the 1206 within the two single spaced typewritten pages of the AF Form 1206) Highlight individual accomplishments of unit members having positive impact on the accomplishment of the unit mission.

Part V. Installation Commander Endorsement (Separate page): Limit to ten-line narrative.

NOTE: MAJCOMs will forward packages electronically and with a single transmittal letter for all packages to the HQ AFSFC/SFM.

Attachment 4

NOMINATION FORMAT FOR NLEOM



**National
Law Enforcement Officers
MEMORIAL FUND**

400 7th Street, NW ▪ Suite 300 Washington,
DC 20004 Telephone No. 202/737-3400 Fax
No. 202/737-3405
Web site: www.nleomf.com

NLEOMF OFFICER DATA FORM

AGENCY INFORMATION

NAME of AGENCY HEAD:

AGENCY:

MAILING ADDRESS: _____

City: _____ State _____ Zip _____

PHONE _____ FAX _____ CONTACT
PERSON _____

CONTACT PERSON PHONE & E-MAIL
ADDRESS _____

PERSONAL DATA ON VICTIM OFFICER

<u>FIRST NAME:</u>	<u>MIDDLE NAME:</u>	<u>SURNAME (INCLUDING SUFFIX, IF APPLICABLE):</u>

OFFICER'S FULL NAME – *PLEASE PRINT CLEARLY*

RANK _____ WAS DECEDENT A DULY SWORN OFFICER OR
WITH FULL ARREST POWERS?

TITLE: _____ YES NO OTHER / EXPLAIN:

(Please attach additional sheets, if necessary)

DATE OF INCIDENT:	TIME OF INCIDENT: (MILITARY)	DATE OF DEATH:	AGE:	SEX:
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WAS OFFICER CERTIFIED/LICENSED BY STATE, BY P.O.S.T. (Police Officer Standards Training), OR BY A FEDERAL LAW ENFORCEMENT TRAINING ACADEMY? YES NO

LENGTH OF LAW ENFORCEMENT SERVICE:

_____/_____

_____**YEARS** _____**MONTHS**

MARITAL STATUS: SINGLE MARRIED DIVORCED UNKNOWN

NUMBER OF CHILDREN: _____

RACE: ASIAN AFRICAN-AMERICAN CAUCASIAN HISPANIC

NATIVE AMERICAN OTHER UNKNOWN

CIRCUMSTANCES OF VICTIM OFFICER'S DEATH

WAS VICTIM OFFICER ON DUTY AT THE TIME OF DEATH? YES NO UNKNOWN

THE CAUSE OF DEATH WAS: FELONIOUS ASSAULT ACCIDENTAL SITUATION

WAS OFFENDER UNDER THE INFLUENCE OF: ALCOHOL NARCOTICS BOTH UNKNOWN NOT APPLICABLE

A. Check the circumstance that best describes the felonious death; if accidental death, skip to (B):

- Disturbance call (bar fights, person with firearm, etc.)
- Domestic disturbance call (family quarrels)
- Burglary in progress or pursuing burglary suspects
- Robbery in progress or pursuing robbery suspects
- Drug-related matter (drug bust, buys, etc.)
- Attempting other arrest (excludes burglary and robbery arrest)
- Civil disorder (mass disobedience, riot, etc.)
- Handling, transporting, custody of prisoners
- Investigating suspicious persons or circumstances
- Ambush (entrapment and premeditation)
- Ambush (unprovoked attack)
- Investigative activity (surveillance, searches, interviews, etc.)

- Handling mentally deranged persons
- Traffic pursuits and stops (check one): Felony vehicle stop Traffic violation stop
- Tactical situation (barricaded offender, hostage taking, or high-risk entry)

B. (Check the circumstance that best describes the accidental death:

- Accidental shooting (crossfire, mistaken for offender, mishap)
- Accidental shooting (training mishap)
- Accidental shooting (self inflicted, cleaning mishap, or not apparent or confirmed suicide)
- Automobile accident (unrelated to enforcement, e.g., an assistance activity)
- Automobile accident (related to criminal enforcement activity)
- Motorcycle accident (unrelated to enforcement, e.g., an assistance activity)
- Motorcycle accident (related to criminal enforcement activity)
- Struck by vehicle (unrelated to enforcement, e.g., an assistance activity)
- Struck by vehicle (related to criminal enforcement activity)
- Aircraft accident
- Other accidental (fall, fire, drowning, etc.)

(specify): _____

Weapon used to kill victim Officer:

- Firearm (check one): Personal weapons (hands, fists, feet, etc.)
- Handgun Rifle Shotgun Vehicle
- Knife or other cutting instrument Other
- Bomb (specify): _____
- Blunt instrument (club, brick, etc.) (specify): _____

Involvement of other Officers:

- DECEASED (other officers killed in same incident):

(please identify)

- WOUNDED (other officers wounded in same incident):

(please identify)

Indicate the location of the incident by: Special Squad

City: _____ County: _____ State: _____

- 1. Drug: Drug Team Member ____
- 2. ERT: Emergency Response Team ____
- 3. GTF: Gang Task Force ____ Precinct/Barrack/Station: _____
- 4. K-9: K-9 Officer ____
- 5. SWAT: SWAT Team Member

- Yes
- No
- Unknown

Was Decedent Wearing Protective Armor?

PROVIDE A BRIEF DESCRIPTION OF THE CIRCUMSTANCES:

This information is critical and must be completed. A note of -See Attached Document|| is not acceptable.

PLEASE ATTACH THE FOLLOWING:

- 1. Photograph of the victim officer. (If a photo is not available, please submit the completed form)
- 2. Death certificate and/or coroner's report
- 3. Initial police/incident report
- 4. Copy of victim officer's sworn officer certificate
- 5. Copies of newspaper articles regarding incident/death if these items have not been included, please provide explanation below:

OUR DEPARTMENT HAS CONDUCTED A DILIGENT SEARCH AND EXERCISED A GOOD FAITH EFFORT TO VERIFY THAT THE INFORMATION PROVIDED AND ATTACHED HERETO IS TRUE AND CORRECT, AND THAT THIS OFFICER HAS

DIED IN THE LINE OF DUTY AND SHOULD BE LISTED ON THE NATIONAL LAW ENFORCEMENT OFFICERS MEMORIAL. □ OUR DEPARTMENT HAS CONCLUDED THAT THIS OFFICER'S DEATH IS NOT CONSIDERED LINE OF DUTY.

(Signature of AGENCY HEAD)

(Date)

December 31st of each calendar year is the submission deadline to be considered for inclusion on the Memorial for the following year.

PLEASE ENTER SURVIVOR INFORMATION ON REVERSE SIDE

BEGIN SPECIAL

PLEASE PROVIDE US WITH A LIST OF SURVIVING FAMILY MEMBERS.

***We require the name and address of at least one surviving family member for verification of information provided by the department, particularly, the spelling of the officer's name, as it will appear on the Memorial wall. The NLEOMF does not knowingly solicit donations from survivors. Survivor information is for internal use only and will not be released to the media or others without the expressed consent of the individual. Survivors will receive invitations to Memorial sponsored events, newsletters and other Memorial-related mailings.**

Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____
 Relationship to officer: _____

Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____
 Relationship to officer: _____

Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____
 Relationship to officer: _____

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 Telephone: _____
 Relationship to officer: _____

Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____
 Relationship to officer: _____

*The NLEOMF Officer Data Form should be submitted even if survivors cannot be located.
 (Rev. 07/21/2006)