

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



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Personnel

**AFMC DEPOT MAINTENANCE
MANAGEMENT OF THE YEAR AWARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-28, *Awards and Decorations Programs*. This instruction sets up the Depot Maintenance Management Awards to encourage professionalism and expertise in managing the diverse nature of Air Force Materiel Command (AFMC) Depot Maintenance. It prescribes policy, nomination and selection procedures, and award presentation. This instruction does not apply to Air National Guard or Air Force Reserve. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the data prescribed in this instruction is 10 U.S.C 8013. Privacy Act statements required by AFPD 33-3, *Information Management*, are in the body of each form or document, or in a separate statement accompanying each document. Send comments and suggestions about this publication for improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

SUMMARY OF REVISIONS

This revision replaces AFMCI 36-2817, 6 May 2004 and establishes the AFMC instructions for Depot Maintenance Management Annual Awards, which brings this document in-line with AFPD 36-28, *Awards and Decorations Programs*.

1. Purpose of the Awards. The Management Awards recognize contributions by individuals and teams to further Depot Maintenance Management and acknowledge the outstanding

contributions of designated Depot Maintenance Managers at the Depot Maintenance Wings, and HQ AFMC Depot Maintenance organization.

2. Awards to be Presented.

2.1. Individual. Outstanding Depot Maintenance Manager (GO, SES, O-6, GS-15, NSPS YA3/YC3/YF3, or equivalent). This award recognizes the innovations and efforts of the depot maintenance personnel who implement depot maintenance tenets and make significant improvements to the depot maintenance operation. Eligible considerations include improvements in the overall process which advance communication and information flow, optimize operations, reduce overall depot maintenance cost, implement transformation initiatives, or demonstrate improved depot maintenance support to the warfighter.

2.2. Individual. Outstanding Depot Maintenance Member - Production (O-5 and below, GS-14 and below, NSPS YA2/YC2/YF2, or equivalent and below). This award recognizes individual contributions made by depot maintenance personnel directly related to the production and maintenance of depot aircraft or end items. Eligible considerations include anyone directly involved with both production and improvements in the overall depot maintenance processes and practices that optimize operations, reduce overall depot maintenance cost, reduce flow times, or demonstrate improved support to the warfighter.

2.3. Individual. Outstanding Depot Maintenance Member - Non-Production (O-5 and below, GS-14 and below, NSPS YA2/YC2/YF2, or equivalent and below). This award recognizes individual contributions made by depot maintenance personnel not directly related to supporting the production of depot aircraft or end items. Eligible considerations include improvements in the overall depot maintenance process that make significant changes to operations, reduce overall cost, reduce flow times, implement transformation initiatives, or demonstrate improved support to the warfighter.

2.4. Individual. Outstanding Wage Grade/Enlisted Maintenance Member - Production (Wage Grade WG/WL/WS Employees, Enlisted Military Members). This award recognizes individual contributions made by depot maintenance personnel directly related to the production and maintenance of depot aircraft or end items. Eligible considerations include direct involvement with production, improvements in the overall process and practices that optimize operations, reduce overall cost, reduce flow times, or demonstrate improved support to the warfighter.

2.5. Individual. Outstanding Wage Grade/Enlisted Maintenance Member - Non-Production (Wage Grade WG/WL/WS Employees, Enlisted Military Members). This award recognizes individual contributions made by depot maintenance personnel not directly related to the production and maintenance of depot aircraft or end items. Eligible considerations include improvements to operations that reduce overall cost, reduce flow times, implement transformation initiatives, or demonstrate improved support to the warfighter.

2.6. Group. Outstanding Depot Maintenance Management Team - Production. Any team composed of military and/or civil service employees whose official duties or assignments include direct support to Depot Maintenance Management. This award recognizes team contributions made by depot maintenance personnel directly related to the production of depot aircraft or end items. Eligible considerations include direct involvement with

production and improvements in the overall process and practices that optimize operations, reduce overall cost, reduce flow times, or demonstrate improved support to the warfighter.

2.7. Group. Outstanding Depot Maintenance Management Team - Non-Production. Any team composed of military and/or civil service employees whose official duties or assignments include direct support to Depot Maintenance Management. This award recognizes team contributions made by depot maintenance personnel not directly related to the production of depot aircraft or end items. Eligible considerations include improvements in the overall depot maintenance process, which make significant changes to the operation that reduces overall cost, reduces flow times, implements transformation initiatives, or demonstrates improved support to the warfighter

3. Criteria for Nomination.

- 3.1. Period of award is the calendar year preceding solicitation of nominees.
- 3.2. Previous year's winner is ineligible for competition in the same category.

4. Timeframe for Nomination Packages:

- 4.1. HQ AFMC request for the Annual Awards nomination packages will be forwarded to the Maintenance Wings by 15 January.
- 4.2. The Maintenance Wings and HQ AFMC nomination packages are to be returned to HQ AFMC/A4D by 1 March. If the first falls on a weekend or holiday, the due date will be the next work day.
- 4.3. HQ AFMC/A4 selection board will process the nomination packages to determine the winner for each category by 1 April.

5. Nomination Procedures:

- 5.1. No more than one nominee in each of the seven categories may be submitted by each Maintenance Wing or HQ AFMC Depot Maintenance organization.
- 5.2. All nomination packages should be sent to HQ AFMC/A4D, 4375 Chidlaw Road, Room C109, Wright-Patterson AFB, OH 45433-5006 or email directly to the HQ AFMC/A4D awards point of contact.
 - 5.2.1. The award nomination packages transmittal memorandum should be signed by the Maintenance Wing Commander or Maintenance Vice Commander/Director. (Electronic signatures are acceptable)
 - 5.2.2. The award nomination packages will be submitted according to the following guidelines.
 - 5.2.2.1. Use AF Form 1206 to submit nominee accomplishments (**Attachment 2**). Individual and team specific accomplishments are limited to the front page of AF Form 1206. All acronyms and remarks should be included in the accomplishments on the front page of AF Form 1206.
 - 5.2.2.2. The back page is strictly for team members' detailed information (name, job title, office symbol, and specifically identify the overall team leader). The two pages for team nominee packages will be printed on separate sheets of paper.

5.2.2.3. AF Form 1206 information must be complete and correct. Contact HQ AFMC/A4D awards point of contact if additional information is needed.

5.2.2.4. In the Specific Accomplishments block, use the following titles for the headings:

5.2.2.4.1. Sustained Job Performance (30 pts).

5.2.2.4.2. Job Efficiency Results (30 pts).

5.2.2.4.3. Job Knowledge (30 pts).

5.2.2.4.4. Other Considerations (10 pts).

5.2.2.4.5. Bullet statements will be used. Each headings bullet will consist of no more than five lines each (including sub-bullets). Lines within each headings bullet will be single-spaced (no blank lines will be used between sub-bullets). One blank line will be used between each heading.

5.2.2.4.6. Bullet statements should be written in a style that describes a particular action, its result, and its impact to the unit, MAJCOM, Air Force or beyond.

5.2.2.5. Packages must not contain classified data/information. Units must screen all submissions for classified data – **DO NOT SUBMIT ANY CLASSIFIED DATA**. Packages determined to have classified data will be removed from the competition.

5.2.2.6. The Citation is required and will be double-spaced in the landscape format ([Attachment 3](#)).

5.2.2.7. The Biography is required for individual awards ([Attachment 4](#)).

5.2.2.8. The Privacy Act Statement is required ([Attachment 5](#)).

6. Selection Board Procedures and Composition:

6.1. Wing Selection Board. The Maintenance Wing Commander, or designee, will chair the Awards Selection Board. The chairman will appoint a board, which will be responsible for providing a nomination recommendation in each category to the Wing Commander. The Selection Board will meet as scheduled by the board chair and conduct business when a quorum is present.

6.2. Command Selection Board. The Deputy Director for Maintenance, or designee, will chair the Command Selection Board for the Annual awards. The board will consist of three to five members selected by the Deputy Director for Maintenance, or designee. The selection board will evaluate nominees using the selection criteria worksheet ([Attachment 6](#)). The board will provide a recommendation to the Director of Logistics for endorsement. The Selection Board will meet as scheduled by the board chair and conduct business when a quorum is present.

7. Awards and Awards Presentation:

7.1. This instruction implementation will be consistent with applicable statutes, which promote equal opportunity for all employees.

7.2. Presenting the Award. HQ AFMC/A4 will announce the Annual award winners by electronic message to the Maintenance Wing Commanders, who will present the awards in accordance with their local policy.

8. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

ROSS E. MARSHALL
Deputy Director of Logistics
Directorate of Logistics

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

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

AFPD 33-3, *Information Management*, 28 March 2006

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

Attachment 2
AF FORM 1206

NOMINATION FOR AWARD		
AWARD	CATEGORY (If applicable)	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN (Enter Last 4 Only)	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)		

Attachment 3

SAMPLE CITATION

CITATION TO ACCOMPANY THE AWARD OF THE
DEPOT MAINTENANCE MANAGEMENT AWARD
(CATEGORY)

TO

(NAME)

(Opening)

(Rank-if applicable-Name) has distinguished himself/herself by outstanding performance while assigned as an XXXX, (your organization), from 1 January XXXX to 31 December XXXX.

(Body)

(Significant Accomplishments)

(Closing)

The outstanding contributions of (Rank-if applicable-Name) reflect credit upon (himself/herself), the (center), AFMC and the United States Air Force.

Attachment 4

SAMPLE FORMAT BIOGRAPHY

BIOGRAPHY
FOR

(NAME)

(AWARD TITLE)

NICKNAME OR "GO-BY" NAME

SPOUSE: (first name only) *[optional]*

CHILDREN: (first names only) *[optional]*

PROFESSIONAL ACTIVITIES AND CIVIC/SOCIAL ACTIVITIES:

HOBBIES: (List Hobbies)

LENGTH OF SERVICE: (Total years)

PRIMARY JOB FUNCTION:

Attachment 5

SAMPLE PRIVACY ACT STATEMENT

AUTHORITY: Public Law 93-579, Title 5, USC, Section 552a, Title 32, CFR, Section 806b), 5 USC 301 and 10 USC 8012.

PURPOSE: To provide publicity and recognition through military and/or civilian news media inherent to the recognition program.

ROUTINE USES: Information and/or photographs may be used by command and award selection board members at any level of command, by officials of private organizations sponsoring award programs, and by information officials representing the military and/or civilian news media.

DISCLOSURE: Disclosure is voluntary. However, failure to provide the information will result in ending this consideration for recognition.

I HAVE READ THE ABOVE STATEMENT AND I DO AUTHORIZE RELEASE OF THE PERSONAL INFORMATION AND USE OF PHOTOGRAH(S) FOR THE SPECIFIC AWARD BELOW. I AGREE TO GIVE PERMISSION TO USE MY NAME, GRADE, DUTY TITLE, AND BASE OF ASSIGNMENT IN THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD

TYPE OR PRINT NAME OF AWARD CATEGORY (if applicable)

SIGNATURE OF NOMINEE

Date

TYPE OR PRINT NOMINEE'S NAME

Attachment 6

SELECTION CRITERIA WORKSHEET

DEPOT MAINTENANCE MANAGEMENT AWARD

Table A5.1. Award Points.

AWARD	OC	OO	WR	HQ AFMC
1. Sustained Job Performance (30 pts)				
2. Job Efficiency Results (30 pts)				
3. Job Knowledge (30 pts)				
4. Other considerations (10 pts)				

SIGNATURE: _____

DATE: _____