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AIR FORCE MATERIEL COMMAND**



**AIR FORCE MATERIEL COMMAND
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Personnel

***AFMC INTERNATIONAL
AFFAIRS EXCELLENCE AWARDS***

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This instruction implements Air Force Policy Directive 36-28, Awards, by providing guidance and procedures for Air Force Materiel Command (AFMC) International Affairs Excellence Awards to encourage professionalism throughout the fields of armaments cooperation and security assistance. It prescribes policy and procedures for award nomination, selection, and presentation. To ensure a full understanding of the international award process and the terms used, users of this instruction should familiarize themselves with the guidance in AFI 16-110, United States Air Force Participation in International Armaments Cooperation Programs, and Department of Defense 5105.38-M, Security Assistance Management Manual. This instruction applies to all active-duty Air Force, Air Force Reserve (AFRC), Air National Guard (ANG) members, and civilian employees paid through appropriated or security assistance funds. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to this Publication OPR for non-tiered compliance items. Ensure 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 Air Force Records Information Management System Records Disposition Schedule.

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SUMMARY OF CHANGES

This publication is updated to reflect changes in guidance and procedures concerning the Secretary of the Air Force for International Affairs (SAF/IA) Excellence Awards program. This revision takes into account revisions to nomination procedures, timelines, and the following attachments: **Attachment 2** (Award Timeline) **Attachment 3** and **Attachment 4** (1206 samples), **Attachment 5** (Team Award participant list), and **Attachment 7** (Endorsement Letter sample).

1. Purpose. These awards acknowledge the distinguished service of those AFMC personnel who made significant contributions to international affairs in the fields of armaments cooperation and security assistance, resulting in mature international relationships that support the United States' commitment to global peace. Specific areas include: political-military affairs, security assistance programs, technology and information transfer, disclosure policy and related activities, as well as attaché and security cooperation officer affairs. These international activities further the pursuit of United States national security goals and objectives, improve coalition warfighting capabilities, and promote allied Air Force modernization in a manner that supports and enhances collective security and regional stability.

1.1. Armaments cooperation focuses on opportunities for armaments and logistics cooperation of various levels with allies of the United States. The efforts are characterized by international cooperation and technology transfer programs with the goal to develop, field, and support, through equitable burden sharing, the most effective means to achieve standardization and interoperability of conventional military equipment for our forces and those of our allies.

1.1.1. Armaments cooperation includes, but is not limited to, International Cooperative Research, Development, and Acquisition programs and support, and unique cooperative military-to-military programs.

1.2. Security assistance describes a group of programs authorized by the Foreign Assistance Act of 1961, the Arms Export Control Act, and other related statutes by which the United States provides defense articles, military training, and other defense-related services, by grant, credit, cash sale, lease, or loan, to further national policies and objectives.

1.2.1. Security assistance includes, but is not limited to, Foreign Military Sales and Support, Foreign Military Financing Program, International Military Education and Training, International Logistics Programs and Support, Building Partner Capacity programs, and program/case management.

1.3. Intent of the Award

1.3.1. The intent of these awards is to reward those individuals and teams whose outstanding and innovative contributions have the greatest impact on AFMC international

affairs partnerships. These contributions are the most effective at building, sustaining, expanding, and guiding international relationships. These contributions help shape the operational environment for expeditionary, space, and cyberspace forces.

1.3.2. These awards serve as an incentive to the workforce to achieve the above goals. The awards are intended to improve workforce morale and to inspire the international support community by commemorating achievements by its workforce. The awards also reinforce the AFMC organizational goals to create an effective and efficient organization dedicated to customer support through the application of continuous process improvement techniques.

2. Awards to be Presented. The AFMC International Excellence Awards Program recognizes outstanding achievement to those individuals and teams in the following categories:

2.1. Individual Awards

2.1.1. Officer (Second Lieutenant through Colonel)

2.1.2. Enlisted (Airmen through Chief Master Sergeant)

2.1.3. Senior Civilian (GS-13 thru GS-15)

2.1.4. Junior Civilian (up to GS-12)

2.2. Team Awards

2.2.1. International Award for Armaments Cooperation

2.2.2. International Award for Security Assistance

3. Criteria for Nomination.

3.1. Individual Awards. The criteria should include actions resulting in *Leadership and Job Performance in Primary Duty, Significant Self-Improvement, and Base or Community Involvement (Attachment 3)*.

3.2. Team Awards. The criteria should include actions resulting in *Improvements to the Management of Programs and Processes, Initiation of Programs, Service to International Partners, and More Efficient Use of Resources (Attachment 4)*.

3.2.1. International Award for Armaments Cooperation. Unique program or system changes that enhance opportunity for standardization and interoperability with allies, and provide incentives for allies to make greater investment in modern conventional military equipment. They enable economies of scale afforded by coordinated research, development, acquisition and production support programs, and promote mutual access to, use of, and protection of the best technology developed by the United States and our allies to avoid duplication.

3.2.2. International Award for Security Assistance. Exceptional actions relating to: program, case, and country management of international logistics and financial programs and systems, new initiatives and process improvements that enhance support of articles and services sold through an international program or the reduction of costs to foreign purchasers.

3.3. Accomplishments should be described, as much as possible, in quantifiable terms as to their contributions to the AFMC international affairs mission.

4. Eligibility. The awards are open to all AFMC security assistance personnel, civilian and military, regardless of career field, whose efforts have contributed to the support of international partners or more efficient use of resources in the field of international activities. Active-duty Air Force, AFRC, and ANG members and civilian employees paid through appropriated funds are also eligible for this award. This award is an incentive meant to inspire, motivate, and recognize Airmen below the rank of flag officer and Senior Executive Service (SES).

4.1. An individual or team may not be nominated two years in a row for the same effort. An individual may be rewarded twice if that person is nominated for both an individual and team award. An award may be given posthumously. Nominees should not have approved separation or retirement dates during the eligibility and nomination periods.

4.2. The International Affairs Excellence Team Awards for Armaments Cooperation and Security Assistance is for members of a government-led team.

4.3. Contract personnel are not eligible for individual or team awards. For purposes of these awards, a “team” is defined as:

4.3.1. A group of professionals, or matrixed group.

4.3.2. Process Improvement Team, Process Action Team, or an Integrated Process Team.

4.3.3. Teams are formed or chartered to improve and/or provide specific processes, products, and/or services in either armaments cooperation or security assistance. Eligible teams may cross organizational boundaries. The criteria for the team awards are the same as for the individual nominations.

5. Nomination Procedures for the AFMC International Affairs Excellence Award. Each AFMC Center may nominate up to two persons for each individual category and two teams for each team category (reference **Paragraph 2**). This equates to 12 total nominations for each AFMC Center. The nomination package should consist of:

5.1. AF Form 1206 . No more than a one-page, single-spaced, Times New Roman font, 12-pitch, typewritten bullet-style narrative, in electronic format, using the most current version of AF Form 1206, Nomination for Award (front side only), citing specific achievements (**Attachment 3 and 4**).

5.2. Team Award Participant List. Please list the following information on a separate sheet with Team members’ information. (see **Attachment 5**).

5.3. Citations. Citations should be prepared in Times New Roman, no lower than 10-pitch, in landscape format with 1 1/2-inch right and left margins. Limit the citation to approximately 50 key words, or less, which properly describe the nominee or team’s accomplishments or achievements. Key words are defined as those words between the opening and closing statements. For team citations, use only the team name; do not list the team members’ names in the award citation (**Attachment 6**).

5.4. Endorsement Letter. AFMC approved nominations are based on achievements occurring within the previous calendar year (1 January - 31 December). Submissions must

be complete, properly prepared/staffed, and endorsed per guidance in the following paragraphs (**Attachment 7**).

5.4.1. AFMC Centers. The Center Commander, Vice Commander, or Executive Director will be the approving authority for Center nominees and will sign the Endorsement Letter to be forward to Air Force Security Assistance and Cooperation Directorate's (AFLCMC/WF) Enterprise Planning and Requirement's Division (AFLCMC/WFN) for competition with other Command nominees.

5.5. Public Release Statement. An Air Force-approved Public Release Statement. This is optional for team nominations (**Attachment 8**).

5.6. Negative replies are required. Withdrawal of nominations is allowed both prior to and subsequent to the nomination due date.

5.7. Each AFMC Center will be responsible for establishing an awards board if there are more nominations than what is allotted to move forward to compete in the AFMC International Affairs Excellence Awards.

5.8. Incomplete, or inaccurate documentation, will result in a disqualification of the award package. Late submissions will not be accepted beyond the timelines established in Attachment 2.

6. AFMC International Affairs Excellence Awards Board. The AFMC International Affairs Excellence Award Board selects award recipients based upon established selection criteria. The methodology will encompass a scoring process with a point system and weighting factors for each part of the nomination package. The Board will determine the selectees amongst all the Command's nominees. The Chief, Enterprise Planning and Requirements Division (AFLCMC/WFN) chairs the Board and is responsible for identifying the Board Members. Board Members will consist of equivalent grade civilian and/or military personnel from AFMC Centers.

6.1. The Board should consist of three members outside the Security Assistance or Armaments Cooperation communities.

6.2. The secretariat is the Enterprise Planning and Support Branch, AFLCMC/WFNS.

7. Awards Presentation.

7.1. AFMC winners will be awarded with a Certificate of Achievement and a Congratulatory letter signed by the AFMC Commander. A trophy or plaque will be awarded to the selected winners/team of each award category dependent on funds availability.

7.2. AFLCMC/WF will provide the Certificates of Achievement, Congratulatory Letters, and trophies/plaques to the Center Commanders for presentation to the respective winners. Winners should be announced publicly through local and base-related media.

8. AFMC International Excellence Award (as it relates to the SAF/IA Excellence Award):

8.1. The AFMC International Affairs Excellence Award nominees who score the highest among all candidates within the four individual categories of Officer, Enlisted, Senior Civilian, and Junior Civilian earn the opportunity to compete in the Air Force Level for the SAF/IA Excellence Award. The same packages will be used for this award as was used in the AFMC International Excellence Award.

CYNTHIA A. ABBOTT, SES
Deputy Director, Air Force Security Assistance and
Cooperation

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

AFI 36-2871, *AFGM 2015-01, Air Force Guidance Memorandum*, 25 February 2015

AFI 36-2871, *Air Force International Affairs Excellence Award*, 04 September 2012

AFI 36-1004, *The Air Force Civilian Recognition Program*, 03 December 2009

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

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

Adopted Forms

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

AF Form 1206, *Nomination for Award*, 26 September 2012

Abbreviations and Acronyms

AFCLMC/WFN —Enterprise Planning and Requirement' Division

AFLCMC/WFNS —Enterprise Planning and Support Branch

AFMC —Air Force Materiel Command

AFRC —Air Force Reserve Command

AFSAC —Air Force Security Assistance and Cooperation Directorate

ANG —Air National Guard

GS —General Service

OPR —Office of Primary Responsibility

SAF/IA —Secretary of the Air Force for International Affairs as

SES —Senior Executive Service

Attachment 2
AWARD TIMELINE

Figure A2.1. Award Timeline.

<u>ACTION</u>	<u>DATE</u>
Call for AFMC Nominees Staff to HQ AFMC/A1 Task Centers	Second Friday in November
AFMC Center Boards	Third Friday in December
Packages Due to AFLCMC/WF AF Form 1206 Citation Endorsement Letter Public Release Statement	Third Friday in January
If Team Award, add: - Team Award Participant List	
AFMC Board	First Friday in February
Staff to AFLCMC/WF AFMC/CC Letters AF Form 1206s Endorsement Letter Public Release Statement AFMC/CC Notification AFMC/CC Endorsement to SAF/IA For AF IA Excellence Award	Fourth Friday in February
Staff to AFLCMC/CCX	Second Friday in March
Staff to HQ AFMC/A1 Staff to AFMC/DS Staff to AFMC/CC	Fourth Friday in March
Forward AFMC Nominees to SAF/IA	15 April XXXX

Attachment 3

AF FORM 1206, INDIVIDUAL AWARD

Figure A3.1. AF Form 1206 Individual Award (Sample).

NOMINATION FOR AWARD		
AWARD AFMC International Affairs Excellence Award	CATEGORY (If Applicable) Ref: Paragraph 2	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FOA, OR DRU
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (50 POINTS)		
SIGNIFICANT SELF-IMPROVEMENT: (25 POINTS)		
BASE OR COMMUNITY-IMPROVEMENT: (25 POINTS)		

Attachment 4

AF FORM 1206, TEAM AWARD

Figure A4.1. AF FORM 1206 TEAM AWARD (Sample).

NOMINATION FOR AWARD		
AWARD AFMC International Affairs Excellence Team Award	CATEGORY (If Applicable) Ref: Paragraph 2	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FOA, OR DRU
award		
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
IMPROVEMENTS TO THE MANAGEMENT OF PROGRAMS AND PROCESSES: (25 POINTS)		
INITIATION OF PROGRAMS: (25 POINTS)		
SERVICE TO INTERNATIONAL PARTNERS: (25 POINTS)		
MORE EFFICIENT USE OF RESOURCES: (25 POINTS)		

Attachment 5

TEAM AWARD, PARTICIPANT LIST

Figure A5.1. TEAM AWARD - PARTICIPANT LIST (Sample).

(Team Name)	
For Commendable Service in the field of (Armament Cooperation) or (Security Assistance) 1 January – 31 December 20XX	
Name	Organization
(Team Lead) (Ex.) Mr. John Smith	Office symbol AFLCMC/WF
<ol style="list-style-type: none"> 1. Put Military first and then civilians, if necessary (highest rank to lowest) 2. Keep Names organized by office symbols 3. If possible, alphabetize the names 	

Attachment 6
CITATION

Figure A6.1. Citation (Sample).

CITATION TO ACCOMPANY THE PRESENTATION OF
THE AIR FORCE INTERNATIONAL AFFAIRS EXCELLENCE AWARD
(NAME OF THE CATEGORY)

TO

(FIRST NAME, MIDDLE INITIAL, LAST NAME OR TEAM NAME)

(Person's/Team Name) distinguished himself/herself by outstanding achievement as (Job Title and location) from January 1, 2015 to December 31, 2015. (Briefly describe the achievements. Citations should be prepared in Times New Roman, no lower than 10-pitch, in landscape format with 1 1/2-inch right and left margins. Limit the citation to approximately 50 key words, or less, which properly describe the nominee or team's accomplishments or achievements). The distinctive accomplishments of (person/team's name) reflect great credit upon himself/herself, the International Community and the United States Air Force.

Attachment 7
ENDORSEMENT LETTER

Figure A7.1. Endorsement Letter (Sample).

<p>FROM: Enter Organization Address Line 1 Address Line 2</p> <p>TO: AFLCMC/WF 1822 Van Patton Blvd, Building 210 Wright-Patterson OH 45433</p> <p>SUBJECT: (Enter Year of the Award) AFMC International Affairs Excellence Award, and (Enter Year of the Award) USAF International Affairs Excellence Award Nominee</p> <p>I nominate, (Enter Nominee's Name), as the (Enter Organization) nominee for the (Enter Year of the Award) AFMC International Affairs Excellence Award, and endorse, (Enter Nominee's Name), to compete for the (Enter Year of the Award) USAF International Affairs Excellence Award if selected.</p> <p>Enter Nominee's Rank/Grade:</p> <p>Enter Nominee's AFSC or Occupational Series:</p> <p>Enter Nominee's Position Title:</p> <p>Write a brief description of the Nominee's position duties and responsibilities:</p> <p>My point of contact is (Enter Command Administrative POC Name) at (Enter Commercial and DSN Phone Numbers, and Email Address)</p> <p>A records check was conducted on (Date) and revealed no information that would bring discredit to the award or the United States Air Force.</p> <p style="text-align: right;">Center CC/CV/CA Signature Block</p>

Attachment 8

PUBLIC RELEASE STATEMENT

Figure A8.1. Public Release Statement (Sample).

PUBLIC RELEASE STATEMENT	
I, (ENTER APPLICANT'S NAME), DO/DO NOT (CIRCLE ONE LINE THROUGH THE OTHER) AGREE TO THE USE OF PRIVACY ACT INFORMATION IN THE NOMINATION. THIS INFORMATION MAY INCLUDE PRIVACY ACT INFORMATION OR PERSONALLY IDENTIFYING INFORMATION (PII) FOUND IN AFI 33-332, PRIVACY ACT PROGRAM, CHAPTER 12, DISCLOSING RECORDS TO THIRD PARTIES. I UNDERSTAND THOSE TRANSMITTING PERSONAL INFORMATION WILL EXERCISE CAUTION AND ADEQUATELY SAFEGUARD IT IAW AFI 33-332, PARAGRAPH 7.3., AND PARAGRAPHS 10.2.1 & 10.2.2. THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD NOMINATION WILL CONTAIN NO PRIVACY ACT INFORMATION OTHER THAN NAME, RANK, AND BASE OF ASSIGNMENT.	
_____	_____
SIGNATURE	DATE