

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

**AIR FORCE SPACE COMMAND
INSTRUCTION 36-2805**



**8 MARCH 2013
Certified Current 11 April 2013
Personnel**

SPECIAL TROPHIES AND AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: HQ AFSPC/A1K

Certified by: HQ AFSPC/A1
(Col Anne M. Winkler)

Pages: 34

Supersedes: AFI36-2805_AFSPCSUP,
23 Dec 2010; AFSPCI36-
2802, 22 Dec 2010

This instruction implements AFI 36-2805, *Special Trophies and Awards*. It applies to all personnel assigned to AFSPC, to include Air Force Reserve, Air National Guard, Department of Defense (DoD) and Department of the Air Force (DAF) civilian employees, and contractors. It lists and describes procedures for Command-level processed special trophies and awards. Special trophies and awards that are forwarded up to Air Force-level are not included. Refer recommended changes and questions about this instruction to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. Route AF Form 847 from the field through the appropriate functional's chain of command to HQ AFSPC/A1K, 150 Vandenberg St., Suite 1105, Peterson AFB CO 80914-4450. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm> . See Attachment 1 for a glossary of references and supporting information.

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Chapter 1

HQ AFSPC/A1 AWARDS

1.1. Air Force Space Command Company Grade Officer of the Year (CGOY) Award.

1.1.1. Purpose: This is awarded annually to recognize the CGOY in AFSPC.

1.1.2. Eligibility: Only Air Force Company Grade Officers assigned to AFSPC are eligible for consideration, regardless of the numbers of years of commissioned service. Nominees must be assigned to the Command for at least 6 months of the award period (3 months if assigned to a remote/short tour area – i.e., Thule AB Greenland).

1.1.3. Criteria: Captains promoted to the rank of Major during the award period are eligible for consideration, as long as they held the rank of Captain for 6 months or more. The period of service for this award is 1 January to 31 December.

1.1.4. Nomination Procedures: HQ AFSPC/A1KK will e-mail solicitation message in October of each year in conjunction with the 12 OAY solicitation message. The solicitation message will have the HQ AFSPC suspense date for nominations. Nominations will include:

1.1.4.1. AF Form 1206, *Nomination for Award*. Must be in bullet format, single-spaced, typewritten, and limited to 30 lines (including headers). The AF Form 1206 must have the nominee's "Go By" name. The headers are to stand alone from the bullets. Use the following headers:

1.1.4.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY

1.1.4.1.2. SIGNIFICANT SELF-IMPROVEMENT

1.1.4.1.3. BASE/COMMUNITY INVOLVEMENT

1.1.4.2. Endorsement letter. Must be signed by the NAF/Center/AFSPCELM/HQ Squadron Commander, which must include the statement "A *records check* was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force."

1.1.4.3. Records Review RIP (RRR). This is not the same as the AMS SURF. Contact the nominee's servicing CSS (Commander's Support Staff) or the Military Personnel Section (MPS) to request this product.

1.1.4.4. Biography. Must be typewritten, single-spaced, limited to 1 page, using 12-point font "Times New Roman", with 1-inch margins (top, bottom, left, and right). See Attachment 2 for sample biography. Biographies written in a different format other than what is prescribed will not be accepted.

1.1.4.5. Physical Fitness Assessment (PFA) Print Out. Must show the nominee is current on his/her fitness assessment. If the nominee is on a profile, include a copy of the nominee's AF Form 422, Physical Profile Serial Report, in the package. If the nominee has a current fitness score, but was exempt from any or all of the components during any portion of the award period, an AF Form 422 must be provided.

1.1.4.6. Official 8x10 Photo. Head and shoulder shot with US flag in the background, electronic form only (.jpeg), and must be 300 dots per inch. Nominees must contact their local Base Graphics office for this photo.

1.1.4.7. Action Photos. Include 7 photos of the nominee. The photos must be varied and relate to the headers listed under paragraph 1.1.4.1; must be in electronic format only (.jpeg).

1.1.4.8. Each NAF/Center/AFSPCELM/HQ Squadron may submit 1 nominee. The only scanned, hardcopy document that will be accepted is the signed endorsement memo. Organizations must submit their nominations via the A1KK SharePoint no later than 1600 hrs on the suspense date per the solicitation message. Late nominations will not be accepted.

1.1.5. Description of the Award: The AFSPC CGOY will receive a plaque/trophy.

1.1.6. Award Presentation: The award may be presented to the winner at the Commander/Director's call or at another venue at the Commander/Director's discretion.

1.1.7. OPR/POC: HQ AFSPC/A1KK (afspc.a1kkp@us.af.mil)

1.2. Air Force Space Command Civilian of the Year.

1.2.1. Purpose: This is awarded annually to honor outstanding individuals in the Federal government, to recognize those who have performed outstanding and meritorious work for the government, and to encourage high standards of performance in Federal service.

1.2.2. Eligibility: Any civilian employee may be nominated in the appropriate category below. Employees expected to retire or otherwise separate from the Air Force within 6 months of the date of the solicitation message should not be nominated. Nominate employees in the category that corresponds to the grade level held for the majority of the award period.

1.2.3. Criteria: There are 4 categories of competition – Civilian Category I, Civilian Category II, Civilian Supervisory Category I, and Civilian Supervisory Category II. The grade requirements will be identified in the annual HQ AFSPC solicitation message, which is sent out at the same time the 12 Outstanding Airmen of the Year (12 OAY) and AFSPC CGOY awards are solicited. The period of service for this award is 1 January to 31 December.

1.2.4. Nomination Procedures: Nominations must include the following areas and cite examples that occurred only during the award period.

1.2.4.1. For Civilian Category I and II, the following headers must be used:

1.2.4.1.1. JOB ACCOMPLISHMENTS, EFFICIENCY AND PRODUCTIVITY:
Define the scope and level of responsibilities and the unit and mission impact.

1.2.4.1.2. DEMONSTRATED LEADERSHIP QUALITIES AND INITIATIVE:
Describe significant leadership accomplishments and how well the nominee performed assigned duties. Include any new initiative/techniques developed by the employee that positively impacted the unit and/or mission.

1.2.4.1.3. SELF-IMPROVEMENT AND DEVELOPMENT: Show how nominee developed or improved skills related to primary duties. Include any education related or unrelated to primary duties (e.g., class/course/degree enrollment or completion, grade point average, etc.). Cite any other relevant training or activity that significantly enhanced nominee's value as an employee.

1.2.4.1.4. BASE AND COMMUNITY INVOLVEMENT: Define the scope and impact of nominee's positive leadership or involvement in both the military and civilian community. Include leadership/membership/participation in unit advisory councils, professional military organizations, associations, events (e.g., booster clubs, Air Force Association (AFA), Toastmasters, etc.).

1.2.4.2. For Civilian Supervisory Category I and II, the following headers must be addressed for each nominee:

1.2.4.2.1. MOTIVATES AND CREATES A PRODUCTIVE WORK ENVIRONMENT

1.2.4.2.2. ENCOURAGES INNOVATION AND REMOVES UNNECESSARY BARRIERS

1.2.4.2.3. ENCOURAGES PROFESSIONAL GROWTH OF STAFF

1.2.4.2.4. COMMUNICATES AND PROMOTES A COLLABORATIVE ENVIRONMENT

1.2.4.3. Each NAF/Center/AFSPCELM/HQ Squadron may submit 1 nominee per category. The only scanned, hardcopy document that will be accepted is the signed endorsement memo. Organizations must submit their nominations via the A1KK SharePoint no later than 1600 hrs on the suspense date per the solicitation message. Late nominations will not be accepted.

1.2.5. Description of the Award: The AFSPC Civilians of the Year will receive a plaque/trophy.

1.2.6. Award Presentation: The award may be presented to the winner at the Commander/Director's call or at another venue at the Commander/Director's discretion.

1.2.7. OPR/POC: HQ AFSPC/A1KK (afspc.a1kkp@us.af.mil)

Chapter 2

HQ AFSPC/A3 AWARDS

2.1. AFSPC's Best Cyber Wing.

2.1.1. Purpose: This is awarded annually to recognize the outstanding AFSPC Wing with a cyber mission.

2.1.2. Eligibility: All AFSPC Wings with a cyber mission are eligible for this award.

2.1.3. Criteria: The period of award accomplishments is 1 January to 31 December of each year. Areas evaluated:

2.1.3.1. MISSION ACCOMPLISHMENT (40 points)

2.1.3.2. MERITORIOUS ACHIEVEMENT OR SERVICE (25 points)

2.1.3.3. QUALITY INITIATIVES (20 points). Process improvements in the area of mission operations, quality of life, and safety.

2.1.3.4. OTHER FACTORS (15 points). Includes, but is not limited to, community service and other tangible/quantifiable factors that affect the unit's mission.

2.1.4. Nomination Procedures: Each cyberspace Wing may submit a nomination package using AF Form 1206, *Nomination for Award*. Maximum length of the nomination package is 2 pages. Nominations containing Secret or Confidential material are acceptable. Apply the proper security markings to the entire package.

2.1.4.1. Submit nominations in single-spaced bullet format with supporting data attached. Nominations must contain specific dates and facts connected with the accomplishments. Submit an Unclassified citation along with the nomination. See Attachment 3 for a sample citation. The citation should highlight the nomination package in approximately 50 words.

2.1.4.2. Wings will forward original nomination package and an electronic copy to 24 AF/A3 to arrive no later than 15 January. 24 AF/A3 will board the nomination packages and select a winner for 24 AF/CC approval.

2.1.5. Description of the Award: The winning Wing will be engraved on a perpetual trophy maintained at 24 AF.

2.1.6. Award Presentation: 24 AF/CC will notify the winning Wing via a congratulatory message.

2.1.7. OPR/POC: 24 AF/A3 (24AF.A3@us.af.mil)

2.2. The Best Cyberspace Expeditionary Squadron Award.

2.2.1. Purpose: This is awarded annually to recognize the best overall Cyberspace Expeditionary Squadron in AFSPC that made the most significant contributions in support of the cyber mission.

2.2.2. Eligibility: All AFSPC Cyberspace Expeditionary Squadrons are eligible for this award.

2.2.3. Criteria: The period of award accomplishments is 1 January to 31 December of each year. Areas evaluated:

2.2.3.1. MISSION ACCOMPLISHMENT (40 points)

2.2.3.2. MERITORIOUS ACHIEVEMENT OR SERVICE (25 points)

2.2.3.3. QUALITY INITIATIVES (20 points). Process improvements in the area of mission operations, quality of life, and safety.

2.2.3.4. OTHER FACTORS (15 points). Includes, but is not limited to, community service and other tangible/quantifiable factors that affect the unit's mission.

2.2.4. Nomination Procedures: Each Cyberspace Expeditionary Squadron may submit a nomination package using AF Form 1206, *Nomination for Award*. Maximum length of the nomination package is 1 page. Nominations containing Secret or Confidential material are acceptable. Apply the proper security markings to the entire package.

2.2.4.1. Submit nominations in single-spaced bullet format with supporting data attached. Nominations must contain specific dates and facts connected with the accomplishments. Submit an Unclassified citation along with the nomination. See Attachment 3 for a sample citation. The citation should highlight the nomination package in approximately 50 words.

2.2.4.2. Wings will forward original nomination package and an electronic copy to 24 AF/A3 to arrive no later than 15 January. 24 AF/A3 will board the nomination packages and select a winner for 24 AF/CC approval.

2.2.5. Description of the Award: The winning squadron will be engraved on a perpetual trophy maintained at 24 AF.

2.2.6. Award Presentation: 24 AF/CC will notify the winning squadron via a congratulatory message.

2.2.7. OPR/POC: 24 AF/A3 (24AF.A3@us.af.mil)

2.3. The Best Cyberspace Operations Squadron Award.

2.3.1. Purpose: This is awarded annually to recognize the best overall Cyberspace Operations Squadron in AFSPC that made the most significant contributions in support of the cyber mission.

2.3.2. Eligibility: All AFSPC Cyberspace Operations Squadrons are eligible for this award.

2.3.3. Criteria: The period of award accomplishments is 1 January to 31 December of each year. Areas evaluated:

2.3.3.1. MISSION ACCOMPLISHMENT (40 points)

2.3.3.2. MERITORIOUS ACHIEVEMENT OR SERVICE (25 points)

2.3.3.3. QUALITY INITIATIVES (20 points). Process improvements in the area of mission operations, quality of life, and safety.

2.3.3.4. OTHER FACTORS (15 points). Includes, but is not limited to, community service and other tangible/quantifiable factors that affect the unit's mission.

2.3.4. Nomination Procedures: Each Cyberspace Operations Squadron may submit a nomination package using AF Form 1206, *Nomination for Award*. Maximum length of the nomination package is 1 page. Nominations containing Secret or Confidential material are acceptable. Apply the proper security markings to the entire package.

2.3.4.1. Submit nominations in single-spaced bullet format with supporting data attached. Nominations must contain specific dates and facts connected with the accomplishments. Submit an Unclassified citation along with the nomination. See Attachment 3 for a sample citation. The citation should highlight the nomination package in approximately 50 words.

2.3.4.2. Wings will forward original nomination package and an electronic copy to 24 AF/A3 to arrive no later than 15 January. 24 AF/A3 will board the nomination packages and select a winner for 24 AF/CC approval.

2.3.5. Description of the Award: The winning squadron will be engraved on a perpetual trophy maintained at 24 AF.

2.3.6. Award Presentation: 24 AF/CC will notify the winning squadron via a congratulatory message.

2.3.7. OPR/POC: 24 AF/A3 (24AF.A3@us.af.mil)

2.4. The Best Cyberspace Support Squadron Award.

2.4.1. Purpose: This is awarded annually to recognize the best overall Cyberspace Support Squadron or Cyberspace Operations Center in AFSPC that made the most significant contributions in support of the cyber mission.

2.4.2. Eligibility: All AFSPC Cyberspace Support Squadrons and Cyberspace Operations Centers are eligible for this award.

2.4.3. Criteria: The period of award accomplishments is 1 January to 31 December of each year. Areas evaluated:

2.4.3.1. MISSION ACCOMPLISHMENT (40 points)

2.4.3.2. MERITORIOUS ACHIEVEMENT OR SERVICE (25 points)

2.4.3.3. QUALITY INITIATIVES (20 points). Process improvements in the area of mission operations, quality of life, and safety.

2.4.3.4. OTHER FACTORS (15 points). Includes, but is not limited to, community service and other tangible/quantifiable factors that affect the unit's mission.

2.4.4. Nomination Procedures: Each Cyberspace Support Squadron and Cyberspace Operations Center may submit a nomination package using AF Form 1206, *Nomination for Award*. Maximum length of the nomination package is 1 page. Nominations containing Secret or Confidential material are acceptable. Apply the proper security markings to the entire package.

2.4.4.1. Submit nominations in single-spaced bullet format with supporting data attached. Nominations must contain specific dates and facts connected with the accomplishments. Submit an Unclassified citation along with the nomination. See

Attachment 3 for a sample citation. The citation should highlight the nomination package in approximately 50 words.

2.4.4.2. Wings will forward original nomination package and an electronic copy to 24 AF/A3 to arrive no later than 15 January. 24 AF/A3 will board the nomination packages and select a winner for 24 AF/CC approval.

2.4.5. Description of the Award: The winning squadron will be engraved on a perpetual trophy maintained at 24 AF.

2.4.6. Award Presentation: 24 AF/CC will notify the winning squadron via a congratulatory message.

2.4.7. OPR/POC: HQ 24 AF/A3 (24AF.A3@us.af.mil)

2.5. The General Robert T. Herres Award.

2.5.1. Purpose: This is awarded annually to recognize the outstanding AFSPC Wing with a space mission.

2.5.2. Eligibility: Only 14 AF wings with a space mission are eligible for this award.

2.5.3. Criteria: The period of award accomplishments is 1 January to 31 December of each year. Areas evaluated:

2.5.3.1. MISSION ACCOMPLISHMENT (40 points)

2.5.3.2. MERITORIOUS ACHIEVEMENT OR SERVICE (25 points)

2.5.3.3. QUALITY INITIATIVES (20 points). Process improvements in the area of mission operations, quality of life, and safety.

2.5.3.4. OTHER FACTORS (15 points). Includes, but is not limited to, community service and other tangible/quantifiable factors that affect the unit's mission.

2.5.4. Nomination Procedures: Each space Wing may submit a nomination package using AF Form 1206, *Nomination for Award*. Maximum length of the nomination package is 2 pages. Nominations containing Secret or Confidential material are acceptable. Apply the proper security markings to the entire package.

2.5.4.1. Submit nominations in single-spaced bullet format with supporting data attached. Nominations must contain specific dates and facts connected with the accomplishments. Submit an Unclassified citation along with the nomination. See Attachment 3 for a sample citation. The citation should highlight the nomination package in approximately 50 words.

2.5.4.2. Wings will forward original nomination package and an electronic copy to 14 AF/A3 to arrive no later than 15 January. 14 AF/A3 will board the nomination packages and select a winner for 14 AF/CC approval.

2.5.5. Description of the Award: The winning Wing will be engraved on a perpetual trophy maintained at 14 AF.

2.5.6. Award Presentation: 14 AF/CC will notify the winning Wing via a congratulatory message.

2.5.7. OPR/POC: 14 AF/A3 (14AF/AEWorkflow@us.af.mil)

2.6. The Chief Master Sergeant Edward W. Weaver Award.

2.6.1. Purpose: This is awarded annually to recognize the best overall Space Operations Support Squadron (OSS) in AFSPC that made the most significant contributions in support of the space mission.

2.6.2. Eligibility: All AFSPC Space Operations Support Squadrons are eligible for this award.

2.6.3. Criteria: The period of award accomplishments is 1 January to 31 December of each year. Areas evaluated:

2.6.3.1. MISSION ACCOMPLISHMENT (40 points)

2.6.3.2. MERITORIOUS ACHIEVEMENT OR SERVICE (25 points)

2.6.3.3. QUALITY INITIATIVES (20 points). Process improvements in the area of mission operations, quality of life, and safety.

2.6.3.4. OTHER FACTORS (15 points). Includes, but is not limited to, community service and other tangible/quantifiable factors that affect the unit's mission.

2.6.4. Nomination Procedures: Each OSS may submit a nomination package using AF Form 1206, *Nomination for Award*. Maximum length of the nomination package is 1 page. Nominations containing Secret or Confidential material are acceptable. Apply the proper security markings to the entire package.

2.6.4.1. Submit nominations in single-spaced bullet format with supporting data attached. Nominations must contain specific dates and facts connected with the accomplishments. Submit an Unclassified citation along with the nomination. See Attachment 3 for a sample citation. The citation should highlight the nomination package in approximately 50 words.

2.6.4.2. Wings will forward original nomination package and an electronic copy to 14 AF/A3 to arrive no later than 15 January. 14 AF/A3 will board the nomination packages and select a winner for 14 AF/CC approval.

2.6.5. Description of the Award: The winning squadron will be engraved on a perpetual trophy maintained at 14 AF.

2.6.6. Award Presentation: 14 AF/CC will notify the winning squadron via a congratulatory message.

2.6.7. OPR/POC: 14 AF/A3 (14AF/AEWorkflow@us.af.mil)

2.7. The Chief Master Sergeant Robert G. V. Pecqueur Award.

2.7.1. Purpose: This is awarded annually to recognize the best overall Space Control Squadron (SCS) in AFSPC.

2.7.2. Eligibility: All AFSPC Space Control Squadrons are eligible for this award.

2.7.3. Criteria: The period of award accomplishments is 1 January to 31 December of each year. Areas evaluated:

2.7.3.1. MISSION ACCOMPLISHMENT (40 points)

2.7.3.2. MERITORIOUS ACHIEVEMENT OR SERVICE (25 points)

2.7.3.3. QUALITY INITIATIVES (20 points). Process improvements in the area of mission operations, quality of life, and safety.

2.7.3.4. OTHER FACTORS (15 points). Includes, but is not limited to, community service and other tangible/quantifiable factors that affect the unit's mission.

2.7.4. Nomination Procedures: Each squadron may submit a nomination package using AF Form 1206, *Nomination for Award*. Maximum length of the nomination package is 1 page. Nominations containing Secret or Confidential material are acceptable. Apply the proper security markings to the entire package.

2.7.4.1. Submit nominations in single-spaced bullet format with supporting data attached. Nominations must contain specific dates and facts connected with the accomplishments. Submit an Unclassified citation along with the nomination. See Attachment 3 for a sample citation. The citation should highlight the nomination package in approximately 50 words.

2.7.4.2. Wings will forward original nomination package and an electronic copy to 14 AF/A3 to arrive no later than 15 January. 14 AF/A3 will board the nomination packages and select a winner for 14 AF/CC approval.

2.7.5. Description of the Award: The winning squadron will be engraved on a perpetual trophy maintained at 14 AF.

2.7.6. Award Presentation: 14 AF/CC will notify the winning squadron via a congratulatory message.

2.7.7. OPR/POC: 14 AF/A3 (14AF/AEWorkflow@us.af.mil)

2.8. The General Donald J. Kutyna Award.

2.8.1. Purpose: This is awarded annually to recognize the best overall Spacelift unit in AFSPC that made the most significant contributions in support of the space mission.

2.8.2. Eligibility: All AFSPC Spacelift and Range Operations Squadrons are eligible for this award.

2.8.3. Criteria: The period of award accomplishments is 1 January to 31 December of each year. Areas evaluated:

2.8.3.1. MISSION ACCOMPLISHMENT (40 points)

2.8.3.2. MERITORIOUS ACHIEVEMENT OR SERVICE (25 points)

2.8.3.3. QUALITY INITIATIVES (20 points). Process improvements in the area of mission operations, quality of life, and safety.

2.8.3.4. OTHER FACTORS (15 points). Includes, but is not limited to, community service and other tangible/quantifiable factors that affect the unit's mission.

2.8.4. Nomination Procedures: Each squadron may submit a nomination package using AF Form 1206, *Nomination for Award*. Maximum length of the nomination package is 1 page. Nominations containing Secret or Confidential material are acceptable. Apply the proper security markings to the entire package.

2.8.4.1. Submit nominations in single-spaced bullet format with supporting data attached. Nominations must contain specific dates and facts connected with the accomplishments. Submit an Unclassified citation along with the nomination. See Attachment 3 for a sample citation. The citation should highlight the nomination package in approximately 50 words.

2.8.4.2. Wings will forward original nomination package and an electronic copy to 14 AF/A3 to arrive no later than 15 January. 14 AF/A3 will board the nomination packages and select a winner for 14 AF/CC approval.

2.8.5. Description of the Award: The winning squadron will be engraved on a perpetual trophy maintained at 14 AF.

2.8.6. Award Presentation: 14 AF/CC will notify the winning squadron via a congratulatory message.

2.8.7. OPR/POC: 14 AF/A3 (14AF/AEWorkflow@us.af.mil)

2.9. The General Richard C. Henry Award.

2.9.1. Purpose: This is awarded annually to recognize the best overall Satellite Operations Squadron in AFSPC that made the most significant contributions in support of the space mission.

2.9.2. Eligibility: All AFSPC Satellite Operations Squadrons are eligible for this award.

2.9.3. Criteria: The period of award accomplishments is 1 January to 31 December of each year. Areas evaluated:

2.9.3.1. MISSION ACCOMPLISHMENT (40 points)

2.9.3.2. MERITORIOUS ACHIEVEMENT OR SERVICE (25 points)

2.9.3.3. QUALITY INITIATIVES (20 points). Process improvements in the area of mission operations, quality of life, and safety.

2.9.3.4. OTHER FACTORS (15 points). Includes, but is not limited to, community service and other tangible/quantifiable factors that affect the unit's mission.

2.9.4. Nomination Procedures: Each squadron may submit a nomination package using AF Form 1206, *Nomination for Award*. Maximum length of the nomination package is 1 page. Nominations containing Secret or Confidential material are acceptable. Apply the proper security markings to the entire package.

2.9.4.1. Submit nominations in single-spaced bullet format with supporting data attached. Nominations must contain specific dates and facts connected with the accomplishments. Submit an Unclassified citation along with the nomination. See Attachment 3 for a sample citation. The citation should highlight the nomination package in approximately 50 words.

2.9.4.2. Wings will forward original nomination package and an electronic copy to 14 AF/A3 to arrive no later than 15 January. 14 AF/A3 will board the nomination packages and select a winner for 14 AF/CC approval.

2.9.5. Description of the Award: The winning squadron will be engraved on a perpetual trophy maintained at 14 AF.

2.9.6. Award Presentation: 14 AF/CC will notify the winning squadron via a congratulatory message.

2.9.7. OPR/POC: 14 AF/A3 (14AF/AEWorkflow@us.af.mil)

2.10. The General Seth J. McKee Award.

2.10.1. Purpose: This is awarded annually to recognize the best overall Space Warning Squadron in AFSPC that made the most significant contributions in support of the space mission.

2.10.2. Eligibility: All AFSPC Space Warning Squadrons are eligible for this award.

2.10.3. Criteria: The period of award accomplishments is 1 January to 31 December of each year. Areas evaluated:

2.10.3.1. MISSION ACCOMPLISHMENT (40 points)

2.10.3.2. MERITORIOUS ACHIEVEMENT OR SERVICE (25 points)

2.10.3.3. QUALITY INITIATIVES (20 points). Process improvements in the area of mission operations, quality of life, and safety.

2.10.3.4. OTHER FACTORS (15 points). Includes, but is not limited to, community service and other tangible/quantifiable factors that affect the unit's mission.

2.10.4. Nomination Procedures: Each squadron may submit a nomination package using AF Form 1206, *Nomination for Award*. Maximum length of the nomination package is 1 page. Nominations containing Secret or Confidential material are acceptable. Apply the proper security markings to the entire package.

2.10.4.1. Submit nominations in single-spaced bullet format with supporting data attached. Nominations must contain specific dates and facts connected with the accomplishments. Submit an Unclassified citation along with the nomination. See Attachment 3 for a sample citation. The citation should highlight the nomination package in approximately 50 words.

2.10.4.2. Wings will forward original nomination package and an electronic copy to 14 AF/A3 to arrive no later than 15 January. 14 AF/A3 will board the nomination packages and select a winner for 14 AF/CC approval.

2.10.5. Description of the Award: The winning squadron will be engraved on a perpetual trophy maintained at 14 AF.

2.10.6. Award Presentation: 14 AF/CC will notify the winning squadron via a congratulatory message.

2.10.7. OPR/POC: 14 AF/A3 (14AF/AEWorkflow@us.af.mil)

2.11. The General Thomas S. Moorman, Jr. Award.

2.11.1. Purpose: This is awarded annually to recognize the most outstanding operational Wing in AFSPC. General Thomas S. Moorman, Jr. was instrumental in the planning,

organizing, and establishment of Air Force Space Command while assigned to Peterson AFB in 1982.

2.11.2. Eligibility: All AFSPC operational Wings are eligible for this award.

2.11.3. Criteria: The best overall operational Wing in AFSPC will be selected at HQ AFSPC. Each NAF may nominate one Wing to compete. The period of award accomplishments is 1 January to 31 December of each year. Areas evaluated are:

2.11.3.1. MISSION ACCOMPLISHMENT (40 points)

2.11.3.2. MERITORIOUS ACHIEVEMENT OR SERVICE (25 points)

2.11.3.3. QUALITY INITIATIVES (20 points). Process improvements in the area of mission operations, quality of life, and safety.

2.11.3.4. OTHER FACTORS (15 points). Includes, but is not limited to, community service and other tangible/quantifiable factors that affect the unit's mission.

2.11.4. Nomination Procedures: Each NAF may submit a nomination package using AF Form 1206, *Nomination for Award*. Maximum length of the nomination package is 2 pages. Nominations containing Secret or Confidential material are acceptable. Apply the proper security markings to the entire package.

2.11.4.1. Submit nominations in single-spaced bullet format with supporting data attached. Nominations must contain specific dates and facts connected with the accomplishments. Submit an Unclassified citation along with the nomination. See Attachment 3 for a sample citation. The citation should highlight the nomination package in approximately 50 words.

2.11.4.2. NAFs will forward original nomination package and an electronic copy to HQ AFSPC/A3E to arrive no later than 7 February. HQ AFSPC/A3 will convene a board to score nomination packages and recommend a winner for AFSPC/CC approval.

2.11.5. Selection Criteria. Selection boards should consist of subject matter experts in the award criteria. Selection boards will consist of at least three General Officers (O-7 and above) or equivalents and one board president meeting the same grade requirement. The board president is the senior-ranking board member and votes only in the event of a tie.

2.11.6. Description of the Award: The winning Wing will be engraved on the General Thomas S. Moorman, Jr. Trophy. The award OPR will purchase and engrave trophies using appropriated funds and will provide a miniature trophy for permanent retention by the Wing.

2.11.7. Award Presentation: The AFSPC/CC will notify the winning Wing via a congratulatory message. The AFSPC/CC or designated representative will present the trophy to the winning Wing at the Spring Commander's Conference.

2.11.8. OPR/POC: HQ AFSPC/A3E (a3.wf@us.af.mil)

Chapter 3

HQ AFSPC/A4/7 AWARDS

3.1. The AFSPC Major General M. C. “Tim” Padden Facilities Excellence Recognition Program (FERP).

3.1.1. Purpose:

3.1.1.1. Promote design excellence in the built environment by providing safe, sustainable, productive, and functional installations and facilities.

3.1.1.2. Ensure installations and facilities comply with environmental regulations, protect and conserve natural and cultural resources, and reduce the quantity of waste and pollutants entering the environment.

3.1.1.3. Provide and maintain the best possible facilities resources will allow while reducing facility operations and maintenance costs.

3.1.1.4. Encourage spirited competition between AFSPC installations and promote a sense of pride of ownership within base personnel.

3.1.2. Eligibility:

3.1.2.1. All large installations and GSUs nominated by their installation are eligible. Evaluations will be conducted from March through August on a 2-year schedule.

3.1.2.1.1. The large installations are Buckley AFB, Los Angeles AFB, Patrick AFB (with Cape Canaveral AFS), Peterson AFB, Schriever AFB and Vandenberg AFB.

3.1.2.1.2. The Geographically Separated Units (GSU) are nominated by their parent installations at Peterson AFB, Patrick AFB and Schriever AFB. If nominated, they will represent the installation during the site assessment.

3.1.2.2. The Wing shall submit the following information in Table 3.1. to the AFSPC project officer before the site visit:

Table 3.1. Pre-visit information submission

Wing Project Officer
Geographically Separated Unit (odd calendar years)
Special Recognition Recipients
Facilities Excellence Plan/General Plan
Landscaping Plan
Demolition Plan
MILCON and SRMC program priorities
Air Force Energy Reporting System (AFERS) report summary
Installation Map

3.1.2.3. Installations will be assessed using 10 Evaluation Areas with their weighting factors as defined in [Table 3.2](#)

Table 3.2. Evaluation Areas

	EVALUATION AREAS	WEIGHTED SCORES
1	Installation Planning and Urban Design	X5
2	Asset Management	X5
3	Command Special Interest	X3
4	Infrastructure	X3
5	Streets, Parking and Pavements	X1
6	Landscaping, Grounds and Site Amenities	X1
7	Fences, Screens and Enclosures	X1
8	Exterior Signage	X1
9	Architectural Design	X1
10	Interior Design	X1

3.1.3. Criteria:

3.1.3.1. Installation Planning and Urban Design

3.1.3.1.1. Sustainability, Energy and Environment. Natural environments are preserved to the fullest extent practicable. Environmental footprint of the installation is compact and imposes limited impact on the environment. Native vegetation and topography are maintained to the fullest extent practicable. Storm water is well managed. Innovative methods to reduce storm water runoff are employed. Storm water is stored to provide sources for irrigation or other appropriate uses. Facilities are sited to allow proper orientation for energy efficiency. Urban density is maintained at optimum levels. Facilities are sited to encourage walking rather than driving. Impervious pavements are minimized to the fullest extent practicable. Historic sites and facilities are maintained or appropriately modified for reuse.

3.1.3.1.2. AT/FP Programs and Force Protection Measures. Installation entrances are sited away from incompatible land use and critical assets. Appropriate land area is available for traffic calming, such as serpentine road alignments and speed humps, and proper standoff distance at vehicle inspection areas. Entry control facilities comply with the concepts developed in the Air Force Entry Control Facilities Design Guide and are appropriate for the type of traffic processed. Proper standoff distance is maintained between facilities and the installation perimeter in accordance with UFC 4-010-02, *DoD Minimum Antiterrorism Standoff Distances for Buildings*, 22 January 2007. The installation will be evaluated on its progress in identifying weaknesses in its AT/FP measures and implementing corrective actions. Facilities that are functionally compatible with similar threat levels are clustered to provide reduced security areas.

3.1.3.1.3. Health, Safety and Welfare. The installation will be evaluated on its general compliance with model building codes (International Building Code, National Fire Protection Association's Life Safety Code and other applicable codes), occupational safety and health requirements and accessibility. Sites are fully accessible. Accessible parking is available in appropriate quantities and accessible routes are provided to all facilities and outdoor public space. Facilities are properly sited outside the Clear Zone and compatible with Accident Potential Zone criteria.

3.1.3.1.4. Efficiency. Functionally compatible facilities are clustered. Transportation system is logical, efficient, and appropriately sized to meet required capacities. Urban density is maintained at optimal levels to maximize available land for other uses. Land and facility use is appropriate for its designated function and supports the installation's mission. Base comprehensive planning process provides Commanders with facilities and infrastructure to perform assigned Mission Essential Tasks. Combat readiness is not impaired because of facility or infrastructure deficiencies. Installation makes use of focused Area Development/Mission Area Plans to foster site planning and development decisions.

3.1.3.1.5. Aesthetics. Public spaces such as plazas, monuments, and displays organize the urban environment and form connections, providing a sense of movement through space. Public spaces provide views to the landscape beyond the boundaries of the installation, forming a connection between the urban environment and the land. Appropriate densities and mix of uses stimulate activity within public spaces.

3.1.3.2. Asset Management

3.1.3.2.1. Sustainability, Energy and Environment. Energy Activity Owners (AOs) are developing comprehensive programs to meet annual and long term energy reduction goals to ensure all installation electrical components qualifying for maintenance and repair funds are identified. AOs are using software programs to measure energy performance, program priorities, emissions reduction and environmental quality.

3.1.3.2.2. Health, Safety and Welfare. AOs are conducting installation and facility activities in accordance with applicable laws, regulations, policies and host-nation agreements. AOs are ensuring that assets are not nearing unanticipated failure that jeopardizes mission effectiveness. They are analyzing expected life cycles of building components to determine risk, plan and program projects and establish priorities.

3.1.3.2.3. Efficiency. AOs are developing methods to achieve common levels of service like effective inventory systems, condition assessment programs and management plans that identify activity requirements. AOs coordinate with other AOs to address overlapping or unaddressed responsibilities that may inadvertently impact other AO programs (i.e., AOs managing land programs may not address or impact AOs who manage wastewater/storm water initiatives). AOs determine appropriate levels of investment for installations and facilities.

3.1.3.2.4. Operations and Maintenance. AOs are developing a comprehensive operations, maintenance and investment strategy to advocate for short- and long-term investments. AOs are conducting activity performance management reviews. AOs ensure completion of project phases, including design, estimating, contracting, quality assurance construction, etc. S-file software is being used to address space utilization in facilities and installations.

3.1.3.2.5. Aesthetics. AOs ensure sufficient quantity and quality and the assessment of land, resources and facilities can meet and sustain current and future missions.

3.1.3.3. Command Special Interest

3.1.3.3.1. The installation will be evaluated on a variety of MAJCOM special interest topics. Special interest topics and evaluation criteria will be provided to the installation in the annual call letter to the installation announcing the start of the evaluation cycle.

3.1.3.4. Infrastructure

3.1.3.4.1. Sustainability, Energy and Environment. The Air Force Energy Reporting System (AFERS) reports are submitted accurately and punctually. AFERS reports indicate a net reduction in energy consumption per square foot compared to the previous year. Energy consumption rates comply with the requirements established in Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, 26 January 2007, and the *Energy Policy Act of 2005*. Installation is expanding the use of renewable energy per Energy Policy Act of 2005 within its facilities and installation, is implementing renewable energy projects, and purchasing electricity from renewable energy sources.

3.1.3.4.2. AT/FP Programs and Force Protection Measures. Access to air intakes, water supply and other critical systems is appropriately controlled. Utilities are routed away from building entrances, mailrooms and other vulnerable areas. Critical utilities have redundant sources of supply or emergency backup systems to ensure safe evacuation of facilities. Emergency backup systems required for operational requirements have sufficient capacity to ensure continued operation of the facility until normal utilities can be restored.

3.1.3.4.3. Health, Safety and Welfare. Noise generated by equipment is properly abated and does not impact adjacent areas. Access to utility systems is limited to appropriate maintenance personnel.

3.1.3.4.4. Efficiency. Utility corridors are well established, maintained and logically organized. Utilities are looped and have multiple connection points to eliminate single points of failure. Access to utility systems is segregated from facility entrances and is easily accessible to maintenance personnel.

3.1.3.4.5. Operations and Maintenance. In-house Maintenance: Indoor environmental parameters are monitored and compared against HVAC system design baseline. Corrective action on systems not performing to specified energy efficiency or in-door environmental quality standards is initiated routinely. Day lighting,

Energy Monitoring and Control Systems (EMCS), high-efficiency lighting and mechanical systems are utilized to reduce energy consumption.

3.1.3.4.5.1. Service Contracts: Service contracts are consistent with the standards described within the Facilities Excellence Plan.

3.1.3.4.5.2. Facility Management. Facility managers are familiar with the standards described in the Facilities Excellence Plan.

3.1.3.4.6. Aesthetics. Utility systems are placed underground to the fullest extent practicable. Above ground utilities are properly screened and do not contribute to visual clutter. Utility connections to facilities are unobtrusive. Infrastructure support facilities are compatible with the architecture on the installation. Support facilities are properly landscaped. Conduit, pipe, duct and other conveyances are well organized and unobtrusive. Installation is actively managing corrosion to improve exterior appearance of facilities and reduce deterioration of base infrastructure.

3.1.3.5. Streets, Parking and Pavements

3.1.3.5.1. Sustainability, Energy and Environment. Impervious pavements are minimized to the fullest extent practicable to reduce storm water runoff. Parking lots are vegetated to reduce heat island effects. Recycled materials are utilized to the fullest extent practicable.

3.1.3.5.2. AT/FP Programs and Force Protection Measures. Proper standoff distances are maintained between facilities and streets and parking lots.

3.1.3.5.3. Health, Safety and Welfare. Curb ramps are properly designed and located for ease of accessibility. Traffic markings are consistent with Department of Transportation standards and the Manual on Uniform Traffic Control Devices. Potholes and cracks in pavements are filled to ensure a safe surface. Traffic flow is accomplished in a safe and efficient manner. Intersections are unobstructed and easily visible. Traffic controls are easily discernible and in compliance with the Manual on Uniform Traffic Control Devices.

3.1.3.5.4. Efficiency. Segregation of vehicular and pedestrian traffic is well defined. Parking areas are well planned, with double loaded aisles, 90 degree parking and vegetated traffic islands arranged in a logical order. Streets are adequately sized to accommodate traffic loads. Traffic calming devices are utilized to help control vehicle traffic.

3.1.3.5.5. Operations and Maintenance. In-house Maintenance. Cutting and patching of pavements is minimized. Horizontal drilling for utility lines under pavements is utilized rather than surface cutting and patching. Striping is well maintained and limited to the extent necessary for orderly and safe traffic flow.

3.1.3.5.6. Aesthetics. Curbs define street and parking lot edges, parking islands and segregate vehicle and pedestrian circulation. Refer to Chapter 3 of the AFSPCH 32-1004, *Facilities Excellence Program and Standards Handbook*, 15 August 2009, for specific requirements. Parking lot islands provide visual relief from large expanses of pavement. Yellow paint is minimized. Pavers or special patterns in concrete pavement provide appropriate detail and emphasis.

3.1.3.6. Landscaping, Grounds and Site Amenities

3.1.3.6.1. Sustainability, Energy and Environment. Landscape materials make extensive use of native or adapted vegetation (xeriscaping). Permanent irrigation is minimized to the greatest extent practicable. Innovative methods for collecting rainwater for irrigation are commonly employed. Natural vegetation is undisturbed to the greatest extent practicable. Vegetation is commonly employed to shade buildings, public space and parking areas to reduce solar gain and heat island effects. Urban forestry and landscape plans are well developed. Use of fertilizers and pesticides are minimized to the fullest extent practicable. Recycled materials are commonly employed for retaining moisture, paving stones, benches and other uses in accordance with the Environmental Protection Agency's Comprehensive Procurement Guidelines.

3.1.3.6.2. AT/FP Programs and Force Protection Measures. Landscape designs utilize low plantings within the exclusive standoff zone, do not obscure views from facilities and otherwise comply with AT/FP standards. Trash containers are located in compliance with AT/FP standards. Landforms, trees, retaining walls, bollards and other amenities provide passive measures to maintain standoff distances and are well integrated into the facility design.

3.1.3.6.3. Health, Safety and Welfare. Landscape designs ensure birds and other wildlife are not attracted to the airfield or the flight paths of aircraft. Landscape designs ensure poisonous plant materials are not utilized in Military Family Housing areas, Child Development Centers, Family Campgrounds, parks and other similar areas.

3.1.3.6.4. Efficiency. Site furnishings, planters and other site features are appropriately placed within public spaces, are well organized and integrated into the overall design of the facility.

3.1.3.6.5. Operations and Maintenance. Materials are durable and appropriate for the environmental conditions at the installation. Materials are well maintained and do not exhibit excessive wear. Landscape maintenance service contracts employ native or adapted vegetation, water reduction methods for irrigation and pollution reduction techniques for fertilizers and pest control. Low-maintenance landscape materials are commonly utilized. Grounds and site furnishings are consistent with the Facilities Excellence Plan, are well maintained, well ordered and free of clutter and debris.

3.1.3.6.6. Aesthetics. Trees and plantings are commonly clustered in natural groupings, while formal designs are employed to emphasize important public spaces. Planting beds are well defined and bordered with edging or concrete mow strips. Landscape materials and plant pallets present a harmonious mix of color and texture that complement adjacent buildings. Trash receptacles, benches and other site furnishings are appropriate for the architectural context, are durable, have complementing color schemes and are appropriately placed within the public space.

3.1.3.7. Fences, Screens and Enclosures

3.1.3.7.1. Sustainability, Energy and Environment. Recycled or renewable materials are commonly used. Materials are durable and require minimal maintenance.

- 3.1.3.7.2. AT/FP Programs and Force Protection Measures. Trash dumpster enclosures are sited outside required standoff distance. Fence design is in compliance with MIL HDBK 1013/10, *Design Guidelines for Security Fencing, Gates, Barriers, and Guard Facilities*, and AFMAN 32-1071, *Security Engineering*.
- 3.1.3.7.3. Health, Safety and Welfare. Fences, screens and enclosures are structurally sound, well maintained and free of protrusions.
- 3.1.3.7.4. Efficiency. Trash dumpster enclosures (including loading docks and industrial storage areas) are sited to reduce visual clutter and impact on parking and streets. They are appropriately sized and are easily accessible. Equipment enclosures are adequately sized to allow necessary airflow and clearance space for maintenance.
- 3.1.3.7.5. Operations and Maintenance. Fence fabrics are well maintained and free of corrosion. Fence fabric is properly connected to fence posts. Masonry walls are free of alga and fungal growth and efflorescence. Mortar joints are properly maintained. Maintenance Service Contracts describe hedges to be properly pruned and are of appropriate height.
- 3.1.3.7.6. Aesthetics. Materials are compatible with the architectural theme and are durable. Integrally colored materials are commonly used. Colors are harmonious with the established installation color scheme. Trash dumpsters, equipment and storage yards are effectively screened to reduce visual clutter.
- 3.1.3.8. Exterior Signage
- 3.1.3.8.1. AT/FP Programs and Force Protection Measures. Installation warning and controlled area signs conform to Security Forces requirements. Force Protection Condition signage is standardized and uniformly displayed and in accordance with AFI 10-245_AFSPCSUP, *Antiterrorism (AT)*.
- 3.1.3.8.2. Health, Safety and Welfare. Traffic control devices are consistent with the Manual on Uniform Traffic Control Devices, are appropriately placed and are easily viewed. Traffic control devices are minimized to reduce confusion and clutter and do not provide conflicting information. Signs do not obstruct views of oncoming traffic.
- 3.1.3.8.3. Efficiency. Directional signage is well planned and provides efficient directions to important visitor destinations.
- 3.1.3.8.4. Operations and Maintenance. Replacement signs are consistent with other installation signage and provide a uniform professional image. Extraneous signage is promptly removed. Temporary signs are not placed on entrance doors and are consistent with the AFSPC Facilities Excellence Guide.
- 3.1.3.8.5. Aesthetics. Installation signage conforms to AFSPC and Air Force Sign Standards, is uniform in color and is well maintained. Signage materials are durable and require little maintenance. Signage is compatible with the architectural theme of the installation, is consistent and provides a professional image for the installation. Signage is minimized to reduce visual clutter and is appropriately placed to be easily visible from the street.
- 3.1.3.9. Architectural Design

3.1.3.9.1. Sustainability, Energy and Environment. New and renovated buildings qualify for LEED Silver certification and are well documented. Plumbing systems commonly employ waterless fixtures, water-saving fixtures or utilize gray water to reduce water consumption and wastewater production. Building systems are routinely and systematically commissioned to optimize performance to their design baseline. Light colored reflective roofing systems meeting Energy Star™ system standards are commonly utilized for increased energy efficiency. Energy consumption is routinely monitored and consumption is reduced beyond the requirements of ASHRAE90.1-2004, *Energy Standards for Buildings*. Construction materials commonly employ reused, recycled or rapidly renewable materials. Recycled materials meet or exceed the minimum requirements of the Environmental Protection Agency's Comprehensive Procurement Guidelines. Use of certified wood products is common. Use of locally produced materials is also common. Construction waste is either recycled or reused on the site to reduce waste streams. Construction and demolition waste streams meet DoD and AFSPC goals for diverting non-hazardous solid waste from landfill disposal through reuse, recycling, composting, mulching or donation. Work areas have access to daylight and views to the outside. Indoor air quality is routinely monitored and sources of indoor pollutants are controlled. Adhesives, paints and other volatile substances are controlled to ensure good indoor air quality. Air and relative humidity are within the comfort zone.

3.1.3.9.2. AT/FP Programs and Force Protection Measures. Fenestration (windows and doors) commonly utilizes laminated glass to mitigate fragmentation in accordance with MIL HDBK 1013/12, *Evaluation and Selection Analysis of Security Glazing for Protection Against Ballistic, Bomb, and Forced Entry Tactics*, and AFMAN 32-1071, *Security Engineering*. Structural systems are designed with redundancy and isolation to mitigate progressive collapse. Outside air intakes and roof areas are inaccessible to unauthorized personnel. Approaches to buildings are easily observed from interior work areas.

3.1.3.9.3. Health, Safety and Welfare. Facilities comply with model codes, Department of Defense and Air Force standards for their current use. Facilities comply with Uniform Federal Accessibility Standards and the Americans with Disabilities Act Accessibility Guidelines. Accessibility is seamlessly integrated into the facility design. Life safety devices comply with Unified Facilities Criteria and National Fire Protection Association (NFPA) standards. Means of egress is provided in accordance with NFPA 101 Life Safety Code based on the current use of the facility. Restrooms comply with model building code requirements based on the current use of the facility. Buildings and components comply with seismic criteria contained in UFC 1-200-01 and other National Earthquake Hazard Reduction Program (NEHRP) requirements for life safety of occupants.

3.1.3.9.4. Efficiency. Facilities are appropriately designed to accommodate their designated function. Floor plans are commonly open and flexible, allowing for organizational change and change in use. Enclosed offices, conference rooms and workrooms do not obstruct access to daylight and views to the outdoors. Service areas are easily accessible. Functional organization of buildings is logical and easily understood from entrances.

3.1.3.9.5. Operations and Maintenance. Materials are durable and require little maintenance. Repair efforts match adjacent materials and comply with the Facilities Excellence Plan. Carpet color and material selections are consistent with the standards developed in the Facilities Excellence Plan. Cleaning and maintenance is performed in accordance with the manufacturer's specifications. Building systems are properly maintained and functional. Ductwork is periodically cleaned and air diffusers and return air grills are free of dust and dirt. Luminaries in lighting fixtures are properly replaced and match in spectrum. Mechanical and electrical rooms are free of clutter. Materials and products are properly stored and well organized.

3.1.3.9.6. Aesthetics. An architectural style is established for the installation and is consistently implemented on every project. Variations in scale, massing, fenestration and detailing instill interest. Buildings are compatible without being monotonous. The architectural style responds to regional design influences and local historical precedents. The architectural style is appropriate for the local climate. Material and color palettes are firmly established. Use of color is well considered to provide interest and emphasize important building elements. Installation entry control facilities present an image of unobtrusive strength and elegance. Forms and materials convey permanence and an ability to withstand aggression. Barriers and other security devices are well integrated into the design of the entry gate and are inconspicuous.

3.1.3.10. Interior Design

3.1.3.10.1. Sustainability, Energy and Environment. Workspaces have access to natural light and views to the outside. Materials commonly employ reused, recycled or rapidly renewable materials. Recycled materials meet or exceed the minimum requirements of the Environmental Protection Agency's Comprehensive Procurement Guidelines. Use of certified wood products is common. Use of locally produced materials is also common. Construction waste is either recycled or reused on the site to reduce waste streams. Construction and demolition waste streams meet DoD and AFSPC goals for diverting non-hazardous solid waste from landfill disposal through reuse, recycling, composting, mulching or donation. Materials commonly meet requirements for low Volatile Organic Content for improved indoor air quality.

3.1.3.10.2. AT/FP Programs and Force Protection Measures. Facility entrances and circulation are designed to increase visibility of visitors and ensure timely evacuation during emergencies. Mailrooms are designed to reduce potential damage caused by mail bombs or contamination from chemical, biological or radiological agents in accordance with UFC 4-010-01, *DoD Minimum AT/FP Standards for Buildings*.

3.1.3.10.3. Health, Safety and Welfare. Facilities comply with Uniform Federal Accessibility Standards and the Americans with Disabilities Act Accessibility Guidelines. Accessibility is seamlessly integrated into the facility design. Means of egress is provided in accordance with NFPA 101 Life Safety Code based on the current use of the facility.

3.1.3.10.4. Efficiency. Spaces are well organized, appropriately sized and make the best use of available space. Facilities utilize open office concepts to provide flexibility for future organizational change, or change in function.

3.1.3.10.5. Operations and Maintenance. Craftsmen are familiar with the material and quality standards cited in the Facilities Excellence Plan. All in-house repairs match existing adjacent finishes to provide a consistent appearance. Maintenance and repair products employ low-emitting materials for improved indoor air quality. Use of recycled content materials, locally produced materials or rapidly renewable materials to reduce environmental impact are common practice. Materials with extended life cycles to reduce wear and the need for frequent replacement are commonly utilized. Janitorial services are in accordance with the care instructions provided by product manufacturers. Installation has developed a Green Housekeeping (cleaning and maintenance program using nontoxic, low-VOC cleaning products) policy for the installation to improve indoor air quality, reduce waste and reduce pollutants. Public spaces and work areas are well organized and make the best use of available space. All areas are clean, well maintained and clear of extraneous material. Finishes, furnishings and accessories comply with the Facilities Excellence Plan and present a harmonious and professional environment. Safety devices are integrated into the overall design of the work environment. Signage, bulletin boards and directories comply with Air Force Sign Standards, are neatly arranged and current. Recycling containers are conveniently located and integrated into the design of the workspace.

3.1.3.10.6. Aesthetics. Finishes, fixtures, furnishings and artwork are well coordinated and are appropriate in color and style to present a harmonious and professional environment. Materials are well maintained and are clean. Materials and furnishings are functional and appropriate for the space. Lighting is of an appropriate type and style for the function of the space. Color rendition and placement enhance the environment. Spaces are well organized and free of extraneous items and clutter. Adequate interior public spaces are provided to serve the needs of group functions, reception, relaxation and recreation and as a transition to the outside.

3.1.4. Nomination Procedures:

3.1.4.1. HQ AFSPC Evaluation Team Composition

3.1.4.1.1. Team consists of 4 members from the following organizations in [Table 3.3](#)

Table 3.3. Evaluation Team Composition

Number of Team Members	Rank	Directorate/Division
1	O-6/Civilian equivalent	HQ AFSPC/A4/7 - Plans and Programs Division (A4/7P) or - CE Operations Division (A7O) or - Asset Management Division (A7A)
1 or 2	SNCO or O-4 and above/Civilian equivalent	HQ AFSPC/A1, HQ AFSPC/A3, HQ AFSPC/A6 or HQ AFSPC/A8/9
1 or 2	FGO/Civilian equivalent	HQ AFSPC/A4/7

3.1.4.2. Evaluation Rating Scale. Ratings for each evaluation area will be measured on a ten point scale as indicated in **Table 3.4**

Table 3.4. Evaluation Rating Scale

Strongly Disagree		Disagree		Neutral		Agree		Strongly Agree	
1	2	3	4	5	6	7	8	9	10

3.1.5. Description of the Award:

3.1.5.1. Trophies. The winners will receive a trophy for their permanent display and a traveling trophy that will reside at their installation until the next evaluation. The traveling trophy will be engraved to show the history of winners of the various evaluation categories.

3.1.5.2. Monetary Awards. The winners will also receive funds from HQ AFSPC/A4/7's SRM (Sustainment Restoration Modernization) account to use for Quality of Life improvements at their installation. The large installation winner will receive \$200,000 and the GSU winner will receive \$100,000.

3.1.5.3. Special Recognition. The individuals or teams nominated by their Wing Commander as having made exceptional contributions towards facilities excellence will be presented with a certificate at the evaluation team out-brief.

3.1.6. Award Presentation: The award is announced upon AFSPC/CC's approval of the winner and signature on the congratulatory memo to the Wing/CC. The Command will present the permanent and traveling Major General M. C. "Tim" Padden Awards to the winner at the AFSPC Commanders' Conference conducted in the Spring or Fall.

3.1.7. OPR/POC: HQ AFSPC/A4/7P (a4.7P.wf@us.af.mil)

3.2. The AFSPC Installation Energy Performance Award (IEPA).

3.2.1. Purpose: This award is to recognize 1 installation every year which is most successful in meeting that year's AFSPC energy program objectives.

3.2.2. Eligibility: All AFSPC installations will be evaluated against the year's objectives.

3.2.3. Criteria: The criteria will be updated on an annual basis and will be provided to AFSPC installations in the beginning of each fiscal year.

3.2.4. Nomination Procedures: Bases will not provide any nomination information. Towards the end of the fiscal year, HQ AFSPC/A7OE will grade each installation in achieving the fiscal year's objectives.

3.2.5. Description of the Award:

3.2.5.1. Traveling trophy to be displayed at the winning installation.

3.2.5.2. Positive base visibility by AFSPC.

3.2.5.3. Plaque for the base's Energy Manager.

3.2.6. Award Presentation: The award will be presented at an AFSPC-level event (e.g., Spring AFSPC/CC Conference)

3.2.7. OPR/POC: HQ AFSPC/A4/7PE (a4.7p.wf@us.af.mil)

Chapter 4

HQ AFSPC/FM AWARD

4.1. AFSPC Financial Manager of the Quarter.

4.1.1. Purpose:

4.1.1.1. Enhance morale by recognizing civilian employees and military members who have clearly distinguished themselves amongst their peers.

4.1.1.2. Complements base and tenant recognition programs by focusing comptroller community attention on the most commendable and deserving individuals.

4.1.2. Eligibility:

4.1.2.1. Military categories include Company Grade Officer, Superintendent, Senior NCO (Chiefs and Chief Selects are not eligible), NCO and Airman. Nominees must meet the following quality force standards:

4.1.2.1.1. Not have open Unfavorable Information File (UIF) during nomination period.

4.1.2.1.2. Must meet fitness standards IAW AFI 36-2905, *Fitness Program*.

4.1.2.1.3. When applicable, nominee in skill level upgrade training must progress satisfactorily IAW AFI 36-2201, *Air Force Training Program*.

4.1.2.1.4. Not received adverse administrative, non-judicial, or judicial action during nomination period.

4.1.2.1.5. Category of completion is based on the grade held during majority of nomination period.

4.1.2.2. Civilian nominees must meet all performance standards. The categories are: Civilian Category I (GS-8 and below), Civilian Category II (GS-9 and above), Civilian Supervisory Category I (GS-8 and below) and Civilian Supervisory Category II (GS-9 and above).

4.1.2.3. Resource Advisor category. Nominees can be military or civilian, any AFSC, any grade and must meet the requirements outlined above.

4.1.3. Criteria: Category headings and scoring:

4.1.3.1. Leadership and Performance in Primary Duties (70 Points)

4.1.3.2. Significant Self Improvement (20 Points)

4.1.3.3. Base and Community Involvement (10 Points)

4.1.4. Nomination Procedures: Nominations will be submitted on AF Form 1206 and are due by the 15th calendar day of the month following the quarter (e.g. October-December nominations are due 15 January). Nominations will be 15 lines (excluding headings) and are to be sent to afspc.fm.wf@us.af.mil.

4.1.5. Description of the Award: The winner will receive a plaque and a congratulatory letter signed by the HQ AFSPC/FM .

4.1.6. Award Presentation: The award is mailed to the Wing/Center.

4.1.7. OPR/POC: HQ AFSPC/FM (afspc.fm.wf@us.af.mil)

Chapter 5

HQ AFSPC/CC AWARD

5.1. The Air Force Space Command Ivan A. Getting Innovation Award.

5.1.1. Purpose: This Award was named after Dr. Ivan A. Getting, a Space Pioneer recognized in the Space and Missile Hall of Fame whose creative work in navigational technology provided a key stepping stone to the Global Positioning System, one of the most innovative technologies in recent history.

5.1.2. Eligibility: Any Air Force military member, Air Force civilian, Air Force contractor employee, retired Air Force member, or retired Air Force civilian who is/was assigned to any AFSPC unit is eligible for award nomination.

5.1.3. Criteria: Nominations will be evaluated on 4 key factors: novelty, effectiveness, significance and transferability.

5.1.3.1. Novelty: A leap in creativity demonstrated by fundamentally altering the governance, management, direction or policy of a particular jurisdiction; significantly improving delivery of a service; introducing a substantially new technology or service concept.

5.1.3.2. Effectiveness: Proven, tangible results established through responding to needs of a well-defined clientele.

5.1.3.3. Significance: Improves operations or programs relating to the Armed Forces by successfully addressing a military problem of national import and scope; substantially diminishing the challenge(s) within its jurisdiction; changing organizational culture or transforming traditional approaches to management or problem solving.

5.1.3.4. Transferability: Reproducible, wholly or partially, in other government entities via replication in other jurisdictions; offers a model for other organizations; components, concepts, principles or insights suggest similar solutions for other disciplines or policy areas.

5.1.4. Nomination Procedures: HQ AFSPC/CVO will call for nominations in May of each year, which will include award instructions and templates for submission. Award submissions are due to the HQ AFSPC/CVO office no later than 30 June that year.

5.1.5. Award Procurement: HQ AFSPC/CVO is responsible for procuring both trophy with engraving and certificates, with Government Purchase Card (GPC) from the Director of Staff (DS). Once completed, HQ AFSPC/CVO will give the items to the ceremony POC to hold for presentation.

5.1.6. Award Presentation: The individual award winner will receive a trophy and a certificate. Team winners will each receive a certificate and the trophy will reside in primary unit. The annual award winner(s) will be recognized in a ceremony and will be presented a

trophy and certificate(s) by the AFSPC/CC during the fall AFSPC/CC Conference held September each year. HQ AFSPC/CVO will prepare and present the winner's package for AFSPC/CC's approval, notify the winner(s) of the date/time of the awards ceremony, and notify HQ AFSPC/PA of award winner(s).

5.1.7. OPR/POC: HQ AFSPC/CVO (afspccvo.workflow@us.af.mil)

ANNE M. WINKLER, Colonel, USAF
Director, Manpower, Personnel and Services

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

AFI 10-245_AFSPCSUP, *Air Force Antiterrorism Standards*, 15 November 2009

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

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

AFSPCH 32-1004, *Facilities Excellence Program and Standards Handbook*, 15 August 2009

ASHRAE 90.1-2004, *Energy Standards for Buildings*, 11 March 2005

Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, 24 January 2007

MIL HDBK 1013/10, *Design Guidelines for Security Fencing, Gates, Barriers, and Guard Facilities*, 14 May 1993

MIL HDBK 1013/12, *Evaluation and Selection Analysis of Security Glazing for Protection Against Ballistic, Bomb, and Forced Entry Tactics*, 10 March 1997

UFC 4-010-01, *DoD Minimum AT/FP Standards for Buildings*, 9 February 2012

UFC 4-010-02, *DoD Minimum Antiterrorism Standoff Distances for Buildings*, 9 February 2012

Adopted Forms

Air Force Form 847, *Recommendation for Change of Publication*

Air Force Form 1206, *Nomination for Award*

Abbreviations and Acronyms

12 OAY—Twelve Outstanding Airmen of the Year

AF—Air Force

AFERS—Air Force Energy Reporting System

AFSPC—Air Force Space Command

AMS—Assignment Management System

AO—Activity Owner

AT/FP—Anti Terrorism/Force Protection

CGOY—Company Grade Officer of the Year

CSS—Commander's Support Staff

DAF—Department of the Air Force

DoD—Department of Defense

EMCS—Energy Monitoring and Control Systems

FERP—Facilities Excellence Recognition Program

GPC—Government Purchase Card

GSU—Geographically Separated Unit

IEPA—Installation Energy Performance Award

MPS—Military Personnel Section

NEHRP—National Earthquake Hazard Reduction Program

NFPA—National Fire Protection Association

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

RIP—Report on Individual Person

RRR—Records Review RIP

SRM—Sustainment Restoration Modernization

SURF—Single Unit Retrieval Format

UMD—Unit Manning Document

VOC—Volatile Organic Compounds

Attachment 2
SAMPLE BIOGRAPHY

Figure A2.1. Sample Biography

SENIOR AIRMAN JOHN Q. DOE

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 and AFSC.

Attachment 3
SAMPLE CITATION

Figure A3.1. Sample Citation

CITATION TO ACCOMPANY THE AWARD OF

THE _____ AWARD FOR 20__

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 50-70 key words which properly describe the nominee's accomplishments or achievements.