

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

**AIR FORCE RESERVE COMMAND  
INSTRUCTION 36-2858**



**19 JULY 2023**

**PERSONNEL**

**AFRC MEDICAL SERVICE AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col Julianna L. Olson)

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This instruction implements DAFPD 36-28, *Awards Program*. It establishes the guidance to identify and recognize outstanding achievements and services of units and Reserve members of the Air Force Medical Service. This instruction applies to all AFRC medical units and Individual Reservists. AFRC Unit Commanders, Group Commanders, Colonels, and Chiefs are not eligible for awards, unless otherwise specified within the specific award attachment. This instruction does not apply to the Air National Guard (ANG), Regular Air Force, or United States Space Force. Ensure that all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Submit requests for waivers to this publication through the chain of command and the applicable MAJCOM for staffing to the certifying official for non-tiered compliance items. This publication may not be supplemented or further implemented or extended.

**SUMMARY OF CHANGES**

This document has been substantially revised and needs to be completely reviewed. Major changes include replacing the Bullet 1206 with the Narrative Writing 1206, new categories added to Individual awards, and criteria changes.

Section A—AFRC Medical Awards Program	2
1. Purpose.....	2
2. Responsibilities.....	2
Section B—Nomination, Selection, and Presentation of Awards	3
3. Nomination packages will include the following. ....	3
4. Board Selection and due dates. ....	5
5. Release. ....	5
6. Presentation and Recognition. ....	5
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>6</b>
<b>Attachment 2—SAMPLE NOMINATION COVER LETTER</b>	<b>7</b>
<b>Attachment 3—SAMPLE LIST OF NOMINEES</b>	<b>8</b>
<b>Attachment 4—NOMINATION FOR AWARD</b>	<b>9</b>
<b>Attachment 5—INDIVIDUAL AWARDS</b>	<b>10</b>
<b>Attachment 6—UNIT AWARDS</b>	<b>15</b>
<b>Attachment 7—1206 TEMPLATE</b>	<b>16</b>
<b>Attachment 8—AFRC AWARD PACKAGE CHECKLIST</b>	<b>17</b>

*Section A—AFRC Medical Awards Program*

**1. Purpose. The Air Force Reserve Command Medical Awards Program (AFRCMAP):**

1.1. Recognizes individuals and units whose outstanding actions improve the delivery of health care and contribute to expeditionary medical operations for our Air Force Reserve personnel worldwide.

1.2. Acknowledges sustained superior job performance, innovative operations, and exceptional teamwork.

**2. Responsibilities.**

**2.1. Headquarters Air Force Reserve Command, Command Surgeon (HQ AFRC/SG):**

2.1.1. Oversees policy, advocates for the efficient management of AFRCMAP.

**2.2. Headquarters Air Force Reserve Command, Chief, Medical Enlisted Force (HQ AFRC/CMEF):**

2.2.1. CMEF provides supervision for individual and unit award nominations to the selection boards.

2.2.2. CMEF advises on board selection for the awards as directed by HQ AFRC/SG.

2.2.3. Headquarters Air Force Reserve Command, Medical Support Division (HQ AFRC/SGS)

2.2.3.1. SGS prepares annual announcement of winners for all Medical Awards and coordinates with AFRC/CC for signature and release.

2.2.3.2. SGS prepares letters for each winner and coordinates with AFRC/CC for signature and release.

2.2.3.3. SGS prepares award plaque for each winner and forwards to the Wing/Group Commander.

### 2.3. Nominations.

2.3.1. HQ AFRC/SG solicits award nominees through Enterprise Task Management Software Solution announcement through each Numbered Air Force to the wing commanders on or about 1 August of each year.

2.3.2. The eligibility period is based on fiscal year accomplishments. The nomination period is 1 October through 30 September.

2.3.2.1. Individual nominees will have a current and passing fitness scores throughout the entire nomination period.

2.3.2.2. Nominees will have Professional Military Education commensurate with their rank.

2.3.2.3. Nominees with Unfavorable Information File (UIF) or any quality force issues during nomination period are not eligible to apply.

2.3.2.4. For enlisted personnel, members accepted for a commissioning program for the entire nomination period are not eligible to apply.

2.3.2.5. Contractors are ineligible for AFRC Medical Awards.

2.3.2.6. MSgt and above will have CCAF degree or equivalent qualifying degree in their duty AFSC.

2.3.2.7. Individual/Unit can only be nominated for one category in any given nomination period. Award winners cannot compete in that same category consecutive years.

### *Section B—Nomination, Selection, and Presentation of Awards*

#### **3. Nomination packages will include the following.** (See [Attachment 8](#))

3.1. Both individual and unit written nominations must be submitted on the AF Form 1206, using the most current version found at <http://www.e-publishing.af.mil>. The AF Form 1206 will be prepared in narrative format, one side, single spaced and will be submitted for each individual or unit nominated unless otherwise noted. The 1206 will include 4 headings relative to the Major Graded Areas; Executing the Mission and Leading People, Managing Resources, and Improving the Unit (3 lines maximum per section). Complete the form with information as required. (See [Attachment 7](#))

3.2. A single listing of all individual nominees and units signed by the Wing Commander, or equivalent, acknowledging each applicant from their organization. The sample nomination cover letter (**Attachment 2**), dated within 60 days of package completion, will include an attachment listing all nominees being submitted for any award and will include the nominees' full names and ranks (**Attachment 3, Table A3.1.**). **This does not apply to unit award nominees.**

3.3. Nominees are eligible for rank-specific awards if the nominee's rank matched the rank specified for at least six months of the award period, unless otherwise specified within the specific award attachment.

3.3.1. Individuals who are assigned to another unit during the nomination period will be submitted for awards by the unit assigned at the time of nomination. Accomplishments from a previous base are acceptable.

3.4. Narrative format for individual and unit nominations will meet the criteria outlined in **Attachment 4** unless otherwise specified within the award-specific attachment.

3.4.1. Individual nominations must include specific facts that clearly distinguish the nominee from his or her peers, citing examples that occurred during the specified nomination period. Nomination packages must include the following headings unless otherwise specified in the individual award description:

3.4.1.1. Executing the Mission (3 lines maximum): Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties related to executing the mission. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission during the award period. Reference to quarterly or annual awards may also be included in this section.

3.4.1.2. Leading People (3 lines maximum): Show how the member developed or improved skills related to primary duties in terms of leading people., e.g., achievements and/or leadership development relative to leading individuals or groups in support of unit mission.

3.4.1.3. Managing Resources (3 lines maximum): Show how the member analyzed and contributed to managing resources, e.g., personnel, equipment, and financial budget.

3.4.1.4. Improving the Unit (3 lines maximum): Show how the member contributed to the improvement of the unit. Award should reflect personal and/or collective involvement in improved unit accomplishments during this award period.

3.4.2. Unit nomination packages must address the following unless otherwise specified in the team award description:

3.4.3. Unit Accomplishments: List the unit's actual accomplishments in the following areas listed in **Attachment 6** in the following Major Graded Areas:

3.4.3.1. Executing the Mission (3 lines maximum): Describe significant leadership accomplishments and how well the unit performed mission. Define the scope and level of responsibilities and the impact the unit/wing. Include any new initiatives or

techniques developed by the unit that positively impacted the wing/group during the award period.

3.4.3.2. **Leading People** (3 lines maximum): Show how the unit developed or improved processes related to primary mission relative to leading people. e.g., accomplishments and/or leadership initiatives in leading individuals or groups in support of unit mission.

3.4.3.3. **Managing Resources** (3 lines maximum): Show how the unit effectively managed resources to positively impact wing/group, e.g., personnel, equipment, and financial budget.

3.4.3.4. **Improving the Unit** (3 lines maximum): Show how the unit analyzed and contributed to improved processes to impact unit effectiveness. Award should reflect collective involvement in contribution to wing/group success during this award period.

3.5. **Acronym/Abbreviation List:** Only DOD/USAF acronyms found on the AFPC website is acceptable due to the narrative format.

#### **4. Board Selection and due dates.**

4.1. Wing Commanders approve and sign award nominations for each category submitted. RMUs will forward the original nomination packages to HQ AFRC/SG no later than **1 November** of each year.

4.2. Individual Reservists (IRs) will be nominated by their active-duty supervisor. The Medical Group Commander, Squadron Commander, Chief of Directorate (2-letter) or higher will approve and sign the award nomination for each category submitted for each IR.

4.3. CMEF and Deputy Command Surgeon (SG2) designates an award selection committee of not less than three individuals to select award winners. Packages will be reviewed and scored by a diverse panel within AFRC/SG. A Colonel or civilian equivalent should chair the selection boards for officer award; a CMSgt or civilian equivalent should chair selection boards for enlisted awards. Exceptions can be made, providing that the board presidents are equal, or senior to the rank of Lieutenant Colonel for officer awards or SMSgt for enlisted awards. Panel members must be higher or equivalent in rank to those who compete for the same award category.

**5. Release.** SGS prepares annual announcement of nominees for all categories and coordinates with AFRC/CC for approval and release of winners no later than 1 February of each year.

**6. Presentation and Recognition.** AFRC/SG Front Office prepares official notification for each award winner and coordinates with AFRC/SG for signature and announcement no later than 15 February of each year. Individual/Unit award winners will receive a letter of recognition signed by the Air Force Reserve Command Surgeon. Unit Commander will receive the signed letter and plaque for unit presentation.

ANN M. MCCAIN, Colonel, USAF, MSC  
Command Surgeon

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFMAN 90-161, *Publishing Process and Procedures*, 15 April 2022

DAFPD 36-28, *Awards Program*, 24 May 2021

***Prescribed Forms***

None

***Adopted Forms***

AF Form 1206, *Nomination for Award*

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFMS**—Air Force Medical Service

**AFRCMAP**—Air Force Reserve Command Medical Awards Program

**AFSC**—Air Force Specialty Code

**AGR**—Active Guard and Reserve

**ANG**—Air National Guard

**ART**—Air Reserve Technician

**FY**—Fiscal Year

**MA**—Mobilization Assistant

**NCO**—Noncommissioned Officer

**PE**—Physical Exam

**RMU**—Reserve Medical Unit

**SNCO**—Senior Noncommissioned Officer

**UIF**—Unfavorable Information File

***Office Symbols***

**HQ AFRC/CC**—Headquarters Air Force Reserve Command, Commander

**HQ AFRC/CMEF**—Headquarters Air Force Reserve Command, Chief, Medical Enlisted Force

**HQ AFRC/SG**—Headquarters Air Force Reserve Command, Command Surgeon

**HQ AFRC/SGS**—Headquarters Air Force Reserve Command, Medical Support Division

**Attachment 2**

**SAMPLE NOMINATION COVER LETTER**

**Table A2.1. Sample Nomination Cover Letter.**

**ORGANIZATIONAL LETTERHEAD HEADING**

**XXXth Airlift Wing**

**(Base Name) Air Force Base, (State)**

MEMORANDUM FOR AFRC/SG

FROM: WING/CC

SUBJECT: Nomination for FY20XX AFRC Annual Awards

I certify the annual award nominees, from unit XXX listed on the attachment, meet all eligibility criteria and nomination guidelines IAW AFRCI 36-2858. I also certify that these members meet fitness standards and have no Unfavorable Information Files (UIF).

(DATE)

//SIGNED//

I.M. PROUD WING, Col, USAF  
Commander

Attachment:

List of Award Nominees

## Attachment 3

## SAMPLE LIST OF NOMINEES

Table A3.1. Sample List of Nominees for Individual Awards.

ATCH #	AWARD	NAME/RANK
	Outstanding Reserve Company Grade Officer assigned to a Reserve Medical Unit	Ia M. Better, Capt
	Outstanding Air Reserve Technician (ART) NCO assigned to a Reserve Medical Unit	Ia M. D-Best, SSgt

Table A3.2. Sample List of Nominees for Unit Awards.

ATCH #	AWARD	UNIT/BASE
	Outstanding Reserve Medical Unit	123 UNIT, MY BASE, STATE
	Outstanding Reserve Aerospace Medical Squadron/ Flight	123 UNIT, MY BASE, STATE



**Attachment 4**  
**NOMINATION FOR AWARD**

**Figure A4.1. Sample AF Form 1206, Nomination for Award.**

Bullet to Narrative Example (AF Form 1206)

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Led 4 instructors through Mission Ready Airmen course validation, **generating** 153 changes, eliminating 32 classroom hours, and **enhancing** course experience for 6 instructors and 70 students per year. Additionally, it **facilitated** a \$15M facility renovation project, ensuring the CY22 schedule started **on-time** for 8 different courses spanning 11 AFSCs.

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Led six personnel in the qualification of 338 Airmen/deployers, **expending** 46,000 rounds that delivered a 100% first-time qualification rate for the installation. Additionally, **aided** Career Assistance Advisor when FTAC mentor shortfall, instructed 6 courses, secured 20 speakers, which **returned** the PDC into operations in less than 24 hrs.

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**Prioritized** five Medical Evacuation flights by providing direct routes, **de-conflicting** 10 aircraft, that cut an average of 25 minutes of flight time and expedited critical care to seven patients. **Led** Air Traffic Control recovery of two Joint Surveillance Target Attack Radar Surveillance aircraft in flight emergencies, **securing** 28 crew members and \$244 million in Air Force assets.

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Led a survey team of 33 MCA to establish an XAB in support of a Pacific Air Forces ACE exercise across 4 countries and including 7 allies, **culminating** in 153 sorties and 334 training events completed. Also **championed** a critical organizational merger of the squadron's maintenance and operations; results **saved** 360 maintenance workhours per week and **increased** sortie generation by 10%.

Examples: **Action** and **Impact or Results/Outcome**

## Attachment 5

### INDIVIDUAL AWARDS

#### **A5.1. Outstanding Company Grade Officer assigned to a Reserve Medical Unit (RMU).**

A5.1.1. Description. This award recognizes and rewards outstanding individual performance of duty and achievement of a Reserve officer.

A5.1.2. Qualifying for Reserve Officer Awards. Officer nominees must meet the following criteria:

A5.1.2.1. Individuals may be in the grade of 2Lt through Captain.

A5.1.2.2. Nominees will compete in the award category for which they have held their grade a minimum of nine months during the eligibility period.

A5.1.2.3. Selecting Award Winners. Each RMU may submit one nomination annually.

#### **A5.2. Outstanding Field Grade Officer assigned to an RMU.**

A5.2.1. Description. This award recognizes and rewards outstanding individual performance of duty and achievement of a Reserve officer.

A5.2.2. Qualifying for Reserve Officer Awards. Officer nominees must meet the following criteria:

A5.2.2.1. Individuals must be in the grade of Major through Lt Col.

A5.2.2.2. Nominees will compete in the award category for which they have held their grade a minimum of nine months during the eligibility period.

A5.2.2.3. Selecting Award Winners. Each RMU may submit one nomination annually.

#### **A5.3. Outstanding Airman assigned to an RMU.**

A5.3.1. Description. This award recognizes and rewards outstanding individual performance of duty and achievement of an Enlisted Corps member in the grade of Airman through Senior Airman.

A5.3.2. Qualifying for Airmen Awards. Enlisted nominees must meet the following criteria:

A5.3.2.1. Hold the AFSC for at least six months.

A5.3.2.2. Nominees will compete in the award category for which they have held their grade a minimum of six months during the eligibility period. Nominees having exactly six months' time in grade, in two ranks, will be submitted in the higher category.

A5.3.2.3. Selecting Award Winners. Each RMU may submit one nomination annually.

#### **A5.4. Outstanding Noncommissioned Officer (NCO) assigned to an RMU.**

A5.4.1. Description. This award recognizes and rewards outstanding individual performance of duty and achievement of an Enlisted Corps member in the grade range between SSgt through TSgt.

A5.4.2. Qualifying for NCO Awards. Enlisted nominees must meet the following criteria:

A5.4.2.1. Hold the AFSC for at least six months.

A5.4.2.2. Nominees will compete in the award category for which they have held their grade a minimum of six months during the eligibility period. Nominees having exactly six months' time in grade, in two ranks, will be submitted in the higher category.

A5.4.2.3. Selecting Award Winners. Each RMU may submit one nomination annually.

#### **A5.5. Outstanding Senior Noncommissioned Officer (SNCO) assigned to an RMU.**

A5.5.1. Description. This award recognizes and rewards outstanding individual performance of duty and achievement of Enlisted Corps member in the grade range between MSgt through SMSgt.

A5.5.2. Qualifying for SNCO Awards. Enlisted nominees must meet the following criteria:

A5.5.2.1. Hold the AFSC for at least six months.

A5.5.2.2. Have a CCAF Degree in duty AFSC.

A5.5.2.3. Nominees will compete in the award category for which they have held their grade a minimum of six months during the eligibility period. Nominees having exactly six months' time in grade, in two ranks, will be submitted in the higher category.

A5.5.2.4. Selecting Award Winners. Each RMU may submit one nomination annually.

#### **A5.6. Outstanding Air Reserve Technician (ART) Officer of the Year.**

A5.6.1. Description. This award recognizes and rewards outstanding individual performance of duty and achievement of an ART Officer.

A5.6.2. Qualifying for Officer ART Award. Officer nominees must meet the following criteria:

A5.6.2.1. Hold the AFSC/position for at least nine months.

A5.6.2.2. Nominees will compete in the award category for which they have held their grade a minimum of nine months during the eligibility period.

A5.6.2.3. Selecting Award Winners. Each RMU may submit one nomination annually.

#### **A5.7. Outstanding ART SNCO of the Year.**

A5.7.1. Description. This award recognizes and rewards outstanding individual performance of duty and achievement of an enlisted ART.

A5.7.2. Qualifying for SNCO Award. Enlisted nominees must meet the following criteria:

A5.7.2.1. Hold the AFSC for at least six months.

A5.7.2.2. They must have a CCAF degree. Grade a minimum of six months during the eligibility period. Nominees having exactly six months' time in grade, in two ranks, will be submitted in the higher category.

A5.7.2.3. Selecting Award Winners. Each RMU may submit one nomination annually.

#### **A5.8. Outstanding ART NCO of the Year.**

A5.8.1. Description. This award recognizes and rewards outstanding individual performance of duty and achievement of enlisted ART in the grade range between SSgt and TSgt.

A5.8.2. Qualifying for NCO Award. Enlisted nominees must meet the following criteria:

A5.8.2.1. Hold the AFSC for at least six months.

A5.8.2.2. Nominees will compete in the award category for which they have held their grade a minimum of six months during the eligibility period. Nominees having exactly six months' time in grade, in two ranks, will be submitted in the higher category.

A5.8.2.3. Selecting Award Winners. Each RMU may submit one nomination annually.

**A5.9. Administrative Excellence Award.**

A5.9.1. Description. This award was established in honor of Brigadier General Donald B. Wagner, former Chief of the Air Force Medical Service Corps, to recognize Medical Service Corps officers from either the Air Force Reserve Command or the Air National Guard who make outstanding administrative contributions to the AF Medical Service.

A5.9.2. Qualifying for Award. This award alternates annually between the Air National Guard and the Air Force Reserve Command. The Air National Guard will present award to ANG member during odd years and the Air Force Reserve Command will award to AFRC member during even years. Nominees must meet the following:

A5.9.2.1. Possess an AFSC 41AX (Health Services Administrator).

A5.9.2.2. Be assigned to a Category A, B, AGR or ART position in the USAFR.

A5.9.2.3. Have held such assignments within the two years before the nomination date.

A5.9.2.4. Provide outstanding administrative support to the AF Medical Service over a sustained period of time.

**A5.10. Nursing Leadership Excellence Award.** This award is a singular lifetime leadership award for cumulative career accomplishments (covers nominee's entire career; not just the fiscal year). Nomination packages will contain a nomination letter from the Chief Nurse and/or Squadron Commander.

A5.10.1. Description: This award is established in honor of Brigadier General Beverley Lindsey, former Mobilization Augmentee to the Air Force Assistant Surgeon General, Nursing Services. It rewards and recognizes outstanding individual achievements and contributions to both the Air Force Reserve Command and the Nurse Corps.

A5.10.2. Qualifying for the Award. Nominees must meet the following:

A5.10.3. Be Lt Col or Col in the Nurse Corps assigned to a Category A, B, AGR, ART or other extended tour position.

A5.10.4. Perform at an exceptionally meritorious level in providing nursing leadership and clinical support to the Air Force Reserve Command throughout their nursing career.

**A5.11. Medical Service Leadership Excellence Award.**

A5.11.1. Description. This award recognizes the superior Leadership contribution of an Air Force Medical Service (AFMS) Civilian for performance in the specified grade category.

A5.11.2. Qualifications: nominees must reflect the highest qualities of a civilian leader and professional, and have made significant contributions to the success of the individual, teams, and the AFMS mission through duty related formal and informal leadership, and:

A5.11.3. Must be in the occupational series equivalent to a 4 series PAFSC.

A5.11.4. Selecting Award Winners. RMUs may submit one nomination by the establishing deadline using an electronic AF Form 1206 IAW [Attachment 3](#).

A5.11.5. Nominees cannot have received this award the year prior to current consideration.

A5.11.6. The heading for the nomination is: Medical Service Corps Leadership Excellence Award: (0- 100 points)

A5.11.7. Describe the scope and impact of the nominee's leadership accomplishments during the eligibility period which resulted in significant impact to organization, the development or improved methods or procedures, initiation of revolutionary ideas, or unprecedented achievements contributing to the AFMS mission. Describe the nominee's leadership impact in increasing unit morale, esprit de corps and cohesion. Successful team and/or individual Airmen accomplishments due to the nominee's direct support/involvement should be included. Significant self-improvement and/or community involvement should also be considered.

#### **A5.12. Biomedical Specialist of the Year.**

A5.12.1. Description. The Biomedical Sciences Corps awards annually recognize officers and civilian specialists during the award eligibility period for outstanding leadership, job performance and their contributions to the AFMS.

A5.12.2. Qualifications. Any 42XX or 43XX is eligible to compete for these awards.

A5.12.2.1. Specialists must hold a PAFSC of 42XX or 43XX.

A5.12.2.2. Nominees in company grade awards must be in the range of Second Lieutenant through Captain.

A5.12.2.3. Nominees in the field grade awards must be in the range of Major through Lieutenant Colonel.

A5.12.3. Categories

A5.12.3.1. Biomedical Officer of the Year - Company Grade Category.

A5.12.3.2. Biomedical Officer of the Year - Field Grade Category.

#### **A5.13. Physician of the Year.**

A5.13.1. Description. The Medical Corps award annually recognizes officers and civilians during the award eligibility period for outstanding leadership, job performance and contributions to the AFMS.

A5.13.2. Qualifications. Any Medical Corps AFSC is eligible to compete for the award.

A5.13.3. Category. Physician of the Year – this includes all ranks and civilian levels.

#### **A5.14. Dentist of the Year.**

A5.14.1. Description. The Dental Corps award annually recognizes officers during the award eligibility period for outstanding leadership, job performance and their contributions to the AFMS.

A5.14.2. Qualifications. Any Dental Corps AFSC is eligible to compete for the award.

A5.14.3. Category. Dentist of the Year – this includes all ranks.

**A5.15. Mentorship Excellence Award.**

A5.15.1. Description. This award was established in honor of Major General Linda A. Hemminger (retired); former Mobilization Assistant (MA) to the Assistant Surgeon General, Nursing Services and MA to the Joint Staff Surgeon and Deputy Joint Staff Surgeon; and most recently MA to the Air Force Deputy Surgeon General. It recognizes and rewards outstanding mentorship achievements and contributions by officer or enlisted personnel of the Air Force Reserve Command in Medical Services.

A5.15.2. Qualifying for the Award. Nominees must meet the following criteria:

A5.15.2.1. Be an Air Force Reserve Command officer in the rank of Captain or Major or an Air Force Reserve Command enlisted technician in the rank of Technical Sergeant or Master Sergeant as of 15 December of the nomination year and assigned as a Category A participating Traditional Reservist, an Individual Reservists, Air Reserve Technician, or Active Guard Reserve member.

A5.15.2.2. Perform at an exceptionally meritorious level in providing mentorship, tutorage and guidance to the Air Force Reserve Command throughout their career.

A5.15.2.3. Display sustained high standards of professionalism and mentorship resulting in significant enhancement in AFRC personnel and programs.

## Attachment 6 UNIT AWARDS

### **A6.1. Outstanding RMU with a Physical Exam (PE) Package.**

A6.1.1. Description. This award recognizes the outstanding Air Force Reserve Medical Unit of the year.

A6.1.2. Qualifying for Award. This award applies to all Air Force Reserve Medical Units that have made significant contributions and accomplishments related to the following:

A6.1.2.1. Excellence in mission support.

A6.1.2.2. Stellar customer service.

A6.1.2.3. Meets or exceeds AF/AFRC readiness goals (MRDSS, IMR etc.).

A6.1.2.4. Must have scored “Effective” or above on most recent Unit Effectiveness Inspection (UEI).

A6.1.2.5. Strong leadership involvement and support of unit mission.

### **A6.2. Outstanding RMU without a Physical Exam Package.**

A6.2.1. Excellence in operational execution of mission support.

A6.2.2. Continued excellence of customer service within and outside of RMU.

A6.2.3. Meets or exceeds AF/AFRC readiness goals (MRDSS, IMR etc.).

A6.2.4. Must have scored “Effective” or above on most recent Unit Effectiveness Inspection (UEI).

A6.2.5. Strong leadership involvement and support of unit mission.

### **A6.3. Lt General George E. Schafer Trophy.**

A6.3.1. Description. This award was established by the Medical Air Reserve Forces Management in honor of Lieutenant General George E. Schafer, former Air Force Surgeon General. The purpose is to recognize outstanding contributions of Department of the Air Force flight surgeons to the health, welfare, safety, and mission effectiveness of Department of the Air Force aerospace personnel as well as to the vitality of the specialty of Aerospace Medicine over an extended period. Emphasis is on total contributions over an extended period of time rather than on singular or short-term accomplishments. Particular emphasis is on excellence and accomplishment in program management and administration.

A6.3.2. Qualifying for Award. There are no restrictions as to rank, age, or membership in the Society. Nominees must be Regular, Reserve, Guard, or retired flight surgeons. Nominees should be flight surgeons who have actively engaged in support of the flying, space, and special operations missions during their careers.

A6.3.3. Selecting Award Winners. The winner of the Outstanding Medical Unit (Reserve Medical) of the Year award will be nominated for the Lt General George E. Schafer Trophy.

**Note:** The winner of this award will be selected from the winners of either the RMU with a PE mission or RMU without a PE mission.

**Attachment 7  
1206 TEMPLATE**

**Figure A7.1. 1206 Template.**

NOMINATION FOR AWARD		
AWARD HQ AFRC	CATEGORY (If Applicable) Nom's Category	AWARD PERIOD X Month - XX Month XXXX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Rank/Jane E. Doe		MAJCOM, FOA, OR DRU AFRC
DAFSC/DUTY TITLE XXXXXXXXXXXXXXXXXX	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Director's Information: Rank/First M. Last/ DSN XXX-XXXX / COMM: (478) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>EXECUTING THE MISSION (1 Statement/3 Line Max/No Limit to Number of Sentences Used)</p> <p>*SPACE*</p> <p>LEADING PEOPLE (1 Statement/3 Line Max/No Limit to Number of Sentences Used)</p> <p>*SPACE*</p> <p>MANAGING RESOURCES (1 Statement/3 Line Max/No Limit to Number of Sentences Used)</p> <p>*SPACE*</p> <p>IMPROVING THE UNIT (1 Statement/3 Line Max/No Limit to Number of Sentences Used)</p>		



**Attachment 8**  
**AFRC AWARD PACKAGE CHECKLIST**

**Figure A8.1. AFRC Award Package Checklist.**

AFRC AWARD PACKAGE CHECKLIST						
Full Name/Rank:		Award Nominated:		Requirement Met (Please check box below)		
	Nominee is a TR/ART/IR (Circle ONE), Wing	Yes	No	N/A		
#	<b>NOMINATION PACKAGE MUST INCLUDE THE FOLOWING</b>					
1	AF 1206 (Nomination for Award) current version					
1.1	AF 1206- Headings formatted as in attachment 7					
1.2	AF 1206- Narrative Format/Major graded areas  <b>Mandatory Heading:</b>  <b>EXECUTING THE MISSION</b> (1 Statement /3 Line Max/No Limit to Number of Sentences Used)  <b>LEADING PEOPLE</b> (1 Statement/3 Line Max/No Limit to Number of Sentences Used)  <b>MANAGING RESOURCES</b> (1 Statement/3 Line Max/No Limit to Number of Sentences Used)  <b>IMPROVING THE UNIT</b> (1 Statement/3 Line Max/No Limit to Number of Sentences Used)					
2	Attachment 2 (List of all nominees from the Wing for individual awards only submitted with package)					
3	Nominee has not won in the same award category in the previous year					



I certify that the member listed above meets all eligibility requirements as of nomination date and that all required documentation id included for award processing.

Wing Commanders Signature \_\_\_\_\_ Date \_\_\_\_\_