

**BY ORDER OF THE COMMANDER
AIR FORCE SPECIAL OPERATIONS
COMMAND**

**AIR FORCE SPECIAL OPERATIONS
COMMAND INSTRUCTION 36-2805**

21 FEBRUARY 2020



Personnel

**DIRECTORATE OF OPERATIONS
AWARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFSOC/A3E

Certified by: AFSOC/A31
(Col Patrick J. O'Rourke)

Supersedes: AFSOCI 36-2805,
23 FEBRUARY 2017

Pages: 23

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*. This instruction establishes criteria and objectives for the Air Force Special Operations Command (AFSOC)—sponsored Directorate of Operations (A3) awards. It applies to Operations' functional areas and people specified in the individual award criteria. This instruction applies to the Air Force Reserve Command (AFRC) and AFSOC-gained Air National Guard (ANG) units. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional' s chain of command. This publication may not be supplemented or further implemented. Requests for waivers of non-tiered items must be processed through command channels to the publication OPR for consideration. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C., Section 857. The applicable System of Records Notice (SORN) F036 AF PC V, *Awards and Decorations*, is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>.

SUMMARY OF CHANGES

This revision incorporates requirements and procedures formally for the Directorate of Operations (A3) awards. Additional pilot categories were added to the AFSOC outstanding aircrew member of the year award. Additional combat aviation advisor awards categories were added, as well as categories for stan/eval officer, enlisted, and civilian awards.

Chapter 1— GENERAL INFORMATION	5
1.1. General.	5
1.2. Wavier Authority.	5
Chapter 2— AFSOC OUTSTANDING SPECIAL OPERATIONS SQUADRON OF THE YEAR.	6
2.1. Responsible Agency.	6
2.2. Specific Purpose.	6
2.3. Eligibility.	6
2.4. Suspense.	6
2.5. Nomination Criteria.	6
2.6. Selection Criteria.	6
2.7. Selection Procedures.	6
2.8. Description of the Award.	6
2.9. Presentation of Award.	7
Chapter 3— OUTSTANDING REMOTELY PILOTED AIRCRAFT (RPA) CREW MEMBER OF THE YEAR.	8
3.1. Responsible Agency.	8
3.2. Specific Purpose.	8
3.3. Eligibility.	8
3.4. Suspense.	8
3.5. Nomination Criteria.	8
3.6. Selection Criteria.	8
3.7. Selection Procedures.	8
3.8. Description of the Award.	8
3.9. Presentation of Award.	9

Chapter 4— AFSOC OUTSTANDING AIRCREW MEMBER OF THE YEAR.	10
4.1. Responsible Agency.	10
4.2. Specific Purpose.	10
4.3. Eligibility.	10
4.4. Suspense.	11
4.5. Nomination Criteria.	11
4.6. Selection Criteria.	11
4.7. Selection Procedures.	12
4.8. Description of the Award.	12
4.9. Presentation of Award.	12
Chapter 5— AFSOC OUTSTANDING COMBAT TACTICS OFFICER AND ENLISTED MEMBER OF THE YEAR.	13
5.1. Responsible Agency.	13
5.2. Specific Purpose.	13
5.3. Eligibility.	13
5.4. Suspense.	13
5.5. Nomination Criteria.	13
5.6. Selection Criteria.	13
5.7. Selection Procedures.	14
5.8. Description of the Award.	14
5.9. Presentation of Award.	14
Chapter 6— AFSOC OUTSTANDING COMBAT AVIATION ADVISOR (CAA) OFFICER, ENLISTED AND CIVILIAN MEMBER OF THE YEAR.	15
6.1. Responsible Agency.	15
6.2. Specific Purpose.	15
6.3. Eligibility.	15
6.4. Suspense.	15
6.5. Nomination Criteria.	15
6.6. Selection Criteria.	15

6.7.	Selection Procedures.	16
6.8.	Description of the Award.	16
6.9.	Presentation of Award.	16
Chapter 7—	AFSOC OUTSTANDING AIRCREW TRAINING OFFICER, ENLISTED MEMBER AND CIVILIAN OF THE YEAR.	17
7.1.	Responsible Agency.	17
7.2.	Specific Purpose.	17
7.3.	Eligibility.	17
7.4.	Suspense.	17
7.5.	Nomination Criteria.	17
7.6.	Selection Criteria.	17
7.7.	Selection Procedures.	18
7.8.	Description of the Award.	18
7.9.	Presentation of Award.	18
Chapter 8—	AFSOC OUTSTANDING STAN/EVAL OFFICER, ENLISTED, AND CIVILIAN OF THE YEAR	19
8.1.	Responsible Agency.	19
8.2.	Specific Purpose.	19
8.3.	Eligibility.	19
8.4.	Suspense.	19
8.5.	Nomination Criteria.	19
8.6.	Selection Criteria.	19
8.7.	Selection Procedures.	19
8.8.	Description of the Award.	19
8.9.	Presentation of Award.	19
Attachment 1—	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	21
Attachment 2—	FORMAT FOR AFSOC OUTSTANDING SPECIAL OPERATION SQUADRON OF THE YEAR	23

Chapter 1

GENERAL INFORMATION

1.1. General. All AFSOC—sponsored Directorate of Operations (A3) awards are addressed in this instruction.

1.2. Waiver Authority. AFSOC/A3 is the waiver authority for this instruction. Submit waivers through applicable command channels to AFSOC/A3.

Chapter 2

AFSOC OUTSTANDING SPECIAL OPERATIONS SQUADRON OF THE YEAR.

2.1. Responsible Agency. AFSOC/A3.

2.2. Specific Purpose. Awarded for outstanding contributions to the AFSOC mission.

2.3. Eligibility. All active duty, AFRC, and ANG operational flying special operations squadrons to include operational support and special tactics squadrons.

2.4. Suspense. Nominations should be sent to AFSOC/A3TA, 100 Bartley Street, Suite 160W, Hurlburt Field, FL, 32544-5273, not later than 1 March each year.

2.5. Nomination Criteria. Nomination packages will cover the preceding calendar year from 1 January to 31 December. Each wing, group, or detachment may nominate one squadron each. When a squadron has participated in significant classified operations, which warrant consideration and cannot be adequately addressed in the unclassified summary, submit a classified supplement (2 pages maximum) with the main entry.

2.6. Selection Criteria. Nomination should consist of two double-spaced, typewritten 8-1/2 by 11-inch pages for each heading/factor (photographs included). Base nomination and selection on the following headings/factors for the calendar year (see [Attachment 2](#)):

2.6.1. Mission. A short synopsis of the unit mission, resources available and particular difficulties encountered in performing that mission.

2.6.2. Combat Readiness. Results of higher headquarters inspections. Include overall rating, unit performance, and any laudatory comments or findings bearing on the squadron. When no inspection or report was issued during the period, cite the date of the last report and the overall rating.

2.6.3. Outstanding squadron accomplishments. Squadron awards; recognition by higher headquarters, civic organization, or the host base; improvements in policy, procedures, and equipment; safety programs; and cost and resource saving programs.

2.6.4. Outstanding individual accomplishments. Individual awards and decorations; recognition for enlisted personnel of the month, quarter, or year; distinguished or honor graduates; honors for civic accomplishments; below-the-zone or Stripes for Exceptional Performers promotions; letters of recognition; and Air Force suggestion program awards.

2.6.5. Base or Community Relations. Describe unit's positive impact.

2.6.6. Military or Civilian Education. Numbers of personnel eligible for, enrolled in and completing each level as well as actions taken to promote education.

2.6.7. Other Areas. Other significant areas as determined by the squadron commander.

2.7. Selection Procedures. AFSOC/A3 will convene a selection board to review nominations and tentatively select the recipient. AFSOC/A3 will review the selected nomination and obtain the AFSOC Commander's concurrence. The AFSOC/CC retains final decision authority.

2.8. Description of the Award. Each winning squadron receives a letter of congratulations and a trophy for permanent retention.

2.9. Presentation of Award. The AFSOC/CC, AFSOC/A3 or a designated representative will announce and present award at an appropriate event.

Chapter 3

OUTSTANDING REMOTELY PILOTED AIRCRAFT (RPA) CREW MEMBER OF THE YEAR.

3.1. Responsible Agency. AFSOC/A3.

3.2. Specific Purpose. To identify and recognize outstanding RPA crew member's efforts and achievements in support of the AFSOC mission.

3.3. Eligibility. All active duty, AFRC and ANG aircrew members in AFSOC or AFSOC- gained units. Headquarters AFSOC personnel are ineligible. There are two awards:

3.3.1. RPA Pilot.

3.3.1.1. Any authorized and qualified RPA Pilot.

3.3.2. Sensor Operator.

3.3.2.1. Any qualified RPA Sensor Operator.

3.4. Suspense. Nominations should be sent to AFSOC/A3V, 100 Bartley Street, Suite 141W, Hurlburt Field, FL, 32544-5273, not later than 30 January.

3.5. Nomination Criteria. Nomination packages will cover the preceding calendar year from 1 January to 31 December. Each wing or group may nominate one RPA crew member per position for this award.

3.6. Selection Criteria. Nomination should include:

3.6.1. One PDF AF Form 1206, *Nomination for Award*, for award submission (check the AF e-publishing site at <http://www.e-publishing.af.mil> for the current version). Write up will be single spaced on one side with no Headers (maximum of 15 Lines). Information Management Tool (IMT) forms will no longer be accepted.

3.6.1.1. Use a bullet or point-paper format, not running narrative.

3.6.2. Base nomination and selection on the following factors:

3.6.2.1. Outstanding performance as an RPA Operator on a specific mission which particularly furthered national objectives or reflected exceptionally well on AFSOC.

3.6.2.2. Sustained superior performance as an RPA Operator performing a continuing mission of extraordinary difficulty or challenge.

3.6.2.3. Incidents in which superior RPA Operator's efforts in dealing with an in-flight or ground emergency resulted in prevention of serious injuries or aircraft damage.

3.6.3. The commander or deputy commander must indorse all nominations.

3.7. Selection Procedures. AFSOC/A3V will convene a selection board to review nominations and tentatively select the recipient. AFSOC/A3 will review the selected nominations and obtain the AFSOC Commander's concurrence.

3.8. Description of the Award. Each winning individual receives a plaque for permanent retention.

3.9. Presentation of Award. The AFSOC Commander or a designated representative will announce and present awards at an appropriate event.

Chapter 4

AFSOC OUTSTANDING AIRCREW MEMBER OF THE YEAR.

4.1. Responsible Agency. AFSOC/A3.

4.2. Specific Purpose. To identify and recognize outstanding aircrew member efforts and achievements in support of the AFSOC mission.

4.3. Eligibility. All active duty, AFRC, and ANG aircrew members in AFSOC or AFSOC-gained units. Nominees must be in an authorized flying position and be actively flying and qualified on at least one AFSOC mission design series (MDS). Headquarters AFSOC personnel are ineligible. Questions on eligibility will be directed to the AFSOC/A3V Chief, designated representative or the functional representative for the respective AFSC. Additionally, aircrew of aircraft within a specific category which are added after the publication date of this guidance are eligible in that respective category (ie: AFSOC acquires A-29 program, A-29 competes under Strike Category).

4.3.1. Pilot, Mobility / Electronic Combat Nominees in the following specialties are eligible for this award: All C-146, C-145, MC-130 and EC-130 pilots and copilot

4.3.2. Pilot, Strike. Nominees in the following specialties are eligible for this award: All AC-130W/U/J, and AC-208 pilots and copilots.

4.3.3. Pilot, Intelligence, Surveillance and Reconnaissance. Nominees in the following specialties are eligible for this award: All U-28, MC-12 and C-208 pilots and copilots.

4.3.4. Pilot, Vertical Lift. Nominees in the following specialties are eligible for this award. All CV-22 pilots and copilots.

4.3.5. Navigator.

4.3.5.1. All Special Operations Navigators qualified on or in an AFSOC MDS are eligible for this award.

4.3.6. Electronic Warfare Officer.

4.3.6.1. All Electronic Warfare Officers qualified on or in an AFSOC MDS are eligible for this award.

4.3.7. Fire Control Officer/Combat Systems Officer Strike.

4.3.7.1. All Fire Control Officers/Combat Systems Officers qualified in an AFSOC strike MDS (ex. AC-130J) are eligible for this award.

4.3.8. Combat Systems Officer Mobility.

4.3.8.1. All Combat Systems Officers qualified in a mobility MDS platforms (ex. MC-130) are eligible for this award.

4.3.9. Combat Systems Officers Intelligence, Surveillance and Reconnaissance.

4.3.9.1. All Combat Systems Officers involved in Intelligence, Surveillance and Reconnaissance on an AFSOC MDS other than RPAs.

4.3.10. Special Operations Flight Surgeon.

4.3.10.1. All AFSOC flight surgeons qualified on or in an AFSOC MDS are eligible for this award.

4.3.11. Flight Engineer (1A1X1).

4.3.11.1. All fixed-wing qualified Flight Engineers.

4.3.12. Loadmaster (1A2X1).

4.3.12.1. All fixed-wing Aircraft Loadmasters.

4.3.13. Airborne Mission Systems Operator (1A3X1).

4.3.13.1. Eligible nominees assigned to and qualified on at least one AFSOC MDS involved with the EC-130J program.

4.3.14. Airborne Cryptologic Language Analyst (1A8X1).

4.3.14.1. Eligible nominees assigned to and qualified on at least one AFSOC MDS.

4.3.15. Airborne Intelligence, Surveillance, & Reconnaissance (ISR) Operator (1A8X2).

4.3.15.1. Eligible nominees assigned to and qualified on at least one AFSOC MDS.

4.3.16. Special Mission Aviator Strike Loadmaster/Gunner (1A9X1).

4.3.16.1. All AFSOC Strike MDS qualified Special Mission Aviators filling either the Loadmaster or Gunner position.

4.3.17. Special Mission Aviator Strike Sensor Operator (1U0X1).

4.3.17.1. All AFSOC Strike MDS qualified Special Mission Aviators filling the Sensor Operator position.

4.3.18. Special Mission Aviator Mobility (1A9X1).

4.3.18.1. All AFSOC Mobility MDS qualified Special Mission Aviators filling a mobility position.

4.3.19. Special Mission Aviator Vertical Lift (1A9X1).

4.3.19.1. All AFSOC Vertical Lift qualified Special Mission Aviators.

4.4. Suspense. Nominations should be sent to AFSOC/A3V, 100 Bartley Street, Suite 141W, Hurlburt Field, FL, 32544-5273, not later than 30 Jan each year.

4.5. Nomination Criteria. Nomination packages will cover the preceding calendar year from 1 January to 31 December. Each Wing, Group, or Detachment commander may nominate one aircrew member per position for this award.

4.6. Selection Criteria.

4.6.1. One PDF AF Form 1206 for award submission (check the AF e-publishing site at <http://www.e-publishing.af.mil> for the current version). Write up will be single spaced on one side with no Headers (maximum of 15 Lines). IMT forms will no longer be accepted.

4.6.1.1. Use a bullet or point-paper format, not running narrative.

4.6.2. Base nomination and selection on one or more of the following factors:

4.6.2.1. Outstanding performance as an aircrew member on a specific mission which particularly furthered national objectives or reflected exceptionally well on AFSOC.

4.6.2.2. Sustained superior performance as an aircrew member performing a continuing mission of extraordinary difficulty or challenge.

4.6.2.3. Incidents in which superior aircrew member efforts in dealing with an in-flight or ground emergency resulted in prevention of serious injuries or aircraft damage.

4.6.3. The commander or deputy commander must indorse all nominations.

4.7. Selection Procedures. AFSOC/A3V will convene a selection board to review nominations and tentatively select the recipient. AFSOC/A3 will review the selected nominations and obtain the AFSOC Commander's concurrence.

4.8. Description of the Award. Each winner receives a plaque for permanent retention.

4.9. Presentation of Award. The AFSOC Commander or a designated representative will announce and present awards at an appropriate event.

Chapter 5

AFSOC OUTSTANDING COMBAT TACTICS OFFICER AND ENLISTED MEMBER OF THE YEAR.

5.1. Responsible Agency. AFSOC/A3TW.

5.2. Specific Purpose. To identify and recognize the most outstanding officer and enlisted member in the field of combat tactics development and tactics program management. The award promotes competition among individuals striving to prepare AFSOC for its wartime tasks. There are two awards:

5.2.1. **AFSOC Outstanding Tactics Officer of the Year.**

5.2.2. **AFSOC Outstanding Tactics Enlisted Member of the Year.**

5.3. Eligibility.

5.3.1. Nominees must have been assigned combat tactics duties or worked in the field of tactics and have been mission ready for a period of at least 1 year. Headquarters AFSOC personnel are ineligible.

5.3.2. Nominees must have made significant contributions to the development, awareness, and education of combat tactics and in preparing the command for its wartime roles.

5.4. Suspense. Nominations should be sent to HQ AFSOC/A3TW, 100 Bartley Street, Suite 160W, Hurlburt Field, FL, 32544-5273, not later than 1 April.

5.5. Nomination Criteria. Nomination packages will cover the preceding calendar year from 1 January to 31 December. Each wing or group may nominate one individual in each category.

5.6. Selection Criteria. Nomination should include:

5.6.1. One PDF AF Form 1206 for award submission (check the AF e-publishing site at <http://www.e-publishing.af.mil> for the current version). Write up will be single spaced on one side with no Headers (maximum of 15 Lines). IMT forms will no longer be accepted.

5.6.1.1. Use a bullet or point-paper format, not running narrative.

5.6.2. Base nomination and selection on one or more of the following factors:

5.6.2.1. Development of tactics, techniques, and procedures which contributed significantly to AFSOC's wartime preparedness.

5.6.2.2. Enhancements to existing tactics, techniques, and procedures.

5.6.2.3. Contributions toward promotion and education of the AFSOC community in the tactical arena.

5.6.2.4. Contributions toward promotion of combat, wartime-oriented thinking and preparedness throughout the AFSOC community.

5.6.3. The commander or deputy commander must indorse all nominations. Address letters to AFSOC/A3.

5.7. Selection Procedures. AFSOC/A3TW will convene a selection board to review nominations and tentatively select the recipient. AFSOC/A3 will review the selected nominations and approve the selection.

5.8. Description of the Award. Each winning individual receives a plaque or frame for permanent retention.

5.9. Presentation of Award. The AFSOC/A3 or a designated representative will announce and present awards at an appropriate event.

Chapter 6

AFSOC OUTSTANDING COMBAT AVIATION ADVISOR (CAA) OFFICER, ENLISTED AND CIVILIAN MEMBER OF THE YEAR.

6.1. Responsible Agency. AFSOC/A3V.

6.2. Specific Purpose. To identify and recognize the most outstanding officers, enlisted, civilians, and team supporting the interoperability of host-nation (HN) aviation resources supporting joint and combined operations. The award promotes competition among individuals striving to prepare AFSOC to integrate foreign air operations into joint and multi-national activities. There are eight awards:

6.2.1. **AFSOC Outstanding Combat Aviation Advisor FGO of the Year.**

6.2.2. **AFSOC Outstanding Combat Aviation Advisor CGO of the Year.**

6.2.3. **AFSOC Outstanding Combat Aviation Advisor SNCO of the Year.**

6.2.4. **AFSOC Outstanding Combat Aviation Advisor NCO of the Year.**

6.2.5. **AFSOC Outstanding Combat Aviation Advisor Civilian CAT-I of the Year.**

6.2.6. **AFSOC Outstanding Combat Aviation Advisor Civilian CAT-II of the Year.**

6.2.7. **AFSOC Outstanding Combat Aviation Advisor Civilian CAT-III of the Year.**

6.2.8. **AFSOC Outstanding Combat Aviation Advisor Team of the Year of the Year.**

6.3. Eligibility.

6.3.1. To be eligible for this award, nominee must be a graduate of a formal Air Advisory training course (as identified in AFI 10-4201, Volume 1, Air Advisor Education and Training) and must have been assigned to the nominating organization for the majority (51%) of the competition year.

6.3.2. Nominees must have made significant contributions to the development, integration and training of foreign aviation personnel.

6.4. Suspense. Nominations should be sent to AFSOC/A3V, 100 Bartley Street, Suite 141W, Hurlburt Field, FL, 32544-5273, not later than 30 Jan.

6.5. Nomination Criteria. Nomination packages will cover the preceding calendar year from 1 January to 31 December. Each wing or group may nominate one individual in each category.

6.6. Selection Criteria. Nomination should include:

6.6.1. One PDF AF Form 1206 for award submission (check the AF e-publishing site at <http://www.e-publishing.af.mil> for the current version). Write up will be single spaced on one side with no Headers (maximum of 15 Lines). IMT forms will no longer be accepted.

6.6.1.1. Use a bullet or point-paper format, not running narrative.

6.6.2. Base nomination and selection on the following factors:

6.6.2.1. Contributed to the principal AFSOC Air Advisor mission objective of facilitating the availability, safety, and interoperability of participating foreign aviation resources supporting combined operations.

6.6.2.2. Supported the theater combatant commands assessments of foreign aviation capabilities. Prepared foreign aviation forces for employment and integration into joint, multi-national operations in support of the AFSOC mission.

6.6.3. The commander or deputy commander must indorse all nominations. Address letters to AFSOC/A3.

6.7. Selection Procedures. AFSOC/A3V will convene a selection board to review nominations and tentatively select the recipient. AFSOC/A3 will review the selected nominations and obtain the AFSOC Commander's concurrence.

6.8. Description of the Award. Each winning individual receives a plaque for permanent retention.

6.9. Presentation of Award. The AFSOC Commander or a designated representative will announce and present awards at an appropriate event.

Chapter 7

AFSOC OUTSTANDING AIRCREW TRAINING OFFICER, ENLISTED MEMBER AND CIVILIAN OF THE YEAR.

7.1. Responsible Agency. AFSOC/A3T.

7.2. Specific Purpose. To identify and recognize the most outstanding officer, enlisted member and civilian supporting an AFSOC squadron or group training office. The award promotes competition among individuals striving to prepare AFSOC Aircrew for their war time tasks. There are three awards:

7.2.1. **AFSOC Outstanding Aircrew Training Officer of the Year.**

7.2.2. **AFSOC Outstanding Aircrew Training Enlisted Member of the Year.**

7.2.3. **AFSOC Outstanding Aircrew Training Civilian of the Year.**

7.3. Eligibility.

7.3.1. Nominees must have been assigned to an AFSOC Group or Squadron training office for a period of at least 6 months. Headquarters AFSOC personnel are ineligible.

7.3.2. Nominees must have made significant contributions to the development, administration, or execution of aircrew training programs within the unit of assignment.

7.3.3. To be considered for an award, nominee must meet acceptable Air Force standards during the entire period.

7.3.4. Civilian nominees may be either USAF civilian or contractor.

7.4. Suspense. Nominations should be sent to AFSOC/A3TA, 100 Bartley Street, Suite 160W, Hurlburt Field, FL, 32544-5273, not later than 30 September.

7.5. Nomination Criteria. Nomination packages will cover the preceding year from 1 October to 30 September. Each wing or group may nominate one individual in each category.

7.6. Selection Criteria. Nomination should include:

7.6.1. One PDF AF Form 1206 for award submission (check the AF e-publishing site at <http://www.e-publishing.af.mil> for the current version). Write up will be single spaced on one side with no Headers (maximum of 15 Lines). IMT forms will no longer be accepted.

7.6.1.1. Use bullet format. Focus must be on aircrew training specific accomplishments.

7.6.2. Biographical sketch (3 lines maximum)—include at bottom of AF Form 1206 a biographical sketch: Rank, full name, duty assignment, organization, location, weapon system, military and civilian education.

7.6.3. Base nomination and selection on the following factors:

7.6.3.1. Development, administration, or execution of training programs and resources which contributed significantly to AFSOC's wartime preparedness.

7.6.3.2. Developments or enhancements to existing training programs and resources.

7.6.3.3. Contributions toward promotion and education of the AFSOC community in training and resource management.

7.6.4. The commander or deputy commander must indorse all nominations. Address letters to AFSOC/A3T.

7.7. Selection Procedures. AFSOC/A3T will convene a selection board to review nominations and tentatively select the recipients. AFSOC/A3 will review the selected nominations and obtain the AFSOC Commander's concurrence.

7.8. Description of the Award. Each winning individual receives a plaque for permanent retention.

7.9. Presentation of Award. The AFSOC Commander or a designated representative will announce and present awards at the annual AFSOC Training conference.

Chapter 8

AFSOC OUTSTANDING STAN/EVAL OFFICER, ENLISTED, AND CIVILIAN OF THE YEAR

8.1. Responsible Agency. AFSOC/A3V.

8.2. Specific Purpose. To identify and recognize the most outstanding officer, enlisted member and civilian supporting an AFSOC squadron or group Stan/Eval office. There are three awards:

8.2.1. **AFSOC Outstanding Stan/Eval Officer of the Year.**

8.2.2. **AFSOC Outstanding Stan/Eval Enlisted Member of the Year.**

8.2.3. **AFSOC Outstanding Stan/Eval Civilian of the Year.**

8.3. Eligibility.

8.3.1. Nominees must have been assigned to an AFSOC Group or Squadron Stan/Eval office for a period of at least 6 months. Additional duty evaluators are also eligible. Headquarters AFSOC personnel are ineligible.

8.3.2. Nominees must have made significant contributions to the development, administration, or execution of aircrew Stan/Eval programs within the unit of assignment.

8.3.3. To be considered for an award, nominee must meet acceptable Air Force standards during the entire period.

8.3.4. Civilian nominees may be either USAF civilian or contractor.

8.4. Suspense. Nominations should be sent to AFSOC/A3V, 100 Bartley Street, Suite 141W, Hurlburt Field, FL, 32544-5273, not later than 30 Jan.

8.5. Nomination Criteria. Nomination packages will cover the preceding year from 1 October to 30 September. Each wing or group may nominate one individual in each category.

8.6. Selection Criteria. Nomination should include:

8.6.1. One PDF AF Form 1206 for award submission (check the AF e-publishing site at <http://www.e-publishing.af.mil> for the current version). Write up will be single spaced on one side with no Headers (maximum of 15 Lines). IMT forms will no longer be accepted.

8.6.1.1. Use bullet format. Focus must be on Stan/Eval specific accomplishments.

8.6.2. Biographical sketch (3 lines maximum)—include at bottom of AF Form 1206 a biographical sketch: Rank, full name, duty assignment, organization, location, weapon system, military and civilian education.

8.7. Selection Procedures. AFSOC/A3V will convene a selection board to review nominations and tentatively select the recipients. AFSOC/A3 will review the selected nominations and obtain the AFSOC Commander's concurrence.

8.8. Description of the Award. Each winning individual receives a plaque for permanent retention.

8.9. Presentation of Award. The AFSOC Commander or a designated representative will announce and present awards at the annual AFSOC Operations Symposium.

BRENDA P. CARTIER, Brig Gen., USAF
Director of Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations Program*, 28 June 2018

AFI 33-360, *Publications and Forms Management*, 30 November 2015

AFMAN 33-363, *Management of Records*, 29 February 2008

AFSOCI 11-207, *AFSOC Tactics Program*, 8 April 2015

Air Force Officer Classification Directory (AFOCD)

Air Force Enlisted Classification Directory (AFECD)

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

A3—Directorate of Operations

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSOC—Air Force Special Operations Command

AFSOCI—Air Force Special Operations Command Instruction

AFSS—Air Force Specialty Code

ANG—Air National Guard

CAA—Combat Aviation Advisor

HN—Host-nation

MDS—Mission Design Series

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

RPA—Remotely Piloted Aircraft

SOW—Special Operations Wing

Attachment 2

**FORMAT FOR AFSOC OUTSTANDING SPECIAL OPERATION SQUADRON OF
THE YEAR**

Pages 1-2 Mission

(Two-page summary of the mission. May include pictures, charts, etc.)

Pages 3-4

Combat Readiness (Same as for pages 1-2)

Pages 5-6

Outstanding Squadron Accomplishments (Same as for pages 1-2)

Pages 7-8

Outstanding Individual Accomplishments (Same as for pages 1-2)

Pages 9-10

Base or Community Relations (Same as for pages 1-2)

Pages 11-12

Military or Civilian Education (Same as for pages 1-2)

Pages 13-14 Other Areas

(Same as for pages 1-2)