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SECRETARY OF THE AIR FORCE**

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Personnel

SPECIAL TROPHIES AND AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*, and describes special trophies and awards programs sponsored by the United States Air Force (USAF) and by private organizations that seek Air Force participation. It applies to all active duty Air Force, Air Force Reserve (AFRES), and Air National Guard (ANG) members, and civilian employees paid through appropriated funds. It outlines how to nominate deserving individuals or units for these awards. Refer to **Attachment 1** for glossary of abbreviations and acronyms. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*. HQ AFPC/DPPPRS must coordinate all supplements. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857. System of Records Notice F900 AF MP A, *Awards and Decorations*, applies.

(AFRPA) AFI 36-2805, *Special Trophies and Awards*, 16 September 2010, is supplemented as follows:

(AFRPA) This publication supplements Air Force Instruction 36-2805, *Special Trophies and Awards*. It provides guidance and procedures for the nomination, selection, and recognition of outstanding civilians (Cat I, II, III), and civilian volunteers assigned to the Air Force Real Property Agency (AFRPA). 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. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This change incorporates interim change (IC) 2000-1 which changes the award criteria for the USAF First Sergeant of the Year Award (paragraphs **3.3.1** through **3.3.1.5**) and the 12 Outstanding Airmen of the Year (paragraphs **3.4.6.2** through **3.4.6.2.5**). See the last attachment of the publication, IC 2000-1, for the complete IC. A bar (|) indicates revision from the previous edition.

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Chapter 1

GENERAL INFORMATION REGARDING SPECIAL TROPHIES AND AWARDS

1.1. Nominating Procedures. Commanders at all levels actively advertise the nomination procedures for trophies and awards. Commanders verify achievements and nominate those qualified for appropriate awards. MAJCOM, FOA, or DRU commanders, vice commanders, or executive directors indorse nominations on their personnel. When nominating persons or units assigned to other commands, commanders acquire by letter, the coordination of the commander or vice commander of the owning MAJCOM, FOA, or DRU. Submit nominations to HQ AFPC/DPPPRS, with the parent MAJCOM, FOA, or DRU commander's coordination.

1.2. Air Force-level Awards. Air Force functional activities or private organizations establish Air Force-level awards. The designated OPR and HQ USAF/DPXPQ approve implementing instructions. Notify HQ USAF/DPXPQ when the award is terminated.

1.2.1. The experts in a given function will manage functional awards. Functional managers will ensure nomination write-ups are limited to two pages, using the Air Force Form 1206, *Nomination for Award*. Exceptions to this requirement must be approved by HQ USAF/DPX. Functional areas requiring the use of base visits to determine award winners will limit such visits to one visit per base per award.

1.3. Wartime Guidance. Programs governed by this instruction will continue during conflicts below the level of declared war. In the event of a national emergency declared by Congress or the President of the United States, programs sponsored by Headquarters (HQ) USAF may be suspended. The Air Force will suspend administrative support for programs sponsored by private organizations.

1.4. Establishing Special Trophies and Awards Programs. Commanders at any level may establish special trophies and awards programs to recognize military and civilian members and units or organizations. Include such recognition programs in appropriate base supplements.

1.4. (AFRPA)Establishing Special Trophies and Awards Programs. Chapter 5

1.4.1. Awards may be named in honor of living or deceased Air Force military members and Department of the Air Force (DAF) civilians who had honorable records and made significant contributions to the Air Force or to the functional area in which the award is being established. Consider individuals of prominence or those whose careers or actions were important and meaningful to the function in which the award will be established. Thoroughly review the career and personal history of the individual to ensure the individual is worthy of such honor before naming an award in their honor. When establishing an award, the designated award OPR or manager will send a letter, signed by the appropriate commander or vice commander, to HQ AFPC/DPPPRS notifying of the establishment of the award. Include the award and criteria in an appropriate supplement or instruction. Process all supplements and instructions in accordance with AFI 37-160V1, *The Air Force Publications and Forms Management Programs – Developing and Processing Publications*. Commanders at all levels are responsible for ensuring and maintaining the integrity of special trophies and awards programs. All awards named for individuals will be established only in accordance with this instruction. The requirements of this instruction are mandatory when

considering memorial-type awards. List what sources were reviewed to perform the background check and that verification has been made that no derogatory information was found on the individual which would preclude naming an award in their honor.

1.4.2. Possible sources to review when determining individuals' suitability for memorialization are:

1.4.2.1. Military personnel records (retired or deceased military members), which are located at the National Personnel Records Center (NPRC), Air Force Reference Branch, 9700 Page Boulevard, St. Louis MO 63132-5100.

1.4.2.2. Civilian personnel records (retired or deceased DAF civilians), which are located at the National Archives and Records Administration, NPRC (Civilian Personnel Records), 111 Winnebago Street, St. Louis MO 63118.

1.4.2.3. Public libraries for archived newspaper articles.

1.4.2.4. Local newspapers.

1.4.2.5. Local courthouse records.

1.4.2.6. Local Air Force Office of Special Investigations or Security Police.

1.4.2.7. Interview family, friends, acquaintances, and coworkers.

1.4.3. Do not duplicate existing trophies and awards programs in either name or criteria. (Recognizing an achievement or accomplishment in performance reports or a citation to accompany an award is not considered duplication or dual recognition.) Award elements will not duplicate elements of existing formal award programs. Refer to AFI 65-601, volume 1, *USAF Budget Guidance and Procedures*, for further guidance regarding funding for award elements. Awards must be of nominal value. Awards may not be redeemable for cash, merchandise, or services. The cost of awards will be commensurate with the significance of the achievement being recognized.

1.4.4. A one-time unique trophy or award may be given to an individual or unit whose achievements make a significant contribution to the effectiveness and efficiency of the Air Force.

1.5. Travel for Military Members or Department of the Air Force Civilians. Air Force military or Department of the Air Force civilian personnel selected for an award listed in this instruction will attend the presentation ceremonies at government expense. When a unit is selected to receive an award, the unit commander attends the presentation ceremony to accept the award on behalf of the unit.

1.6. Travel for Non-Military Members or Non-Department of the Air Force Civilians. When individuals who are neither military members nor Department of the Air Force civilians are selected as recipients of these awards, authorize invitational travel so they may attend the presentation ceremony. Refer to the Joint Travel Regulation for instructions and limitations on travel reimbursements for members and employees and invitation travel orders for family members and non-Department of the Air Force civilians.

1.6.1. MAJCOM commanders or vice commanders are authorized to approve spouse travel for award recipients assigned to their command. This approval authority may not be further delegated. When spouse travel is approved, invitational travel orders will be issued and only

transportation costs will be funded. Per diem will not be paid. If there is no spouse, the member may elect to invite one family member to attend the award ceremony. Spouse travel applies to only the following Air Force-level awards ceremonies:

- 1.6.1.1. USAF First Sergeant of the Year Award.
- 1.6.1.2. 12 Outstanding Airmen of the Year.
- 1.6.1.3. General and Mrs. Jerome F. O'Malley Award.
- 1.6.1.4. Verne Orr Award.
- 1.6.1.5. Joan Orr Air Force Spouse of the Year Award.
- 1.6.1.6. Lance P. Sijan USAF Leadership Award.
- 1.6.1.7. Koren Kolligian Trophy (OPR"d by HQ USAF/SE).
- 1.6.1.8. Collier Trophy (OPR"d by HQ USAF/XOOA).
- 1.6.1.9. Cheney Award (OPR"d by HQ USAF/XOOA).
- 1.6.1.10. Aviator's Valor Award (OPR"d by HQ USAF/XOOA).
- 1.6.1.11. Mackay Trophy (OPR"d by HQ USAF/XOOA).
- 1.6.1.12. General Thomas D. White USAF Space Trophy (OPR"d by HQ USAF/XOOA).

1.7. Funds. Authorize funds for reasonable costs of trophies, plaques, and so forth for presentation purposes. Do not authorize cash awards.

1.7.1. Use appropriated funds for trophies and awards to recognize mission accomplishment. Such awards include Junior Officer, Noncommissioned Officer (NCO), or Airman of the Quarter or Year, functional work area, and so on. Refer to AFI 65-601, volume 1. This authority does not apply to awards for employees who are paid from nonappropriated funds (NAF) according to policies regarding the use of NAF.

1.7.2. Do not use NAFs to supplement awards paid from appropriated funds. When appropriated funds are not available or are not authorized, the commander may use NAF to buy trophies and awards, if authorized by AFI 34-201, *Use of Nonappropriated Funds (NAFs)*. Do not use NAFs for awards to civilian personnel who are paid from appropriated funds.

1.7.3. Handle trophies or funds donated to set up a special trophy or award under AFI 51-601, *Gifts to the Department of the Air Force*.

1.8. Air Force Recognition Ribbon Eligibility. Award this ribbon to certain recipients selected or announced as recipients of Air Force-level special trophies and awards. Any recipient selected since that particular award was established on an Air Force-wide level receives the ribbon.

1.8.1. The following military members wear the ribbon:

- 1.8.1.1. Named individuals who receive Air Force-level special trophies and awards listed in this instruction.

1.8.1.2. Named individuals who receive a functional Air Force-level special trophy or award managed by the functional area of responsibility. Recipients must be determined by Air Force-wide competition in that functional specialty.

1.8.1.3. Civilian recipients who meet the criteria in paragraphs [1.8.1.1](#) and [1.8.1.2](#) wear the Air Force Recognition lapel pin.

1.8.2. The following are not eligible to receive the ribbon:

1.8.2.1. Organizations, units, or activities cited as recipients of Air Force-level special trophies or awards.

1.8.2.2. Members assigned to such cited organizations, units, or activities. *EXAMPLE:* When a unit or organization is named as the recipient, no one in that cited unit or organization is awarded the ribbon.

1.8.2.3. Nominees and selectees of special trophies and awards programs at MAJCOM, FOA, DRU, base, or unit levels.

1.8.2.4. Nominees or selectees for 12 Outstanding Airmen of the Year (12 OAY). The appropriate ribbon (Outstanding Airman of the Year Ribbon) is described in paragraph [3.4.7](#).

1.8.3. OPRs of Air Force-level functional special trophies and awards include entitlement information to the ribbon in instructions pertaining to their functional special trophies and awards programs. OPRs will send a message each year to their functional counterparts announcing the recipients of their respective awards. Send a copy of the message to the member's Military Personnel Flight (MPF), Customer Service Element, for personnel data system (PDS) update and file in the member's military personnel records.

Chapter 2

PREPARING NOMINATION PACKAGES FOR SPECIAL TROPHIES AND AWARDS MANAGED BY HQ AFPC/DPPPRS

2.1. Preparing Nominations.

- 2.1.1. Prepare nominations for awards HQ AFPC/DPPPRS manages as outlined in the respective paragraphs.
- 2.1.2. MAJCOMs, FOAs, and DRUs will ensure nominations arrive at HQ AFPC/DPPPRS by the dates shown for each award. MAJCOMs, FOAs, and DRUs will send a letter or message to HQ AFPC/DPPPRS by the date shown if no nominations will be submitted for any of these awards.
- 2.1.3. The following instructions apply to all awards for which HQ AFPC/DPPPRS is the OPR (unless noted otherwise in the award nomination instructions).
- 2.1.4. Use AF Form 1206, **Nomination for Award**, when required in the award description. Use a bullet or point-paper format, not running narrative. HQ AFPC/DPPPRS is the Air Force OPR for this form. Other functional awards OPRs may use the form.
- 2.1.5. For those awards requiring the write-up be placed on bond paper, limit each write-up to the length cited in the instructions for the award, and follow the prescribed format.
- 2.1.6. Do not sign the write-ups.
- 2.1.7. Send one base-level report of individual personnel (RIP) (records review) with each individual nomination. Do not send RIPs when submitting a team, unit, or organization.
- 2.1.8. Avoid flowery prose and hyperbole. State the facts.
- 2.1.9. Use the format in [Attachment 2](#) when biographies are required.
- 2.1.10. Use the format in [Attachment 3](#) when citations are required.
- 2.1.11. Send an original and five complete copies of each nomination package.

EXCEPTION:

Send an original and eight copies for the 12 Outstanding Airmen of the Year and the USAF First Sergeant of the Year Award.

- 2.1.12. Fasten each nomination with paper clips and place in a folder. Do not include supporting documents such as published articles or books. Do not staple or punch holes in the packages.
- 2.1.13. Send through command channels and get the indorsement of the MAJCOM/FOA/DRU commander, vice commander, or executive director.
- 2.1.14. Do not send classified material.
- 2.1.15. Note any special requirements shown in the description of the award.
- 2.1.16. Nominate individuals in the category of competition that corresponds to the grade held for the majority of the award period unless otherwise stated.

2.1.17. The MAJCOM, FOA, or DRU Director of Personnel (DP) must sign negative submission responses.

Chapter 3

CRITERIA AND INFORMATION FOR SPECIAL TROPHIES AND AWARDS MANAGED BY HQ AFPC/DPPPRS

3.1. Team of the Year Award. Each year, the Air Force Association (AFA) selects a specific enlisted career field for recognition. These are professionals who clearly display superior technical expertise, attract the praise of their superiors, and provide leadership and inspiration to their coworkers. Individuals nominated need not be members of a team in the traditional sense of the term; they need only be assigned to the same career field. The AFA honors the five members and their spouses (if applicable) at a ceremony each May in Washington DC. The period of the award is 1 January - 31 December. HQ AFPC/DPPPRS solicits nominations from the appropriate Air Force functional manager for that career field and provides further guidance to the functional manager concerning nominations. Do not submit nominations unless you receive a tasking to do so from either AFPC or the Air Force functional manager of that career field.

3.1.1. Limit the write-up to two single-spaced typewritten pages, using AF Form 1206 for both pages. Use bullet (talking paper or point paper) format. Do not sign the write-up.

3.1.2. Send a biography, limited to one single-spaced typewritten page ([Attachment 2](#)).

3.1.3. Send citation with each nomination ([Attachment 3](#)).

3.2. Non Commissioned Officers Association (NCOA) Vanguard Award. Each year, the NCOA recognizes a noncommissioned officer from each of the military services, who has performed a particularly heroic act, on or off duty, that resulted in the saving of life or in preventing serious injury. The NCOA conducts presentation ceremonies each summer at the NCOA's annual convention. The NCOA notifies the Air Force recipient of the date, place, and travel arrangements for the ceremony. The recipient receives an engraved plaque presented by the NCOA. The period of service for the award is 1 January - 31 December.

3.2.1. Nominate Air Force enlisted members in grades SSgt through CMSgt for this award.

3.2.2. The heroic act must be voluntary action initiated by the nominee and not a result of directions or orders.

3.2.3. The act must have been a legitimate attempt to save life or prevent serious injury to another person or persons and not an act of bravado.

3.2.4. Send nominations to HQ AFPC/DPPPRS by **1 March**.

3.2.5. Each MAJCOM, FOA, and DRU may submit one nomination. Do not submit joint nominations.

3.2.6. Limit the write-up to one single-spaced typewritten page, using the AF Form 1206.

3.2.7. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).

3.2.8. Do not send nominations for posthumous awards.

3.3. USAF First Sergeant of the Year Award. This award, established by the Air Force, recognizes the important contributions and leadership qualities exhibited by Air Force members in the First Sergeant career field, Special Duty Identifier 8F000. The Air Force Sergeants

Association (AFSA) honors the recipient during presentation ceremonies each summer at the AFSA annual convention. AFSA notifies the recipient of the date, place, and travel arrangements for the ceremony. The award element consists of an engraved plaque. The period of service for the award is 1 January -31 December.

3.3.1. Nominees must serve in the position of First Sergeant **and** have held SDI 8F000 for at least six months of the award period in order to be eligible.

3.3.1.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. 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. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

3.3.1.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.3.1.3. Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

3.3.1.4. DELETED.

3.3.1.5. DELETED.

3.3.2. Each MAJCOM, FOA, and DRU may submit one nomination.

3.3.3. Send nominations to HQ AFPC/DPPPRS by **30 April**.

3.3.4. Send a general information page using the format shown in [Attachment 6](#).

3.3.5. Limit the write-up to two single-spaced typewritten pages using the lead-off subjects in the above paragraphs. Use the AF Form 1206 for both pages.

3.3.6. Send a biography, limited to one single-spaced typewritten page ([Attachment 2](#)).

3.3.7. Send an original and eight copies of each nomination package.

3.3.8. Do not send nominations for posthumous awards.

3.4. 12 Outstanding Airmen of the Year (12 OAY) Award. Established by the Air Force, this program recognizes 12 enlisted members in a range of grades representing a cross section of career fields. The AFA honors the 12 OAY and their spouses at its annual convention in

Washington DC each year. HQ AFPC/DPPP sends a message outlining nomination procedures to the MAJCOMs, FOAs, and DRUs each year. Send nominations to HQ AFPC/DPPPRS by **30 April**.

3.4.1. There are three categories of competition: Airman (airman through senior airman); NCO (sergeant and technical sergeant); and Senior NCO (master sergeant through chief master sergeant).

3.4.2. Base nominations only on achievements that occurred during the current calendar year. For example, the nominees' achievements for the 1998 program should cite achievements occurring from 1 January 1997 through 31 December 1997. Since nominees are representatives of the Air Force enlisted force, they must also stand the test of a "whole life/whole career" scrutiny, although the observation period for the award is 1 year.

3.4.3. All nominees must sign a statement of intent agreeing if selected as a MAJCOM, FOA, or DRU nominee, they will obtain the required retainability in order to compete at Air Force level. All nominees who meet the Air Force selection board must have sufficient retainability so that, if selected as a 12 OAY, they can serve on the AFA Enlisted Advisory Council for a 12-month period which commences the month of their induction (September) as a 12 OAY. For example, the 1998 12 OAY serve from September 1998 through September 1999. Therefore, the 1998 MAJCOM and DRU nominees would need retainability through 30 September 1999. The annual HQ AFPC/DPP nomination message outlines procedures to follow to obtain retainability for those MAJCOM and DRU nominees who do not have sufficient retainability. Contact AFPC Personnel Procurement Division, Reenlistment Branch (HQ AFPC/DPPAE), for assistance regarding retainability. Failure on the part of the MAJCOM or DRU to meet retainability requirements on their nominee will result in the nominee being withdrawn from the Air Force-level competition. If an individual is not selected as a 12 OAY, cancel the extension.

3.4.4. Send statement of intent, signed and dated by the nominee, which includes the following statements verbatim:

3.4.4.1. "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program at any time during my tenure as a 12 OAY."

3.4.4.2. "If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander and MAJCOM/CCC to publicize and promote 'the Air Force way of life' and attend events or other venues deemed appropriate which may positively impact upon recruiting and retention."

3.4.4.3. "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

3.4.5. If the MAJCOM or DRU will not submit nominations, send a letter or message to HQ AFPC/DPPPRS advising of this.

3.4.6. Nomination packages will include:

3.4.6.1. A general information page formatted as shown in [Attachment 5](#).

3.4.6.2. A write-up, limited to two single-spaced typewritten pages, using the AF Form 1206 for both pages. Nominations should include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Nominations must include the following areas and cite examples that occurred **only during the award period**.

3.4.6.2.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. 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. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

3.4.6.2.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.4.6.2.3. Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

3.4.6.2.4. DELETED.

3.4.6.2.5. DELETED.

3.4.6.3. Send a biography, limited to one single-spaced typewritten page ([Attachment 2](#)).

3.4.6.4. Send an original and eight copies of each nomination package.

3.4.7. Outstanding Airman of the Year Ribbon (OAYR). Each airman nominated to the Air Force-level competition receives the OAYR. HQ AFPC/DPPRS sends a letter to the nominees' respective MAJCOM or DRU. The letter is the source document indicating those individuals listed in the letter are authorized to wear the OAYR. The MPF places a copy of the letter in the member's personnel record. MPFs will follow update procedures in AFI 36-2803, *Individual and Unit Awards and Decorations*. (See AFI 36-2803 and AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, for more information regarding wear of the ribbon.) The Air Force message announcing the 12 OAY is an additional source document for the 12 selectees only. The 12 selectees wear the OAYR with bronze service star device.

3.4.8. Service Dress Uniform. All individuals nominated to the Air Force-level competition receive a service dress uniform from Headquarters Army and Air Force Exchange (AAFES). HQ AAFES sends a letter to the nominees authorizing the uniform.

3.4.9. Outstanding Airman Badge (OAB). The 12 OAY wear the OAB for 1 year from the date of formal presentation. The badge is presented to the 12 OAY during the AFA convention each September.

3.4.10. The office of the Chief Master Sergeant of the Air Force (HQ USAF/CCC) sends travel and billeting information for the 12 OAY and their spouses to attend the AFA convention. In addition to being recognized and honored at the AFA's annual convention, each of the 12 OAY serves as a member of the AFA Enlisted Advisory Council for the year immediately following the annual AFA convention. As members of this council, they attend subsequent meetings at the call of the council chairman.

3.4.11. Travel Funding for the 12 OAY. Fund travel from normal temporary duty (TDY) funds of the unit to which the 12 OAY are assigned in order that they may attend the AFA convention, any follow-on meetings of the AFA Enlisted Advisory Council, and all other events requiring their attendance in support of recruiting and retention.

3.4.11.1. If unit funds are insufficient to fund travel, MAJCOMs will provide any additional funding to the units to cover travel or other related expenses involving the 12 OAY in regard to public appearances and so forth on behalf of recruiting and retention matters.

3.4.11.2. MAJCOM/CCCs will maintain records of all travel (cost, where the trips were taken, and whether the unit or MAJCOM paid) performed by the 12 OAY in support of recruiting and retention. They will report these statistics to the CMSAF quarterly.

3.4.11.3. If a 12 OAY is reassigned during his or her one-year tenure, the gaining unit and MAJCOM funds the required travel. To assist in meeting out-of-pocket expenses while the 12 OAY attend the AFA convention and any follow-on meetings and events, commands are authorized to award them \$300 to help defray these costs.

3.4.11.4. Commanders may fund these out-of-pocket expenses under their special morale and welfare expenditure authority. Refer to AFI 34-201, *Use of Nonappropriated Funds*.

3.4.12. The 12 OAY may receive the supplemental clothing allowance listed in AFI 36-3014, *Clothing Allowance for Air Force Personnel*.

3.4.13. Publicize the 12 OAY program at all levels and offer command presentation of the Outstanding Airman Ribbon. Maximum public exposure of the program is desired, including local radio and television appearances. Coordinate all public affairs activities in conjunction with the 12 OAY program with the MAJCOM, FOA, and DRU public affairs offices.

3.5. Air Force Association (AFA) Aerospace Awards. Each year, the AFA gives several trophies and awards of Air Force-wide interest relating to aerospace activity. These awards are:

These awards are:

3.5.1. Theodore Von Karman Award. For the most outstanding contribution to national defense by either a military member or Department of the Air Force civilian, unit, or group of

individuals in the field of science and engineering, preferably relating to aerospace activity. Consider the contribution in the broadest sense of the term.

3.5.2. David C. Schilling Award. For the most outstanding contribution to national defense in the field of manned flight in the atmosphere or space by either a military member or Department of the Air Force civilian, unit, or group of individuals. While priority is given to activity directly related to manned flight, do not overlook a significant contribution in the area of policy or procedure that advances flight activity.

3.5.3. Gill Robb Wilson Award. For the most outstanding contribution to national defense in the field of arts and letters covering a wide range of activity, including writing, speaking, media relations, sculpturing, painting, and so on by either a military member or Department of the Air Force civilian, unit, or group of individuals.

3.5.4. Hoyt S. Vandenberg Award. For the most outstanding contribution directly or indirectly in the field of aerospace education or training by either a military member or Department of the Air Force civilian, unit, or group of individuals.

3.5.5. Citation of Honor. For the most outstanding contribution to national defense significantly exceeding standard performance by either an Air Force military member, Department of the Air Force civilian, unit, or group of individuals. Nominations for enlisted members are encouraged to be submitted for this award.

3.5.6. The period of service for these awards is 1 January - 31 December.

3.5.7. Each MAJCOM, FOA, and DRU may submit one nomination for each award.

3.5.8. Submit nominations to HQ AFPC/DPPPRS by **1 February**.

3.5.9. All Air Force military members, organizations, and Department of the Air Force civilians are eligible for nomination unless otherwise stated. Retirees are not eligible.

3.5.10. Base nominations on achievements occurring during the current calendar year. This does not, however, rule out a project that may have been started more than a year ago but was completed during the current calendar year.

3.5.11. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages.

3.5.12. Include a citation, limited to 50 or less key words that describe the nominee's accomplishments ([Attachment 3](#)).

3.5.13. Do not send posthumous nominations.

3.6. General and Mrs. Jerome F. O'Malley Award. This award is named in honor of the late General and Mrs Jerome F. O'Malley, former Commander, Tactical Air Command. It recognizes the wing commander and spouse whose contributions to the Nation, the Air Force, and the local community best exemplify the highest ideals and positive leadership of a military couple in a key Air Force position. The master award element consists of a French crystal eagle in flight on an engraved base. The recipients receive a citation and an engraved French crystal clock at a presentation ceremony conducted by the Chief of Staff, USAF. The period of service for the award is 1 January - 31 December.

3.6.1. Nominees must have served as a wing commander for at least 6 months during the award period to be eligible for consideration.

3.6.2. Nominations must include specific facts and examples identifying the nominees as exceptional leaders and spokespersons for the Air Force. The write-up should focus on what the nominees did as a team and the results of their accomplishments. Ensure the write-up focuses equally on the contributions of the spouse. Include specific examples in the following areas:

3.6.2.1. Leadership. Innovation and ingenuity in solving problems and in developing systems, programs, and ideas that positively impacted on the mission, morale, and welfare of Air Force or wing activities and personnel. The leadership abilities of both the wing commander and spouse must clearly demonstrate professionalism, integrity, morality, and excellence in inspiring others by personal example, conduct, and character.

3.6.2.2. Positive and Articulate Spokespersons for the Air Force. Projection of leadership into the private community as evidenced by the wing commander and the spouse's assumption of leadership roles and participation in social, cultural, religious, and other wing or community service activities.

3.6.2.3. Other Accomplishments. Other achievements or accomplishments which set the wing commander and the spouse apart from others of similar responsibilities. Include unique contributions to the Nation, the Air Force, the wing, the base, or the community.

3.6.3. Each MAJCOM, the ANG, and the AFRES may nominate one wing commander and spouse.

3.6.4. Submit nominations to HQ AFPC/DPPPRS by **15 March**.

3.6.5. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages.

3.6.6. Send a "joint" biography limited to one single-spaced typewritten page ([Attachment 2](#)).

3.6.7. Send a citation for each nomination ([Attachment 3](#)).

3.6.8. Nominations for posthumous awards are accepted.

3.7. Joan Orr Air Force Spouse of the Year Award. This award, sponsored by the Air Force Association, honors the late Mrs Joan Orr, wife of former Secretary of the Air Force Verne Orr. The award recognizes spouses of military members for their significant contributions to the Air Force. The award element consists of an engraved plaque presented at the Air Force Association annual convention in Washington DC each September. The period of service for the award is 1 January - 31 December.

3.7.1. The nominee's husband or wife must be serving in the Air Force (active duty, Guard, or Reserve). Military members (active duty, Guard, or Reserve) are not eligible to be nominated for the award.

3.7.2. Nominations will include facts and specific accomplishments that clearly state the individual's contributions to the Air Force. The write-up should state what the nominee did and the results of the nominee's efforts. When applicable, nominations will include specific examples in any of these areas:

- 3.7.2.1. Participation in Base and Community Activities.
- 3.7.2.2. Articulate and Influential Spokesperson for the Air Force.
- 3.7.2.3. Voluntary Service in Air Force-related Organizations and Activities.
- 3.7.2.4. Contributions to the States or to the Nation.
- 3.7.2.5. Moral and Religious Leadership.
- 3.7.2.6. Contributions to the Resolution of Contemporary Social Problems.
- 3.7.2.7. Membership in Professional, Civic, or Cultural Organizations.
- 3.7.2.8. Self-Improvement Efforts.
- 3.7.2.9. Leadership and Other Accomplishments.
- 3.7.3. Each MAJCOM, FOA, and DRU may submit one nomination.
- 3.7.4. Submit nominations to HQ AFPC/DPPPRS by **1 March**.
- 3.7.5. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages.
- 3.7.6. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).
- 3.7.7. Send a citation limited to 50 or less key words ([Attachment 3](#)).
- 3.7.8. Nominations for posthumous awards are accepted.

3.8. Verne Orr Award. The Air Force Association (AFA) established this award in honor of former Secretary of the Air Force Verne Orr. The award recognizes an Air Force unit (active or Reserve) that makes the most effective use of its human resources. The AFA conducts a presentation ceremony each September during the AFA convention. The award element consists of a large permanent wall plaque, displayed in the Pentagon, listing each winning unit. The AFA presents a smaller replica to the winning unit. All Air Force units and organizations are eligible, regardless of size. The accomplishments of the unit should be mission-oriented and focus on how the unit excelled in its use of people to achieve its full potential and accomplish the mission. The period of service for the award is 1 January - 31 December.

- 3.8.1. Each MAJCOM, FOA, and DRU may submit one nomination.
- 3.8.2. Submit nominations to HQ AFPC/DPPPRS by **1 March**.
- 3.8.3. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages.
- 3.8.4. Send a citation, limited to 50 or less key words ([Attachment 3](#)).

3.9. Lance P. Sijan USAF Leadership Award. The award is named in honor of the late Captain Lance P. Sijan, an Air Force Academy graduate and combat pilot, who was posthumously awarded the Medal of Honor for his intrepidity while evading capture by the North Vietnamese and during his subsequent captivity as a POW. The award recognizes the accomplishments of officers and enlisted leaders, assigned at wing level and below, who demonstrate the highest qualities of leadership in the performance of their duties and the conduct of their lives. It is limited to those members whose duties require them to assume active leadership roles. Each recipient receives a citation and a large wall sculpture portraying Captain

Sijan and key events in his military career. The Chief of Staff, USAF, conducts the presentation ceremony each year. The period of service for the award is 1 July - 30 June.

3.9.1. Each MAJCOM, FOA, or DRU may submit one individual in each of the following categories:

- 3.9.1.1. Senior Officer (major through colonel).
- 3.9.1.2. Junior Officer (2d lieutenant through captain).
- 3.9.1.3. Senior Enlisted (MSgt through CMSgt).
- 3.9.1.4. Junior Enlisted (Amn through TSgt).

3.9.2. Include the following areas in each write-up:

3.9.2.1. Scope of Responsibility. Include duty title, level of organization, number of individuals (military and civilian) supervised directly and indirectly, dollar value of assets controlled, or programs for which nominee has direct responsibility.

3.9.2.2. Professional Leadership. Nominees must demonstrate exceptional leadership traits in accomplishing the mission or overcoming unique problems and emergencies.

3.9.2.3. Leadership Image. Nominees must inspire others by personal example, by character and conduct displayed as leaders, and by eagerness to assist in the accomplishment of goals.

3.9.2.4. Community Involvement. Projection of leadership into the private community, as evidenced by the nominee's assumption of leadership roles in social, cultural, and religious, as well as other community service activities, may also be considered.

3.9.3. Send nominations to HQ AFPC/DPPPRS by **30 August**.

3.9.4. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages. Use the lead-off topics mentioned in paragraph **3.9.2**.

3.9.5. Send a biography limited to one single-spaced typewritten page (**Attachment 2**).

3.9.6. Send a citation with each nomination (**Attachment 3**).

3.9.7. Do not send nominations for posthumous awards.

3.10. Government Employees Insurance Company (GEICO) Military Service Awards. GEICO established these awards to annually recognize military enlisted members from each of the military Services for their contributions to military or private communities in three categories:

- 3.10.1. Drug and alcohol abuse prevention.
- 3.10.2. Fire prevention and fire safety.
- 3.10.3. Traffic safety and traffic accident prevention.

GEICO selects a recipient in each category from the five military Services that submit nominations. The award elements consist of an engraved plaque and a \$2,500 cash award presented by GEICO. GEICO conducts presentation ceremonies each spring in Washington DC. GEICO notifies the Air Force recipient of the date, place, and travel arrangements for

the ceremony and provides lodging and round-trip transportation to Washington DC to the recipient and spouse (if applicable).

3.10.4. Nominees must be Air Force active duty, Reserve, or Guard enlisted members. The period of service for the award is 1 October - 30 September. Nominations may also span several prior years, may be ongoing, or may have been accomplished during the award year.

3.10.5. Send nominations to HQ AFPC/DPPPRS by **15 October**.

3.10.6. Each MAJCOM, FOA, or DRU may submit one nomination in each category.

3.10.7. Write-ups will include facts and specific accomplishments, either on or off duty, that describe how the military or civilian community has benefited.

3.10.8. Limit the write-up to one single-spaced typewritten page using the AF Form 1206.

3.10.9. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).

3.10.10. Do not send nominations for posthumous awards.

Chapter 4

AWARDS FOR WHICH NOMINATIONS MAY BE SUBMITTED DIRECTLY TO SPONSOR

4.1. Nomination Procedures. The following awards do not require submission to HQ AFPC/DPPPRS. MAJCOMs, FOAs, and DRUs desiring to submit nominations for these awards may submit directly to the sponsor. The sponsors request each MAJCOM/FOA/DRU submit only *one nomination for each award. The MAJCOM, FOA, or DRU commander, vice commander, or executive director must indorse each nomination.*

4.2. Ten Outstanding Young Americans Award. Air Force military members and Department of the Air Force civilians may be nominated for this award. The US Jaycees sponsor the program and give annual awards to ten outstanding young men and women from throughout the United States. The recipients are chosen for exceptional achievements that have been significant to their profession, communities, states, or the nation.

- 4.2.1. Men and women in any field, who are 21 through 39 years of age, are eligible.
- 4.2.2. Nominees must not become 40 years of age before 1 January of the year that the awards will be given.
- 4.2.3. Nominees must be native or naturalized citizens of the United States or have applied for US citizenship.
- 4.2.4. Date of the accomplishment or achievement does not matter.
- 4.2.5. Posthumous nominations are acceptable.
- 4.2.6. Submit nominations on forms that the US Jaycees mail to all MAJCOMs, FOAs, and DRUs. If additional forms are needed, request them from the US Jaycees. Ensure the nominee and the MAJCOM/FOA/DRU commander, vice commander, or executive director sign the last page of the form.
- 4.2.7. Select *three areas only* from the choices of achievements listed below. Highlight and underscore the areas selected in the nomination write-up. Follow the instructions included in the form.
 - 4.2.7.1. Personal improvement.
 - 4.2.7.2. Financial success and economic innovation.
 - 4.2.7.3. Social improvement to major contemporary problems.
 - 4.2.7.4. Philanthropic contribution or voluntary service.
 - 4.2.7.5. Politics or governmental service.
 - 4.2.7.6. Scientific or technological contributions.
 - 4.2.7.7. Legal reform.
 - 4.2.7.8. Cultural achievement (to include contribution in literature, history, education, or the arts).
 - 4.2.7.9. Academic leadership.

- 4.2.7.10. Academic accomplishment.
- 4.2.7.11. Moral and religious leadership.
- 4.2.7.12. Success in the influence of public opinion (news media and other means).
- 4.2.7.13. Any other important contributions to community, state, or nation.

4.2.8. Send the form to the US Jaycees, Box 7, Tulsa, Oklahoma 74121-0007, by **1 August** each year. Include one color photograph (5 by 7 inches), head and torso view, of the nominee. Military members wear the service dress uniform without headgear.

4.3. Wright Brothers Memorial Trophy. Given annually by the National Aeronautic Association (NAA), this award recognizes a civilian for significant public service of enduring value to aviation in the United States. Public service includes either public service as a full-time employee of government or as an unpaid volunteer serving on a government commission, agency or service which made a major contribution of enduring value to the public. Aviation, interpreted broadly, includes aerospace activities. Nominees must be living American citizens.

4.3.1. Send nominations to the NAA, 1815 North Fort Myer Drive, Suite 700, Arlington, Virginia 22209, by **1 July** each year.

4.3.2. Limit the write-up to three single-spaced typewritten pages using the format at [Attachment 4](#). The left margin must be 1 1/4 inches.

4.3.3. Send a citation limited to 30 key words.

4.4. Institute of Navigation (ION) Awards. The ION annually sponsors several awards pertaining to the science of navigation.

4.4.1. Achievements occurring during the past calendar year receive preference by the ION.

4.4.2. Each MAJCOM, FOA, or DRU may submit one nomination for each of the following awards to the ION:

4.4.2.1. Norman P. Hays Award. Awarded to an individual engaged in management in the military service, federal government, or private industry and recognizes outstanding encouragement, inspiration, and support contributing to the advancement of navigation.

4.4.2.2. Thomas L. Thurlow Award. Awarded to an individual making an outstanding contribution in one of the following areas involving air or ground navigation: invention or design for any type of navigation equipment; new method of navigation; navigational research or study; or effort toward general advancement of the science of navigation.

4.4.2.3. P. V. H. Weems Award. Awarded to an individual for continuing contributions to the advancement of navigation. (The award is intended to recognize individuals who have, over a long period of years, made significant contributions to navigation but whose accomplishments in any given years were not so outstanding as to overshadow all others.)

4.4.2.4. Superior Achievement Award. Awarded annually for outstanding performance to a practicing navigator (as contrasting the science of navigation).

4.4.3. Nominate either Department of the Air Force civilians or Air Force military members.

4.4.4. Submit nominations on forms that are available upon request from the ION.

4.4.5. Send nominations by **15 February** to The Institute of Navigation, Award Selection Committee Chairman, 1800 Diagonal Road, Suite 480, Alexandria, Virginia 22314.

4.5. Katharine Wright Memorial Award. The Gates Learjet Corporation established this award in 1981. In 1990, Gates Learjet Corporation transferred title of this award to the NAA to administer in perpetuity. The award is made annually to a woman who has: provided encouragement, support, and inspiration to her husband, and thus, was instrumental in his success or made a personal contribution to the advancement of the art, sport, and science of aviation and space flight over an extended period of time.

4.5.1. Send nominations to the NAA by **1 April**.

4.5.2. Each MAJCOM, FOA, or DRU may submit one nomination direct to the NAA. Do not send nominations to HQ AFPC/DPPPRS.

4.5.3. Limit the write-up to two single-spaced typewritten pages using the format at [Attachment 4](#). Ensure the left margin is 1 1/4 inches.

4.5.4. Send a citation limited to 30 key words that describe the nominee's accomplishments or contributions.

4.6. Air Force Sergeants Association (AFSA) Pitsenbarger Award. The AFSA recognizes an Air Force enlisted member who has performed a heroic act, on or off duty, that resulted in the saving of life or the prevention of serious injury. AFSA conducts presentation ceremonies each summer during the AFSA's annual convention. AFSA notifies the recipient of the date, place, and travel arrangements for the ceremony. The recipient receives an engraved plaque presented by the AFSA.

4.6.1. The period of service for the award is 1 January - 31 December.

4.6.2. Nominate Air Force enlisted members in grades AB through CMSgt who have performed a heroic act on or off duty.

4.6.3. The heroic act must be of such a nature as to have placed the nominee in risk of personal danger and been a legitimate attempt to save life or prevent serious injury to another person or persons and not an act of bravado.

4.6.4. Submit nominations to the AFSA by **1 May**.

4.6.5. Each MAJCOM, FOA, and DRU may submit one nomination. Do not submit joint nominations.

4.6.6. Limit the write-up to one single-spaced typewritten page using the AF Form 1206.

4.6.7. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).

4.6.8. Do not send nominations for posthumous awards.

4.6.9. Send nominations to the AFSA, P.O. Box 50, Temple Hills, Maryland 20757.

4.7. Form Prescribed. AF Form 1206, **Nomination for Award**.

Chapter 5 (Added-AFRPA)

AIR FORCE REAL PROPERTY AGENCY SPECIAL TROPHIES AND AWARDS PROGRAM

5.1. (Added-AFRPA) Responsibilities.

5.1.1. (Added-AFRPA) AFRPA Executive Officer (AFRPA/DRE):

5.1.1.1. (Added-AFRPA) Manage overall AFRPA quarterly and annual awards programs.

5.1.1.2. (Added-AFRPA) Publishes an annual schedule of quarterly and annual board dates and sends reminders as required.

5.1.1.3. (Added-AFRPA) Reviews nomination packages to ensure compliance with this instruction and Air Force standards.

5.1.1.4. (Added-AFRPA) Calls for division nominations of board members for quarterly and annual boards. AFRPA quarterly/annual boards will consist of electronic nomination packages and face-to-face boards.

5.1.1.5. (Added-AFRPA) Provides nomination packages to board members NLT 3 duty days prior to the board. Establishes guidance for board procedures.

5.1.1.6. (Added-AFRPA) Ensures appropriate award elements are ready for presentation.

5.1.1.7. (Added-AFRPA) Submit request for Special Morale & Welfare funds to cover costs of recognition ceremonies and meals for winners attending the quarterly luncheon or annual dinner.

5.1.2. (Added-AFRPA) AFRPA Divisions:

5.1.2.1. (Added-AFRPA) Provide qualified board members upon request and provide replacement board members if selected members become unavailable.

5.1.2.2. (Added-AFRPA) Ensure individuals are notified of their nomination and award winners provide an official photo (if required) to AFRPA/DRE.

5.1.2.3. (Added-AFRPA) Ensure the winner's supervisor or representative attends the recognition ceremony in their absence.

5.1.3. (Added-AFRPA) Chief Financial Officer:

5.1.3.1. (Added-AFRPA) Author policy governing the AFRPA Special Trophies and Awards program.

5.2. (Added-AFRPA) Eligibility Requirements for Nomination.

5.2.1. (Added-AFRPA) Individuals will compete in the grade they held for the majority of the award period. Nominees must have been assigned to AFRPA for the majority of the award period.

5.2.2. (Added-AFRPA) Nominees must not have pending disciplinary actions or have received disciplinary actions during the period of eligibility.

5.2.3. **(Added-AFRPA)** Criteria for each category is as follows:

5.2.3.1. **(Added-AFRPA)** Civilian Category One (Civ Cat I): GS-05 through GS-09.

5.2.3.2. **(Added-AFRPA)** Civilian Category Two (Civ Cat II): GS-11 through GS-15 (non-supervisory).

5.2.3.3. **(Added-AFRPA)** Civilian Category Three (Civ Cat III): GS-13 through GS-15 (supervisory).

5.2.3.4. **(Added-AFRPA)** Civilian Volunteer of Quarter/Year: DoD Civilian employee from any of the categories listed above.

5.2.3.5. **(Added-AFRPA)** Team of the Quarter/Year: Individuals displaying extraordinary efforts as a group to accomplish a project/task.

5.2.3.6. **(Added-AFRPA)** Workhorse of the Quarter/Year: Individuals displaying extraordinary efforts in support of the agency as identified by peers.

5.3. (Added-AFRPA) Quarterly Awards Nomination Procedures:

5.3.1. **(Added-AFRPA)** Individual quarterly award nominations in the civilian categories are submitted using AF IMT 1206, *Nomination for Award* (Attachment 9). Nominations are limited to 15 lines total, excluding headings. The headings are:

5.3.1.1. (Added-AFRPA) JOB PERFORMANCE IN PRIMARY DUTIES

(0-40 points): The member's job performance in primary duty, including the program improvements, must contribute significantly to increase mission effectiveness during the current quarter. No more than 10 lines (excluding heading) in "action/impact" format.

5.3.1.2. **(Added-AFRPA) LEADERSHIP QUALITIES** (0-15 points): The member

5.3.1.3. **(Added-AFRPA) OTHER ACCOMPLISHMENTS** (0-10 points): The member's involvement in both the military and civilian community during the current quarter. Agency improvements through professional/off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, etc. No more than two lines (excluding heading) in "action/impact" format.

5.3.2. **(Added-AFRPA)** Electronically submit quarterly/annual award nominations to AFRPA/DRE organizational account (frpa.dre.workflow@us.af.mil) along with a cover letter (Attachment 10) signed by the nominee's division chief providing certification that the nominee's civilian record has been reviewed and their conduct meets standards. *Submissions are due no l*

5.3.3. **(Added-AFRPA)** The period of consideration for quarterly awards are: first quarter (1 October- 31 December); second quarter (1 January-31 March); third quarter (1 April-30 June), and fourth quarter (1 July-30 September).

5.4. (Added-AFRPA) Annual Award Nomination Procedures.

5.4.1. **(Added-AFRPA)** Each division will select no more than one nominee per category to forward to the AFRPA Annual Awards board (Attachment 11). All procedures and requirements are the same as quarterly awards (paragraph 5.3. (Added)) with the following exceptions:

5.4.1.1. **(Added-AFRPA)** Nomination packages are limited to one full page, AF IMT 1206, *Nomination for Award*. Nominations should include specific facts and examples showing that the individuals are exceptional. Achievements should also distinguish individuals from their peers.

5.5. (Added-AFRPA) Team Awards Nomination Procedures.

5.5.1. **(Added-AFRPA)** Each division chief may submit one individual for the Team of the Quarter/Year; however, the same team may not be submitted within the same award period for the same act by multiple division chiefs.

5.5.2. **(Added-AFRPA)** Quarterly and annual team awards will mirror the criteria outlined in the quarterly awards (paragraph 5.3. (Added)).

5.6. (Added-AFRPA) Volunteer Awards Nomination Procedures.

5.6.1. **(Added-AFRPA)** Each division chief may submit one individual for the Civilian Volunteer of the Quarter/Year.

5.6.2. **(Added-AFRPA)** Quarterly and annual volunteer awards are submitted using the AF IMT 1206 sample (Attachment 12). Limit bullet inputs to completed acts of volunteerism.

5.6.3. **(Added-AFRPA)** Nominations for volunteer awards will be evaluated based on the enhancement of quality of life and/or services affected at the branch, division, or agency-level, or to improvements within the local community.

5.6.4. **(Added-AFRPA)** Award submission periods will mirror the quarterly/annual award.

5.7. (Added-AFRPA) Workhorse Awards Nomination Procedures.

5.7.1. **(Added-AFRPA)** Quarterly and annual workhorse awards nominations are sent via e-mail to afrpa.dre.workflow@us.af.mil

5.7.2. **(Added-AFRPA)** Submissions may come from anyone in the agency to recognize another individual in the agency. There are no formatting requirements; however, submissions will be considered based on how well the submitted contribution is articulated.

5.8. (Added-AFRPA) Award Submission Adjudication Process.

5.8.1. **(Added-AFRPA)** Prior to the board convening, board members are required to score the nomination packages for Civilian Category I-II, Volunteer, and Team Awards. Board members will evaluate each nominee in a fair and equitable manner.

5.8.2. **(Added-AFRPA)** After cumulative scores are tabulated, all board members will rank order the nominees. Board members will break their own ties prior to submitting the results to the board president.

5.8.3. **(Added-AFRPA)** The board president will compile the rank order results and the person with the lowest rank score will be the board's recommended choice. Large differences in rank ordering between members may be discussed in the event a board member may have missed accomplishments/achievements that other members observed. In the event of a tie after rank order compilation, the board president will lead a discussion and is responsible for breaking the tie. The board president provides all board documents and results to AFRPA/DRE.

5.8.4. **(Added-AFRPA)** AFRPA/DRE will provide the board results to the Deputy Director along with the Workhorse award submissions.

5.8.5. **(Added-AFRPA)** AFRPA/DRE will provide the Civilian Category III award nominee packages to the Director and Deputy Director to select the award winner.

5.8.6. **(Added-AFRPA)** The AFRPA Deputy Director will certify the board results and select the Workhorse award winner. The AFRPA Director will select the Civilian Category III award winner.

5.9. (Added-AFRPA) AFRPA Medallion Program.

5.9.1. **(Added-AFRPA)** The AFRPA Director establishes criteria to be utilized by the AFRPA Director for disbursement of their medallion (coin) procured by appropriated funds (APF), and for the presentation of AFRPA Medallions procured with Special Morale and Welfare (SM&W) Non-Appropriated Funds (NAF).

5.9.2. **(Added-AFRPA)** Presenting Officials. The AFRPA Director may purchase organizational coins with appropriated funds. This program is intended to provide the Director an official but informal means to show special recognition to agency personnel.

5.9.3. **(Added-AFRPA)** Medallions are authorized to be presented to civilian personnel who meet the following criteria:

5.9.3.1. **(Added-AFRPA)** Work above and beyond the call of duty. Such work may be for work outside one's routine job description, for performing one's duties in an exceptionally extraordinary manner, and as a formal/informal reward for successful accomplishment of a particular program, function, or mission.

5.9.3.2. **(Added-AFRPA)** Providing immediate recognition of stellar performers in and for the agency, those performing acts of heroism, and other specific notable accomplishments.

5.9.3.3. **(Added-AFRPA)** Spotlighting those providing exceptional support and recommended by their supervisors.

5.9.3.4. **(Added-AFRPA)** As a token of thanks to recognize individuals performing selfless acts of benefit to the agency, service, and/or community.

5.9.4. **(Added-AFRPA)** The medallions will not be used for special incentive programs, motivation awards, mementos, or signifying membership in an organization.

5.9.4.1. **(Added-AFRPA)** The AFRPA Director Medallions may also be procured through the Chief Financial Officer using the SM&W Program. When utilizing SM&W funds, these medallions may be presented to visiting government and non-governmental personnel. Also, at the discretion of the Director, the medallion may be presented in lieu of a plaque or other comparable award for competitive or agency-wide awards program. There may be no expenditure authorization for mission accomplishment, special incentive program, or compliance motivation awards.

5.9.5. **(Added-AFRPA)** Accountability: The AFRPA Director Medallions will be serially numbered. The AFRPA Medallions will not be numbered.

5.9.5.1. **(Added-AFRPA)** Record Keeping: Issuance will be documented on an approved data system by the Executive Officer or Administrative Assistant to the Director.

5.9.5.2. **(Added-AFRPA)** Storage: Unused medallions will be stored in a secured container maintained by the Executive Officer or Administrative Assistant to the Director.

MICHAEL D. MCGINTY, Lt General, USAF
DCS/Personnel

(AFRPA)

ROBERT M. MOORE, SES, DAF
Director

Attachment 1**GLOSSARY OF ABBREVIATIONS AND ACRONYMS***Abbreviations and Acronyms*

AAFES—Army and Air Force Exchange Service
AFA—Air Force Association
AFI—Air Force Instruction
AFPC—Air Force Personnel Center
AFRES—Air Force Reserve
AFRR—Air Force Recognition Ribbon
AFSA—Air Force Sergeants Association
ANG—Air National Guard
DAF—Department of the Air Force
DPXPQ—Quality Force/Awards & Decorations
DRU—Direct Reporting Unit
FOA—Field Operating Agency
GEICO—Government Employees Insurance Company
HQ USAF—Headquarters United States Air Force
ION—Institute of Navigation
JFTR—Joint Federal Travel Regulation
MAJCOM—Major Command
MPF—Military Personnel Flight
MSSQ—Mission Support Squadron
NAA—National Aeronautic Association
NAF—Nonappropriated Funds
NCO—Noncommissioned Officer
NCOA—Non Commissioned Officers Association
OAB—Outstanding Airman Badge
OAY—Outstanding Airmen of the Year
OAYR—Outstanding Airman of the Year Ribbon
OPR—Office of Primary Responsibility
PD—Policy Directive
RIP—Report of Individual Personnel

SAF/PA—Secretary of the Air Force Office of Public Affairs

TDY—Temporary Duty

UIF—Unfavorable Information File

USAFR—United States Air Force Reserve

Attachment 2
(SAMPLE - BIOGRAPHY)

SENIOR AIRMAN JOHN Q. DOE

123-45-6789

AFSC: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford's Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration.

NOTE:

Single-space the narrative portion of the biography. Double-space between name, SSN, and AFSC.

Attachment 3**CITATION FORMAT FOR SPECIAL TROPHIES AND AWARDS**

CITATION TO ACCOMPANY THE AWARD OF

THE _____ AWARD FOR 19__

TO

JOHN J. JONES

Sergeant John J. Jones distinguished himself as Chief, Weather Station Operations, 12th Operation Support Squadron, Randolph Air Force Base, Texas, from 1 July 1997 to 30 June 1998. Sergeant Jones expertly led a team of highly-skilled weather technicians in the largest and most diverse Wing within Air Education and Training Command, ensuring the safe completion of over 40,000 training sorties per year. He anticipated and provided all operational atmospheric support to the Numbered Air Force and Wing commanders and staffs, as well as eight flying squadrons with 170 aircraft assigned. The distinctive accomplishments of Sergeant Jones reflect great credit upon himself and the United States Air Force.

NOTE:

Print the citation in landscape format. Left and right margins must be 1 1/2 inches. Limit the citation to approximately 50 key words which properly describe the nominee's accomplishments or achievements.

Attachment 4

**NOMINATION FORMAT FOR WRIGHT BROTHERS MEMORIAL TROPHY AND
KATHARINE WRIGHT MEMORIAL AWARD**

- NOMINEE: (Identify the nominee and provide his or her address and complete commercial telephone number)
- BY: (MAJCOM/FOA/DRU. Give the name, address, and commercial phone number of the MAJCOM/FOA/DRU commander or vice commander)
- FOR: (State concisely the specific achievement for which the nominee is being cited)

JUSTIFICATION (Give complete but concise details justifying the award)

NOTE:

Limit the write-up to three single-spaced typewritten pages. *EXCEPTION:* Limit write-ups for the Katharine Wright Memorial Award to two single-spaced typewritten pages. Double-space between headings of NOMINEE, BY, FOR, and JUSTIFICATION. Left margin must be 1 1/4 inches.

Attachment 5

**GENERAL INFORMATION SHEET FOR 12 OUTSTANDING AIRMEN OF THE
YEAR PROGRAM**

NAME OF AWARD: 12 OUTSTANDING AIRMEN OF THE YEAR, 19__

FROM: AIR EDUCATION AND TRAINING COMMAND
(MAJCOM/FOA/DRU)INCLUSIVE DATES 1 JANUARY 19__ - 31 DECEMBER 19__
OF
ACHIEVEMENT:

NOMINEE: JOHN Q. DOE

GRADE: AIRMAN FIRST CLASS

CATEGORY OF (AIRMAN, NCO, or SENIOR NCO)
COMPETITION:

SSN: 123-45-6789

PRESENT ORGANIZATION AND STATION: 123d SUPPORT GROUP
457 F STREET STE 789
JONES AFB, KENTUCKY 12345-5000
457 F STREET STE 789
JONES AFB, KENTUCKY 12345-5000PROJECTED ASSIGNMENT AND
REPORTING DATE: NONEPERMANENT HOME ADDRESS: 3502 S. LIMESTONE STREET
LEXINGTON, KENTUCKY 40506

NOMINATED FOR: 12 Outstanding Airmen of the Year for excellent performance, outstanding professional skill, knowledge, and leadership as an administrative specialist in support of the administrative services provided the Deputy Chief of Staff for Personnel, Data Communications Planning Staff, 123d Support Group. Member has not had an open unfavorable information file (UIF) during the award period.

NOTE:

Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.

Attachment 6

**GENERAL INFORMATION SHEET FOR USAF FIRST SERGEANT OF THE YEAR
AWARD**

NAME OF AWARD: USAF FIRST SERGEANT OF THE YEAR AWARD, 19__

FROM: AIR MOBILITY COMMAND (MAJCOM/FOA/DRU)

INCLUSIVE DATES OF ACHIEVEMENT: 1 JANUARY 19__ - 31 DECEMBER 19__

NOMINEE: JANICE K. SMITH

GRADE: MASTER SERGEANT

SSN: 123-45-6789

PRESENT ORGANIZATION AND STATION: 92ND COMMUNICATIONS SQUADRON
110 W. ARNOLD ST.
FAIRCHILD AFB WA 99011-9461

PROJECTED ASSIGNMENT AND REPORTING DATE: NONE

PERMANENT HOME ADDRESS: 1050 YORK CREEK RD
HUNTER, TEXAS 78230

NOMINATED FOR: USAF First Sergeant of the Year Award for outstanding leadership as First Sergeant of the 92nd Communications Squadron. Member has not had an open unfavorable information file (UIF) during the award period.

NOTE:

Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.

Attachment 7**IC 2001-1 TO AFI 36-2805, SPECIAL TROPHIES AND AWARDS****1 MAY 2001****SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 2001-1 which adds an additional requirement to the statement of intent that **all** nominees for the 12 Outstanding Airmen of the Year program must sign in order to compete in the program (paragraph **3.4.4**) and adds a new paragraph requiring Command Chief Master Sergeants (MAJCOM/CCCs) to utilize the annual 12 OAY for the purposes of enhancing Air Force retention and recruiting (**3.4.11**). See the last attachment of the publication, IC 2001-1, for the complete IC. A bar (|) indicates revision from the previous edition.

3.4.4. Send statement of intent, signed and dated by the nominee, which includes the following statements verbatim:

3.4.4.1. "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program at any time during my tenure as a 12 OAY."

3.4.4.2. "If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander and MAJCOM/CCC to publicize and promote 'the Air Force way of life' and attend events or other venues deemed appropriate which may positively impact upon recruiting and retention."

3.4.4.3. "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

3.4.11. Travel Funding for the 12 OAY. Fund travel from normal temporary duty (TDY) funds of the unit to which the 12 OAY are assigned in order that they may attend the AFA convention, any follow-on meetings of the AFA Enlisted Advisory Council, and all other events requiring their attendance in support of recruiting and retention.

3.4.11.1. If unit funds are insufficient to fund travel, MAJCOMs will provide any additional funding to the units to cover travel or other related expenses involving the 12 OAY in regard to public appearances and so forth on behalf of recruiting and retention matters.

3.4.11.2. MAJCOM/CCCs will maintain records of all travel (cost, where the trips were taken, and whether the unit or MAJCOM paid) performed by the 12 OAY in support of recruiting and retention. They will report these statistics to the CMSAF quarterly.

3.4.11.3. If a 12 OAY is reassigned during his or her one-year tenure, the gaining unit and MAJCOM funds the required travel. To assist in meeting out-of-pocket expenses while the 12 OAY attend the AFA convention and any follow-on meetings and events, commands are authorized to award them \$300 to help defray these costs.

3.4.11.4. Commanders may fund these out-of-pocket expenses under their special morale and welfare expenditure authority. Refer to AFI 34-201, *Use of Nonappropriated Funds*.

Attachment 8**IC 2000-1 TO AFI 36-2805, SPECIAL TROPHIES AND AWARDS****25 AUGUST 2000****SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 2000-1 which changes the award criteria for the USAF First Sergeant of the Year Award (paragraphs 3.3.1 through 3.3.1.5) and the 12 Outstanding Airmen of the Year (paragraphs 3.4.6.2 through 3.4.6.2.5). See the last attachment of the publication, IC 2000-1, for the complete IC. A bar (/) indicates revision from the previous edition.

3.3.1. Nominees must serve in the position of First Sergeant **and** have held SDI 8F000 for at least six months of the award period in order to be eligible.

3.3.1.1. **Leadership and Job Performance in Primary Duty.** Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. 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. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

3.3.1.2. **Significant Self-Improvement.** Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.3.1.3. **Base or Community Involvement.** Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

3.3.1.4. DELETED.

3.3.1.5. DELETED.

3.4.6.2. A write-up, limited to two single-spaced typewritten pages, using the AF Form 1206 for both pages. Nominations should include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Nominations must include the following areas and cite examples that occurred **only during the award period**.

3.4.6.2.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. 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. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

3.4.6.2.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.4.6.2.3. Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

3.4.6.2.4. DELETED.

3.4.6.2.5. DELETED.

Attachment 9 (Added)

SAMPLE--AF IMT 1206, NOMINATION FOR AWARD

NOMINATION FOR AWARD		
AWARD QUARTERLY AWARD	CATEGORY <i>(If Applicable)</i> Civilian Category II	AWARD PERIOD 01 OCT - 31 DEC 10
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> GS-12/JANE S. DOE	SSN <i>(Enter Last 4 Only)</i> 1234	MAJCOM, FOA, OR DRU AFRPA
DAFSC/DUTY TITLE 0343/PROGRAM MANAGER	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN 969-1234 / (210) 395-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE AFRPA/RPM, 485 QUENTIN ROOSEVELT, SAN ANTONIO, TX 78226		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> GS-15/JOHN Q. SMITH / DSN 969-1235 / (210) 395-1235		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i>		
<p>JOB PERFORMANCE IN PRIMARY DUTY</p> <ul style="list-style-type: none"> - One line per contribution with the action and the impact. Use strong and accurate descriptors for each action - Identify unique mission contributions during the award period that set the nominee apart from other nominees - Use no more than 10 bullets for this section of the nomination; however, preferably no less than 10 bullets, too <p>LEADERSHIP QUALITIES</p> <ul style="list-style-type: none"> - One line per contribution with the action and the impact. Use strong and accurate descriptors for each action - Identify leadership acts inspiring personal/professional growth of agency personnel during the award period - Use no more than three bullets for this section of the nomination; however, preferably no less than three bullets <p>OTHER ACCOMPLISHMENTS</p> <ul style="list-style-type: none"> - One line per contribution with the action and the impact. Use strong and accurate descriptors for each action - Identify any other accomplishments, during the award period, that set the nominee apart from other nominees - Use no more than two bullets for this section of the nomination; however, preferably no less than two bullets 		

Attachment 10 (Added)**SAMPLE AFRPA COVER LETTER**

MEMORANDUM FOR AFRPA/DDR

FROM: AFRPA/_____

SUBJECT: AFRPA/___ (___ *Quarter/Annual*) Award Submissions

I verify that the official records of the following individuals, during the inclusive period of the proposed awards, do not contain any disciplinary or adverse action information nor is any action pending that reflects unfavorably on the exceptional performance deserving recognition:

<u>CATEGORY</u>	<u>NAME</u>
Civ Cat I	Cat I Full Name
Civ Cat II	Cat II Full Name
Civ Cat III	Cat III Full Name
Volunteer	Volunteer Full Name
Team Award	Project Name

The following board member has been selected to represent AFRPA/___ as a member of the AFRPA Awards Board:

GRADE/NAME

My point of contact, _____, can be reached at (____) ____ - ____.

//SIGNED//

JOHN Q. SMITH, GS-15, DAF
Chief, Real Estate Transactions Division

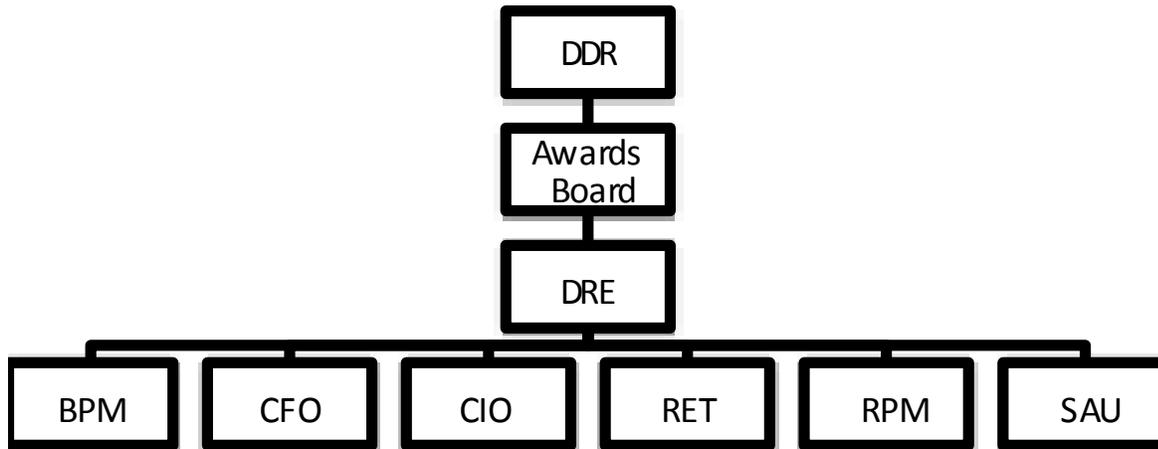
Attachments:

1. AF IMT 1206 (Civ Cat I)
2. AF IMT 1206 (Civ Cat II)
3. AF IMT 1206 (Civ Cat III)
4. AF IMT 1206 (Volunteer)
5. AF IMT 1206 (Team Award)

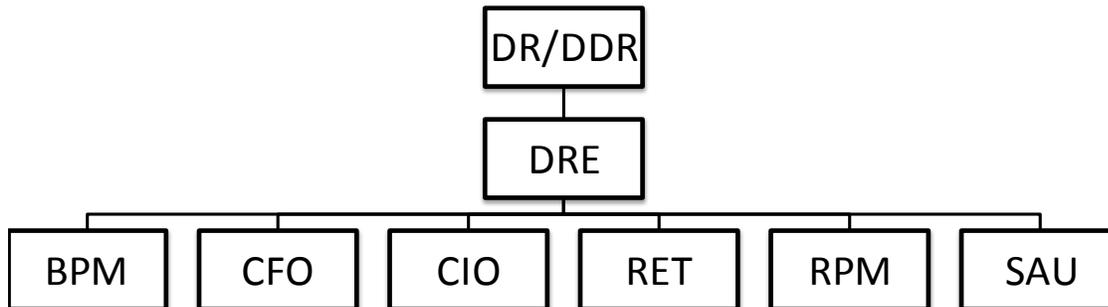
Attachment 11 (Added)
AFRPA SUBMISSION PROCESS

A11.1. (Added)

Civilian Category I-II and Volunteer Award.



A11.2. (Added) Civilian Category III/Team/Workhorse Award.



Attachment12 (Added)

VOLUNTEER NOMINATION PACKAGE

NOMINATION FOR AWARD		
AWARD VOLUNTEER AWARD	CATEGORY (If Applicable)	AWARD PERIOD 01 OCT - 31 DEC 10
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-8/JANE S. DOE	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AFRPA
DAFSC/DUTY TITLE 0318/ADMINISTRATIVE ASSISTANT	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 969-1234 / (210) 395-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE AFRPA/RET, 485 QUENTIN ROOSEVELT RD, SAN ANTONIO, TX 78226		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) GS-15/JOHN Q. SMITH / DSN 969-1235 / (210) 395-1235		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) List organizations and number of hours, as well as a brief volunteer job description: Example - San Antonio Youth Center / 14 hours - Counseled "at risk" youth and provided free tutoring to middle and high school math and english students		