

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND  
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**HQ AFMC HISTORY AWARDS PROGRAM**

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This instruction implements AFD 36-28 Awards and Decorations Programs. It gives procedures for selecting AFMC historians, museum personnel, and programs for awards and identifying command nominees for Air Force history and museum awards and competition. It applies to Headquarters AFMC, AFMC subordinate units staffed with full-time historians, and AFMC field museums. It does not apply to Air National Guard and US Air Force Reserve Units and Members. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. 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/afirms/afirms/rims.cfm>

**SUMMARY OF CHANGES**

This publication supersedes AFMCI 36-2813, 11 July 2003. It clarifies who will retain possession of the award plaques and the period for which the award recipient(s) is being recognized (paragraph 1). It eliminates the wing-level categories from the AFMC Excellence in History Programs Award category (paragraph 1.1). It changes “the Air Force History Career Contributions Award” to “the Grant M. Hales Career Contribution Award” paragraph 1.3). It changes “individuals or units” to “individuals, history offices or museums” (paragraph 1.4).

**1. The AFMC History Awards Program is designed to recognize excellence in history programs, historical publications, and heritage projects.** Also, program service awards may be given to recognize outstanding performance or achievement. When presented, The AFMC Excellence in History Programs Award will be the possession of the selected Office of History. The AFMC Excellence in Historical Publication Award will belong to the authors. The AFMC History Program Service Award will be the possession of either the office or individual(s) selected for the award. The AFMC Excellence in Heritage Projects Award will be the possession of the History Office, Museum or individual(s) selected for the award. The AFMC Excellence in Historical Publications Award and the AFMC Excellence in Heritage Projects Award are based on work performed the previous calendar year.

1.1. The AFMC Excellence in History Programs Award recognizes up to two programs annually for history programs that have provided superior historical services to their units. AFMC may submit one nomination for the Air Force Excellence in History Programs Award in the Center, Laboratory and Numbered Air Force category conducted by the Office of the Air Force Historian (HQ USAF/HO) for Air Force-wide competition.

1.1.1. All history offices with current periodic history submissions are eligible for consideration. Send nomination packages signed by the unit commander, vice commander or chief of staff to HQ AFMC/HO no later than 15 January. Follow criteria in AFI 36-2863 and use AF Form 1206 (no more than two pages).

1.2. The AFMC Excellence in Historical Publications Award may recognize more than one outstanding publication. In addition, the winners may represent the command in similar competition conducted by HQ USAF/HO for Air Force-wide recognition. All publications produced during the past calendar year by AFMC history offices are eligible for consideration except commercially edited and published products. Units must submit three copies of each publication and an AF Form 1206, limited to two pages, with a transmittal memorandum signed by the unit commander, vice commander or chief of staff, to HQ AFMC/HO no later than 15 January. The AF Form 1206 should explain the usefulness of the publication to the organization and its value to the Air Force. If no publication meets the standard and procedural requirements, no award will be presented that year.

1.3. The AFMC History Program Service Award recognizes an individual or an office for sustained outstanding performance, extraordinary achievement, or exceptional contributions to the AFMC History Program. Anyone, at anytime, may recommend a deserving individual or office by submitting directly to HQ AFMC/HO an AF Form 1206, no longer than two pages, with a transmittal memorandum signed by the unit commander, vice commander or chief of staff, explaining the accomplishments. Recipients of this award who are retiring or are leaving the USAF History and Museum Program, and whose career represented a prolonged and sustained record of outstanding performance and impressive achievement in advancing the mission and objectives of the Air Force History and Museum Program, may be forwarded to HQ USAF/HO for consideration for the Grant M. Hales Career Contribution Award.

1.4. The AFMC Excellence in Heritage Projects Award recognizes individuals, history offices or museums fostering a greater appreciation of the Air Force or its subordinate units as an institution or of aerospace power as an instrument of U.S. defense policy through pamphlets, displays, exhibits, videos, commemorative events or similar projects.

1.4.1. Any unit may submit an AF Form 1206, with a transmittal memorandum signed by the unit commander, vice commander or chief of staff, to HQ AFMC/HO no later than 15 January. The AF Form 1206, no longer than two pages, must provide justification for the nomination. Include three copies of supporting materials (e.g. pamphlets, DVDs, photographs).

1.4.2. Winners of this award will represent the command in similar competition by HQ USAF/HO for Air Force-wide recognition.

**2. Presentation of Awards.** HQ AFMC/HO will send the award plaques to the respective unit commanders with a request to arrange a suitable presentation ceremony for award recipients.

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Command Historian