

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE**

**AIR FORCE RESERVE COMMAND
INSTRUCTION 36-2820**



15 APRIL 2013

Personnel

**CMSGT CAROL SMITS FIRST SERGEANT
COUNCIL OF THE YEAR AWARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: AFRC/CCCF

Certified by: AFRC/CCCF
(CMSgt Michael R. Bellerose)

Pages: 5

This instruction implements AFD 36-28, *Awards and Decorations*. It establishes a program to award AFRC Wing First Sergeant Councils for outstanding achievement and contributions to the Air Force mission. It describes the criteria for the award, establishes eligibility, and explains nomination, selection, and presentation procedures. This publication does not apply to the Air National Guard (ANG) or Regular Air Force (RegAF) units. Attachment 1 contains a glossary of references and support information. 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 AFMAN33-363, *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/afirms/afirms/afirms/rims.cfm>

1. Purpose of the Chief Master Sergeant Carol Smits AFRC First Sergeant Council of the Year Program. The award is named after the first AFRC Command Chief who wore the first sergeant diamond in support of our Airmen prior to obtaining this prestigious appointment. The purpose of this program is to recognize First Sergeant Councils for outstanding performance, stimulate MAJCOM level competition, increase mission effectiveness, improve morale, and emphasize a teamwork award program to sustain AFRC's commitment to excellence.

2. Description. A strong and successful council contributes greatly to the success of the mission while caring for Airmen and their families. The councils work with host and tenant CCMs to ensure the needs of the base community and all assigned Airmen are met. Consideration is based on total performance for the preceding year documented on an AF Form 1206 (Attachment 2). The award program will consist of a traveling trophy, handed off annually to the winning council, enhancing competition and esprit de corps across the command.

3. Eligibility. Any Air Force Reserve Command First Sergeant Council.

4. Frequency of Award and Period Covered. Annually, 1 January to 31 December.

5. Responsibilities:

5.1. HQ AFRC/CCC. Final approval authority for Award Winner.

5.2. HQ AFRC/CCCF. Manages and monitors the program.

5.3. Emails nomination suspense due date to the field 90 days prior to the suspense date.

5.4. Acts as board president and solicits board members for the award.

5.5. Monitors and processes nomination packages to the board.

5.6. Submits board findings to the AFRC/CCC for final approval.

5.7. Prepares the staff package for AFRC/CC and CCC for signature on congratulatory letters.

5.8. Tracks "Traveling Trophy" to ensure proper handoff during award ceremony.

5.9. Processes additions, changes, and deletions to this instruction.

5.10. NAF/CCC. As the Functional Managers for First Sergeants at the Numbered Air Force Level, all nominations must be processed through the corresponding NAF/CCC prior to final submission to HQ/AFRC.

5.11. WG/CCC. Responsible for nomination packages for their first sergeant council, utilizing AF Form 1206. Packages will be submitted through the corresponding NAF/CCC to the AFRC/CCCF, in the Office of the AFRC Command Chief.

6. Suspense.

6.1. Due to HQ AFRC/CCCF 01 April.

JAMES F. JACKSON, Lt Gen, USAFR
Commander

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

DoD 4120.24-M, DoD Standardization Program (DSP) Policies and Procedures, 9 March 2000

AFI 36-2113, The First Sergeant

AFPD 36-28, Awards and Decorations Program, 1 August 1997

AFI 36-2803, Air Force Awards and Decorations Program, 15 June 2001

AFI 36-2805, Special Trophies and Awards, 29 June 2001

AFI 36-2807, Headquarters United States Air Force Deputy Chief of Staff, Operations, Plans and Requirements Annual Awards Program, 18 July 2007

Adopted Form

AF847, *Recommendation for Change of Publication*, 22 Sep 2009

AF1206, *Nomination for Award*, 01 Jul 2000

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

AFRC/CCCF—AFRC First Sergeant Functional Manager

ANG—Air National Guard

CCC—Command Chief

DoD—Department of Defense

NAF—Numbered Air Force

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

POC—Point of Contact

Attachment 2

NOMINATION FOR AWARD

A2.1. NOMINATION FOR AWARD Sample Only – Not for use.

Figure A2.1. Nomination For Award.

NOMINATION FOR AWARD		
AWARD AFRC FIRST SERGEANT COUNCIL OF THE YEAR	CATEGORY N/A	AWARD PERIOD 01JAN12-31DEC12
RANK/NAME OF NOMINEE Council's Name (125 th AW First Sergeant Council)	SSN N/A	MAJCOM, FOA OR DRU Corresponding NAF
DAFSC/DUTY TITLE N/A	NOMINEE'S TELEPHONE Council President's Name and Contact Number	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Command Chiefs Name and Address (CMSgt John Smith 222 Galaxy Way, Mountain AFB, ME 33333)		
RANK/NAME OF UNIT COMMANDER Wing Commander's Information (Col Karen P. Hart, DSN 489-1234)		
<p>No Headings, 30 Lines Max.</p> <p>Bullets should highlight every aspect of the council's support (military and civilian) and dynamics of council members (education, development, awards, deployments, etc.)</p> <p>Wing Commander, or equivalent, signature block required at the bottom of the form.</p>		

USAFR

KAREN P. HART, Col,
Commander

AF IMT 1206