

**BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND
INSTRUCTION 36-2806**



24 MARCH 2010

Incorporating Change 1, 31 January 2012

Personnel

AWARD PROGRAM MANAGEMENT

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: HQ AMC/A3EA

Certified by: HQ AMC/A3
(Maj Gen Brooks L. Bash)

Supersedes: AMCI 36-2806,
25 November 2003

Pages: 72

This instruction implements Air Force Policy Directive (AFPD) 36-28, Awards and Decorations Programs. It establishes criteria and procedures for submitting nominations for awards administered or overseen by Headquarters Air Mobility Command, Directorate of Operations (HQ AMC/A3). Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publications, through channels to HQ AMC/A3 Awards, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by 10 U.S.C., Chapter 857, Decorations and Awards, and Executive Order 9397. System of records notice F900 AF MP A, Awards and Decorations, applies. This publication applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. See Attachment 1 for a listing of references and supporting information.

SUMMARY OF CHANGES

These changes emphasize awards to Air Mobility members in Table 3.5. General Robert “Dutch” Husyer Award. A margin bar indicates newly revised material.

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Chapter 1

GENERAL INSTRUCTIONS

1.1. Purpose.

- 1.1.1. Enhance the overall visibility of Air Force personnel and their accomplishments.
- 1.1.2. Recognize outstanding achievement by individuals or units for their contributions to the success of the Air Mobility Command (AMC) or Mobility Air Forces (MAF) mission.
- 1.1.3. Reward individuals and units for initiative and valuable actions.

1.2. General Guidance.

- 1.2.1. Send all packages to HQ AMC/A3 Awards. E-mail is the preferred method of submission for awards, send to: amca3awards@scott.af.mil. If directed to submit via postal channels, mail to HQ AMC/A3 Awards, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302. Allow sufficient time for regular mailings to reach HQ AMC/A3 Awards.
- 1.2.2. Unless otherwise specified, use Times New Roman font, 12-point. Use default settings for AF Forms 1206, Nomination for Award. For purposes of this instruction, one page means a single side. Headings only, no additional text on heading lines.
- 1.2.3. All nomination packages will be submitted from the nominating agency identified under the heading "Who May Nominate" for each award.
- 1.2.4. Each package must contain copies of all required documents (e.g., AF Form 1206, Nomination for Award, or nomination write-up, biographies, and citation when required). Include go-by names for all individuals in nomination package.
- 1.2.5. Messages announcing upcoming awards will normally be sent at least 45 days before the due date to AMC. If the due date for nominations falls on a weekend, the package is due by COB the Friday prior to the due date.
- 1.2.6. Due to privacy act concerns, all nominees being nominated are required to give permission to use their name, rank, duty title, and unit of assignment prior to the publishing of award announcements. Nomination packages will include a statement from each nominee stating that the member does or does not agree to this. Members must sign and date this statement. (Atch 2)
- 1.2.7. Selectee packages are maintained for historical purposes only and are not available for dissemination as samples for future awards.

1.3. Board and Scoring.

- 1.3.1. A Colonel (O-6) will be designated "President" for all boards requiring officers. A CMSgt (E-9) will be designated "President" for all Enlisted boards. Additional board members are selected from the most knowledgeable individuals available for each specific category. Board will consist of five members including the "President".

- 1.3.1.1. Each board member receives a copy of every nomination and a score sheet.

1.3.1.2. Each board member is entitled to one vote for each award category under consideration.

1.3.1.3. Each board member scores each nomination using specified award criteria and guidance in paragraph 1.3.2. Board members should consider making adjustments in the scoring as they review subsequent nominations. It is important to maintain a consistent rating value within each nomination category.

1.3.2. Packages are scored using a range of 1 to 10 points (1 being the lowest, 10 being the highest).

1.3.2.1. Individual ranking is determined by the highest overall score.

1.3.2.2. The board President will rank order each package (1 (highest score), 2 (next highest), and so on) and validate the winner based on the highest overall ranking. In the event of a tie all board members review the appropriate individual, unit, or group records a second time. Board members will have an opportunity to discuss nomination packages before another vote is taken. If a tie cannot be broken during this review, the board president makes the final decision.

1.3.3. Criteria will be specific to each award category.

1.4. Disposition of Documentation. Dispose of board procedures, nomination packages, and other documentation in accordance with AFRIMS Records Disposition Schedule.

1.5. Questions. Direct questions about the awards to the office of primary responsibility (OPR) identified at the front of this instruction or to the functional POC identified in announcement messages.

Chapter 2

A3-MANAGED AND AMC COMMANDER-SPONSORED AWARDS

2.1. Purpose. A3E manages and processes awards in Table 2.1. through Table 2.3. for AMC Commander approval. There are no equivalent higher headquarters awards.

2.2. General Guidance.

2.2.1. Date Due. 15 February.

2.2.2. Functional Area. Varies by award.

2.2.3. Eligibility. Varies by award.

2.2.4. Award Type. Varies by award.

2.2.5. Award Presentation. AMC/CC or CV presents at an appropriate event. Presentation may be delegated to a lower level commander.

2.2.6. Related Higher Headquarters Publication. None.

2.2.7. Who May Nominate. AMC wings, stand-alone groups, FOAs, and DRUs may submit one nomination for each award.

2.2.8. Nomination Package. Varies by award.

2.2.9. Board Composition. HQ AMC/A3 Awards convenes a board of appropriate members (from functional areas, if possible) to review and select nominee for AMC/CC approval.

2.3. Specific Guidance: See Table below.

Table 2.1. General James H. Doolittle Trophy.

Purpose:	Identify and recognize the most outstanding AMC aircrew that best characterizes and epitomizes qualities and traits for which General Doolittle is famous.
Eligibility:	All AMC and AMC-gained aircrews.
Type of Award:	Plate on AMC trophy; miniature trophies for aircrew members, and Letter of Commendation (LOC).
<p>Criteria. Base nominations on aircrew professionalism, courage, leadership, and extremely meritorious service.</p> <p>Authorized Headings: Professionalism Courage Leadership Extremely Meritorious Service</p>	<p>NOMINATION PACKAGE: Write nominations based on achievements that occurred during calendar year for which being nominated. Submit one copy of each of the following: Nomination. Submit nomination on AF Form 1206 using criteria to the left. Submit nominations in bullet format, not to exceed one single-spaced page. Citation. Prepare a proposed citation in landscape format. Left and right margins must be 1-½ inches. Limit the citation to approximately 50 key words that properly describe nominee’s accomplishments or achievements. See AFI 36-2805, Attachment 3.</p>

Table 2.2. General Carl A. Spaatz Trophy.

Purpose:	Identify and recognize the most outstanding air refueling squadron within AMC.
Eligibility:	All AMC and AMC-gained KC-10 and KC-135 squadrons.
Type of Award:	Plate on AMC trophy, miniature trophy, and LOC.
<p>Criteria (must be included in the order given):</p> <p>MISSION: Short synopsis of unit mission, resources available and particular difficulties encountered in performing mission.</p> <p>AIRCREW UPGRADING/TRAINING: Upgrading necessary to accomplish the mission and any innovations used to improve unit training.</p> <p>SAFETY RECORD: Unique mission factors having a bearing on safety and measures taken to improve safety awareness.</p> <p>AIRCREW ENHANCEMENT/RETENTION: Unit retention rates and improvements to morale or retention.</p> <p>OUTSTANDING INDIVIDUAL/CREW ACCOMPLISHMENTS: Describe what unit personnel did to make them stand out.</p> <p>MILITARY/CIVILIAN EDUCATION: Number of officers and enlisted eligible for, enrolled in, and completing each level, as well as action taken to promote education.</p> <p>BASE/COMMUNITY RELATIONS: Describe how the unit has a positive impact.</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated. Submit one copy of each of the following:</p> <p>Nomination. Submit nomination on AF Form 1206 using headings and criteria to the left. Submit nominations in bullet format, not to exceed one single-spaced page.</p> <p>Citation. Prepare a proposed citation in landscape format. Left and right margins must be 1-½ inches. Limit the citation to approximately 50 key words that properly describe nominee’s accomplishments or achievements. See AFI 36-2805, Attachment 3.</p>

Table 2.3. General Joseph Smith Trophy.

Purpose:	Identify and recognize the most outstanding airlift squadron within AMC.
Eligibility:	All AMC and AMC-gained airlift squadrons.
Type of Award:	Plate on AMC trophy, miniature trophy and LOC.
<p>Criteria (must be included in the order given): MISSION: Short synopsis of unit mission, resources available and particular difficulties encountered in performing mission. AIRCREW UPGRADING/TRAINING: Upgrading necessary to accomplish the mission and any innovations used to improve unit training. SAFETY RECORD: Unique mission factors having a bearing on safety and measures taken to improve safety awareness. AIRCREW ENHANCEMENT/RETENTION: Unit retention rates and improvements to morale/retention. OUTSTANDING INDIVIDUAL/CREW ACCOMPLISHMENTS: Describe what unit personnel did to make them stand out. MILITARY/CIVILIAN EDUCATION: Number of officers and enlisted eligible for, enrolled in, and completing each level, as well as action taken to promote education. BASE/COMMUNITY RELATIONS: Describe how the unit has a positive impact.</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated. Submit one copy of each of the following: Nomination. Submit nomination on AF Form 1206 using headings and criteria to the left. Submit nominations in bullet format, not to exceed one single-spaced page. Citation. Prepare a proposed citation in landscape format. Left and right margins must be 1-½ inches. Limit the citation to approximately 50 key words that properly describe the nominee’s accomplishments or achievements. See AFI 36-2805, Attachment 3.</p>

Chapter 3

CRITERIA AND INFORMATION FOR SPECIAL TROPHIES AND AWARDS MANAGED BY HQ AMC/A3

3.1. Purpose. HQ AMC/A3 manages and processes awards listed in Table 3.1. through Table 3.19. for approval by the AMC/CC or CV and nomination to HQ USAF or sponsor, as appropriate. There are no AMC-equivalent awards.

3.2. General Guidance.

3.2.1. Date Due. Varies by award.

3.2.2. Functional Area. Varies by award.

3.2.3. Eligibility. Varies by award.

3.2.4. Award Type. Various types of awards are given to higher headquarters winners. Each nominee forwarded to the higher headquarters competition receives a LOC from AMC/CC or CV.

3.2.5. Award Presentation. As determined by the award sponsor.

3.2.6. Related Higher Headquarters Instruction. Varies by award.

3.2.7. Who May Nominate. Varies by award.

3.2.8. Nomination Package. Varies by award.

3.2.9. Board Composition. HQ AMC/A3 Awards convenes a board of appropriate members (from functional area) to review and select nominees for approval by the AMC Commander.

3.3. Specific Guidance: See Table below.

3.3.1. Air Force Flight Standards Agency (AFFSA) Awards.

Table 3.1. Col Joseph B. Duckworth Annual USAF Instrument Award.

Purpose:	Presented to the unit or individual considered to have made the most significant contribution to the art or science of aerospace instrument flight in the preceding calendar year.
Eligibility:	See AFI 36-2807, Chapter 5.
Type of Award:	Name on permanent trophy in Washington D.C. and plaque.
Presentation:	The commander of the MAJCOM to which the recipient is assigned determines appropriate presentation.
Higher Hqs Directive:	AFI 36-2807.
Who May Nominate:	AMC wings, stand-alone groups, FOAs, and DRUs (or equivalent) may submit one nomination each.
HQ AMC/A3 Awards Suspense:	TBD

<p>Criteria. Make nominations based on nominee's contribution to the art or science of aerospace instrument flight. Items to be considered are new or improved instructional methods, techniques or procedures; new or improved use of existing equipment; new or improved aircraft instrumentation or ground control instrumentation; and development of equipment</p>	<p>NOMINATION PACKAGE: Nomination. Submit AF Form 1206, containing a summary of the nominee's act, service, or accomplishment using 12-point, Times New Roman font.</p>
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3.3.2. Air Force Association (AFA) Awards.

Table 3.2. Lt Gen William H. Tunner Award for Outstanding Airlift Aircrew.

Purpose:	Identify and recognize the most outstanding airlift aircrew.
Eligibility:	All Air Force commands whose crews perform and train for airlift missions.
Type of Award:	Determined by AFA. Additionally selectee(s) authorized the AF Recognition Ribbon.
Presentation:	At the AFA national convention.
Higher Hqs Directive:	None.
Who May Nominate:	ACC, AETC, AFSOC, PACAF, USAFE, AMC, ANG, and AFRC may submit one nomination with endorsement.
AMC Wing, Stand-Alone Group, FOA, DRU Suspense to HQ AMC/A3 Awards:	15 March Note: A board will be convened by AMC/A3E to determine the AMC nominee for this award prior to MAJCOM board.
MAJCOM Suspense to HQ AMC/A3 Awards:	15 March
<p>Criteria. Outstanding performance as an aircrew on a particular mission that significantly furthered national objectives or reflects exceptionally well on the mobility air forces. Sustained superior performance as an aircrew performing a continuing mission of extraordinary difficulty or challenge. Incidents in which superior aircrew efforts in dealing with an in-flight or ground emergency resulted in preventing serious injuries or aircraft damage.</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated. Nomination. Submit on AF Form 1206 considering criteria to the left. Submit nominations in narrative format, not exceeding one single-spaced page. Citation. Submit suggested citation not exceeding 50 words, excluding opening and closing statements. Cover Page. Submit cover page with nominees' grade, full names, SSN, job title, organization, office address, commercial telephone number, and E-mail address.</p>

<p>***** ***** Nominating agencies may submit other than “traditional” airlift aircrews with full justification if those crews are performing in an airlift role and their contributions clearly satisfy the criteria for this award. Selection of an aircrew of this type is at the discretion of AMC/CC.</p>	
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Table 3.3. Brig Gen Ross Hoyt Award.

Purpose:	Identify and recognize the most outstanding air refueling aircrew.
Eligibility:	All Air Force commands whose crews perform and train for air refueling missions.
Type of Award:	Determined by AFA. Additionally selectee(s) authorized the AF Recognition Ribbon.
Presentation:	At the AFA national convention.
Higher Hqs Directive:	None.
Who May Nominate:	ACC, AETC, AFSOC, PACAF, USAFE, AMC, ANG, and AFRC may submit one nomination with endorsement.
AMC Wing, Stand-Alone Group, FOA, DRU Suspense to HQ AMC/A3 Awards:	15 March Note: A board will be convened by AMC/A3 Awards to determine the AMC nominee for this award.
MAJCOM Suspense to HQ AMC/A3 Awards:	15 March
<p>Criteria. Outstanding performance as an aircrew on a particular mission that significantly furthered national objectives or reflects exceptionally well on the mobility air forces. Sustained superior performance as an aircrew performing a continuing mission of extraordinary difficulty or challenge. Incidents in which superior aircrew efforts in dealing with an in-flight or ground emergency resulted in preventing serious injuries or aircraft damage. ***** Nominating agencies may submit other than “traditional” air refueling aircrews with full justification if those crews are performing in an air refueling role and clearly satisfy the criteria for this award. Selection of an aircrew of this type is at the discretion of AMC/CC.</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated. Nomination. Submit nomination on AF Form 1206 considering criteria to the left. Submit nominations in narrative format, not exceeding one single-spaced page. Citation. Submit suggested citation not exceeding 50 words, excluding opening and closing statements. Cover Page. Submit cover page with nominees’ grade, full names, SSN, job title, organization, office address, commercial telephone number, and E-mail address.</p>

3.3.3. Association of Old Crows (AOC) Awards.

Table 3.4. Outstanding Unit Award.

Purpose:	To recognize those units that have furthered the purposes of electronic warfare (EW) and information superiority (IS).
Eligibility:	While “EW/IS units” are normally selected, there is sufficient latitude to select units that have demonstrated an outstanding ability to operate well in an EW/IS environment.
Type of Award:	As determined by the AOC.
Presentation:	As determined by the AOC.
Higher Hqs Directive:	None.
Who May Nominate:	AMC wings, stand-alone groups, FOAs, and DRUs (or equivalent) may submit one nomination each.
HQ AMC/A3 Awards Suspense:	1 March
<p>NOMINATION PACKAGE: The nomination package will include: A narrative justification for the unit, not to exceed two double-spaced pages (unclassified versions only); A proposed unclassified citation in landscape format, 25 words or less. See AFI 36-2805, Attachment 3; The name and biographical details of the individual who will receive the award; A listing of the Chain of Command which must be notified as a matter of protocol; The publications, to include address and/or telephone number, to be notified; A proposed memo for Air Force Chief of Staff endorsement.</p>	

3.3.4. Airlift Tanker Association (ATA) Awards.

Table 3.5. General Robert “Dutch” Huyser Award.

Purpose:	Identify and recognize an outstanding Air Mobility pilot, navigator, flight engineer, loadmaster, and boom operator for sustained excellence in airmanship.
Eligibility:	AMC, AFSOC, ACC, AETC, AFMC, USAFE, PACAF, AFRC, and ANG, tanker or airlift aircrew members at wing level or below.
Type of Award:	Plaque. Additionally selectee(s) authorized the AF Recognition Ribbon.
Presentation:	Presented at the Airlift Tanker Association Annual Convention.
Higher Hqs Directive:	None.
Who May Nominate:	MAJCOMs, ANG, and AFRC may submit one nomination.
AMC Wing, Stand-Alone Group, FOA, DRU Suspense to HQ AMC/A3E:	1 May Note: A board will be convened by AMC/A3 Awards to determine the AMC nominee for this award prior to MAJCOM board.
MAJCOM, ANG, and AFRC Suspense HQ AMC/A3 Awards:	1 May

<p>Criteria. Nominee must be an Air Mobility aircrew member, at wing or group level or below; currently performing flight duties; maintain current proficiency in flight duties and those duties directly related to flying; demonstrate sustained excellence in airmanship; and have exemplary conduct and character.</p> <p>1206 Headings: Outstanding Proficiency and Performance of Flight Duties Significant Accomplishments Adaptability to Unusual Job Assignments or Difficult Situations Acceptance of Responsibility Self-Improvement Efforts</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated.</p> <p>Nomination. Submit nomination in bullet format on AF Form 1206, limited to 30 lines not including headers. Use the headings to the left.</p> <p>Biography. Include a biographical sketch on 8-½ X 11-inch plain bond paper, to include the following headings (all caps): (1) Title "General Robert "Dutch" Huyser Award" and "Biographical Sketch" centered at top of page; (2) Name; (3) Grade; (4) Date of Rank; (5) SSN; (6) Duty Title; (7) Duty Location; (8) Education; (9) Background Information; (10) Community Involvement and; (11) Prior Awards and Achievements.</p> <p>Photo. Include one 8 X 10-inch color photograph (head-and-shoulder) of nominee in service dress without headgear (electronic or hard-copy will be accepted).</p>
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Table 3.6. General P. K. Carlton Award for Valor.

Purpose:	Identify and recognize an outstanding airlift or tanker aircrew member for valor.
Eligibility:	AMC, AFSOC, ACC, AETC, PACAF, USAFE, ANG, and AFRC airlift and tanker aircrews or members.
Type of Award:	Plaque. Additionally selectee authorized the AF Recognition Ribbon.
Presentation:	Presented at the Airlift Tanker Association Annual Convention.
Higher Hqs Directive:	None.
Who May Nominate:	MAJCOMs, ANG, and AFRC may submit one nomination.
AMC Wing, Stand-Alone Group, FOA, DRU Suspend to HQ AMC/A3 Awards:	1 May Note: A board will be convened by AMC/A3 Awards to determine the AMC nominee for this award prior to MAJCOM board.
MAJCOM, ANG, and AFRC Suspend HQ AMC/A3 Awards:	1 May

<p>Criteria. Base nominations and selection on demonstrated courage, strength, determination, bravery, and fearlessness during combat, contingency or humanitarian mission for the calendar year for which being nominated.</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated.</p> <p>Narrative. Submit single-page narrative write-up on 8-½ X 11-inch plain bond paper with 1-inch margins.</p> <p>Biography. Include a biographical sketch on 8-½ X 11-inch plain bond paper, to include the following headings (all caps): (1) Title "General P. K. Carlton Award for Valor" and "Biographical Sketch" centered at top of page; (2) Name; (3) Grade; (4) Date of Rank; (5) SSN; (6) Duty Title; (7) Duty Location; (8) Education; (9) Background Information; (10) Community Involvement and; (11) Prior Awards and Achievements. See AFI 36-2805, Attachment 2, for example.</p> <p>Photograph. Submit one 8 X 10-inch color photograph (head-and-shoulder) of nominee in service dress without headgear (electronic or hard-copy will be accepted).</p>
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Table 3.7. Specialized Mission Award.

Purpose:	Identify and recognize an outstanding airlift or tanker aircrew member for valor.
Eligibility:	AMC, AFSOC, ACC, AETC, PACAF, USAFE, ANG, and AFRC personnel directly involved in the Air Mobility mission at wing level or below. Nominee must be performing aerial duties (i.e. – aeromedical evacuation crewmembers, communication system operators, flight attendants, flying crew chiefs performing in-flight duties, etc.) directly supporting Air Mobility missions. Demonstration of sustained excellence in their aerial mission on a single flight or multiple flights during crises, contingencies, or humanitarian Air Mobility missions is required.
Type of Award:	Plaque. Additionally selectee authorized the AF Recognition Ribbon.
Presentation:	Presented at the Airlift Tanker Association Annual Convention.
Higher Hqs Directive:	None.
Who May Nominate:	MAJCOMs, ANG, and AFRC may submit one nomination.
AMC Wing, Stand-Alone Group, FOA, DRU Suspense to HQ AMC/A3 Awards:	1 May Note: A board will be convened by AMC/A3 Awards to determine the AMC nominee for this award.
MAJCOM, and ANG/AFRC Suspense HQ AMC/A3	1 May

<p>Criteria. Nominee must be performing aerial duties (i.e. – aeromedical evacuation crewmembers, communication system operators, flight attendants, flying crew chiefs performing in-flight duties, etc.) directly supporting Air Mobility missions. Demonstration of sustained excellence in their aerial mission on a single flight or multiple flights during crises, contingencies, or humanitarian Air Mobility missions is required.</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated.</p> <p>Narrative. Submit AF Form 1206, in bullet format, not to exceed one single-spaced page. Use the following headings (all caps): (1) Outstanding Proficiency in Performing Assigned Duties, (2) Significant Accomplishment, (3) Innovative Approaches to Mission Accomplishment, (4) Management Expertise and Willingness to Accept Responsibility.</p> <p>Biography. Include a bio on 8-½ X 11-inch plain bond paper, to include the following headings (all caps): (1) Title "Specialized Mission Award" and "Biographical Sketch" centered at top of page; (2) Name; (3) Grade; (4) Date of Rank; (5) SSN; (6) Duty Title; (7) Duty Location; (8) Education; (9) Background Information; (10) Base/Community Involvement and; (11) Prior Awards and Achievements. See AFI 36-2805, Atch 2, for example.</p> <p>Photograph. Submit one 8 X 10-inch color photograph (head-and-shoulder) of nominee in service dress without headgear (electronic or hard-copy will be accepted).</p>
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3.3.5. Air Rescue Association (ARA) Awards.

Table 3.8. Richard T. Kight Award.

Purpose:	Awarded annually to recognize outstanding contributions to the Air Force rescue mission made by active duty or reserve component members.
Eligibility:	AMC and AMC-gained members in an organization that supports the rescue mission. The individual need not be assigned to a dedicated rescue organization or a specific weapon system. Nominating entire aircrews for a specific rescue mission is discouraged at the request of the sponsoring agency.
Type of Award:	Trophy.
Presentation:	Determined by ARA.
Higher Hqs Directive:	AFI 36-2807.
Who May Nominate:	AMC wings, stand-alone groups, FOAs, and DRUs (or equivalent) may submit one nomination each.
HQ AMC/A3 Awards Suspense:	1 June
Criteria. It is appropriate that	NOMINATION PACKAGE. The Kight Award is presented

<p>a nominee be an individual whose efforts during the year have contributed to the overall effectiveness of the rescue mission area through management, innovation, or other outstanding achievement. Contributions of the nominees are not limited to direct participation in an actual rescue mission. This award is an excellent means to recognize the outstanding accomplishments of USAF personnel worldwide that reflect the spirit of the rescue motto: “These things we do that others may live.”</p>	<p>annually for the period 1 August through 31 July. Write nominations based on achievements that occurred during that period. Nomination. Prepare the nomination on AF Form 1206, single- spaced, not to exceed one page in length. 12-point, Times New Roman font containing a summary of the nominee’s act, service, or accomplishments. Citation. Proposed citation must be in landscape format, single- spaced, typed in 12-point with 1 inch margins, and a maximum length of 15 lines. The citation heading should be double-spaced and read “CITATION TO ACCOMPANY THE AWARD OF” first line, “THE RICHARD T. KIGHT AWARD” second line. See AFI 36-2805, Attachment 3. Biography. Include a one page biography of award recipient(s) to include (1) Name; (2) Rank; (3) Organization; (4) Duty Title/AFSC; (5) Assignment history in bullet format; (6) Names of family members.</p>
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3.3.6. National Aeronautics Association (NAA) Awards.

Table 3.9. Katherine and Marjorie Stinson Award for Achievement.

Purpose:	To recognize a living woman for an outstanding and enduring contribution, meritorious flight, or a singular technical development in aviation, aeronautics, space or related sciences.
Eligibility:	See AFI 36-2807, Chapter 18.
Type of Award:	Determined by NAA.
Presentation:	Determined by NAA.
Higher Hqs Directive:	Not governed by Air Force directives.
Who May Nominate:	AMC wings, stand-alone groups, FOAs, and DRUs (or equivalent) may submit one nomination each.
HQ AMC/A3 Awards Suspense:	15 October
<p>NOMINATION PACKAGE: Nomination. Submit narrative format on plain bond paper containing a summary of the nominee’s act, service, or accomplishment. Give complete, but concise, details justifying the award to the nominee with such background as considered pertinent, and any other relevant information. Nomination will not exceed three pages. Citation. Prepare a citation in 30 words or less that captures the essence of the achievement for which the nominee has been submitted. See AFI 36-2805, Attachment 3.</p>	

Table 3.10. Frank G. Brewer Trophy.

Purpose:	Awarded for significant contributions of enduring value to aerospace education in the United States.
Eligibility:	See AFI 36-2807, Chapter 17.
Type of Award:	Trophy
Presentation:	Determined by NAA.
Higher Hqs Directive:	Not governed by Air Force directives.
Who May Nominate:	AMC wings, stand-alone groups, FOAs, and DRUs (or equivalent) may submit one nomination each.
HQ AMC/A3 Awards Suspense:	15 April
Criteria. Awarded to an individual, a group of individuals, or an organization. Give complete, but concise details to justify the award, with pertinent background information, and any other relevant information that would assist in selection.	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated.</p> <p>Cover Sheet. Use the following headings for cover sheet:</p> <p>NOMINEE: Identify the nominee or organization, full address, telephone/fax numbers and e-mail address, if available.</p> <p>SUBMITTED BY: Include name, address, and phone number of the individual preparing the nomination.</p> <p>SUMMARY: Concisely state the specific achievement for which the nominee or organization is being cited.</p> <p>Narrative. Prepare on 8-½ X 11-inch paper with a 1-inch left margin. A maximum of three pages will be accepted.</p> <p>Citation. Prepare a citation in 30 words or less that captures the essence of the achievement for which the nominee or organization was submitted. See AFI 36-2805, Attachment 3.</p>

Table 3.11. Collier Trophy.

Purpose:	Awarded for the greatest achievement in aeronautics or astronautics in America to improve performance, efficiency, or safety of air or space vehicles.
Eligibility:	See AFI 36-2807, Chapter 17.
Type of Award:	Trophy.
Presentation:	Determined by NAA.
Higher Hqs Directive:	Not governed by Air Force directives.
Who May Nominate:	AMC wings, stand-alone groups, FOAs, and DRUs (or equivalent) may submit one nomination each.
HQ AMC/A3 Awards Suspense:	15 October

<p>Criteria. Awarded to an individual, a group of individuals, or an organization. Give complete, but concise details to justify the award, with pertinent background information, and any other relevant information that would assist in selection. Do not submit posthumous nominations.</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated.</p> <p>Cover Sheet. Use the following headings for cover sheet:</p> <p>NOMINEE: Identify the nominee, full address, telephone/fax numbers, and e-mail address, if available.</p> <p>SUBMITTED BY: Include name, address, and phone number of the individual preparing the nomination.</p> <p>SUMMARY: Concisely state the specific achievement for which the nominee is being cited.</p> <p>Narrative. Prepare on 8-½ X 11-inch paper with a 1-inch left margin. A maximum of three pages will be accepted.</p> <p>Citation. Prepare a citation in 30 words or less that captures the essence of the achievement for which the nominee or organization was submitted. See AFI 36-2805, Attachment 3.</p>
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3.3.7. Field of Aeronautics and Astronautics (FOAA) Awards.

Table 3.12. Aviator Valor Award.

Purpose:	This award is presented to a rated Air Force officer for a “conspicuous act of valor or courage performed during aerial flight during either combat or noncombat.”
Eligibility:	See AFI 36-2807, Chapter 7.
Type of Award:	Determined by NAA.
Presentation:	Determined by NAA.
Higher Hqs Directive:	AFI 36-2807.
Who May Nominate:	AMC wings, stand-alone groups, FOAs, and DRUs (or equivalent) may submit one nomination each.
HQ AMC/A3 Awards Suspense:	15 November
<p>NOMINATION PACKAGE. All nominations will be written based upon acts that occurred during the calendar year for which being nominated. Posthumous awards are not permitted.</p> <p>NOMINATION: Limit the write-up to two single-spaced typewritten pages, using 12-point, Times New Roman font, on AF Form 1206, Nomination for award, for both pages. (Use a bullet or point-paper format, not running narrative). Do not include classified information in the nomination package.</p> <p>BIOGRAPHY: Limit to one single-spaced page. If submitting a joint nomination, prepare a biography for each individual. Use the format in AFI 36-2805, Attachment 2.</p> <p>CITATION: Prepare a citation in 30 words or less that captures the essence of the achievement for which the nominee or organization was submitted. See AFI 36-2805, Attachment 3.</p>	

Table 3.13. Cheney Award.

Purpose:	This award is presented for an “act of valor, extreme fortitude, or self-sacrifice in a humanitarian interest, performed in connection with aircraft, but not necessarily of a military nature by an Air Force officer or enlisted member.”
Eligibility:	See AFI 36-2807, Chapter 7.
Type of Award:	Determined by NAA.
Presentation:	Determined by NAA.
Higher Hqs Directive:	AFI 36-2807.
Who May Nominate:	AMC wings, stand-alone groups, FOAs, and DRUs (or equivalent) may submit one nomination each.
HQ AMC/A3 Awards Suspense:	15 November
<p>NOMINATION PACKAGE. All nominations will be written based upon acts that occurred during the calendar year for which being nominated. Posthumous awards are permitted. Limit joint nominations to two individuals.</p> <p>NOMINATION: Limit the write-up to two single-spaced typewritten pages, using 12-point, Times New Roman font, on AF Form 1206, Nomination for Award, for both pages. (Use a bullet or point-paper format, not running narrative). Do not include classified information in the nomination package.</p> <p>BIOGRAPHY: Limit to one single-spaced page. If submitting a joint nomination, prepare a biography for each individual. Use the format in AFI 36-2805, Attachment 2.</p> <p>CITATION: Prepare a citation in 30 words or less that captures the essence of the achievement for which the nominee or organization was submitted. See AFI 36-2805, Attachment 3.</p>	

Table 3.14. Mackay Trophy.

Purpose:	This award is presented for “the most meritorious flight of the year” performed by an Air Force military member or an aircrew. First consideration is given to an individual member. This award may also be given for “gallantry, intrepidity, unusual initiative, resourcefulness, and achievement of outstanding results with unusual presence of mind under combat or noncombat conditions.”
Eligibility:	See AFI 36-2807, Chapter 7.
Type of Award:	Determined by NAA.
Presentation:	Determined by NAA.
Higher Hqs Directive:	AFI 36-2807.
Who May Nominate:	AMC wings, stand-alone groups, FOAs, and DRUs (or equivalent) may submit one nomination each.
HQ AMC/A3 Awards Suspense:	15 November

NOMINATION PACKAGE. All nominations will be written based upon acts that occurred during the calendar year for which being nominated.

NOMINATION: Limit the write-up to two single-spaced typewritten pages, using 12-point, Times New Roman font, on AF Form 1206, Nomination for Award, for both pages. (Use a bullet or point-paper format, not running narrative).

BIOGRAPHY: Limit to one single-spaced page. If submitting a joint nomination, prepare a biography for each individual. Use the format in AFI 36-2805, Attachment 2.

CITATION: Prepare a citation in 30 words or less that captures the essence of the achievement for which the nominee or organization was submitted. See AFI 36-2805, Attachment 3.

3.3.8. Institute of Navigation (ION) Awards.

Table 3.15. Norman P. Hays Award.

Purpose:	To recognize outstanding encouragement, inspiration, and support contributing to the advancement of navigation.
Eligibility:	Individuals engaged in management of the military services, civil government, or industry.
Type of Award:	Determined by ION.
Presentation:	Determined by ION.
Higher Hqs Directive:	AFI 36-2805.
Who May Nominate:	AMC and AMC-gained wings, groups, FOAs, and DRUs may submit one nomination per category with endorsement memo.
HQ AMC/A3 Awards Suspense:	1 September
Nomination Format. Submit nominations on forms that are available upon request from the ION or in Word format providing the information requested on the ION website. See AFI 36-2805, Chapter 4, paragraph 4.4.	

Table 3.16. Thomas L. Thurlow Award.

Purpose:	To recognize outstanding contributions to the science of navigation.
Eligibility:	Individuals making one of the following contributions, listed in descending order of importance: * An outstanding invention or design of equipment which applies to the science of navigation * An outstanding method developed for use in navigation * Outstanding research or study relating to navigation
Type of Award:	Determined by ION.
Presentation:	Determined by ION.
Higher Hqs Directive:	AFI 36-2805.
Who May Nominate:	AMC and AMC-gained wings, groups, FOAs, and DRUs may submit one nomination per category with endorsement memo.
HQ AMC/A3 Awards	1 September

Suspense:	
Nomination Format. Submit nominations on forms that are available upon request from the ION or in Word format providing the information requested on the ION website. See AFI 36-2805, Chapter 4, paragraph 4.4.	

Table 3.17. P.V.H. Weems Award.

Purpose:	This award is intended to recognize individuals who have made significant contributions to navigation.
Eligibility:	Individuals making continuing contributions to the advancement of navigation over a period of years.
Type of Award:	Determined by ION.
Presentation:	Determined by ION.
Higher Hqs Directive:	AFI 36-2805.
Who May Nominate:	AMC and AMC-gained wings, groups, FOAs, and DRUs may submit one nomination per category with endorsement memo.
HQ AMC/A3 Awards Suspense:	1 September
Nomination Format. Submit nominations on forms that are available upon request from the ION or in Word format providing the information requested on the ION website. See AFI 36-2805, Chapter 4, paragraph 4.4.	

Table 3.18. Superior Achievement Award.

Purpose:	To recognize individuals making outstanding contributions to the advancement of navigation.
Eligibility:	Individuals cited for outstanding performance as a practicing navigator.
Type of Award:	Determined by ION.
Presentation:	Determined by ION.
Higher Hqs Directive:	AFI 36-2805.
Who May Nominate:	AMC and AMC-gained wings, groups, FOAs, and DRUs may submit one nomination per category with endorsement memo.
HQ AMC/A3 Awards Suspense:	1 September
Nomination Format. Submit nominations on forms that are available upon request from the ION or in Word format providing the information requested on the ION website. See AFI 36-2805, Chapter 4, paragraph 4.4.	

3.3.9. Daedalian Awards.

Table 3.19. Daedalian Exceptional Pilot Award.

Purpose:	This award is given to inspire excellence of duty performance by career military pilots who place nation above self.	
Eligibility:	See AFI 36-2807, Chapter 16.	
Type of Award:	Bronze statuette of Daedalus mounted on a 4-inch wooden pedestal with an engraved plate, and a certificate.	
Presentation:	As determined by the Order of Daedalian.	
Higher Hqs Directive:	AFI 36-2807.	
Who May Nominate:	AMC wings, stand-alone groups, FOAs, and DRUs (or equivalent) may submit one nomination each.	
HQ AMC/A3 Awards Suspense:	15 November	
Criteria. Nominations should focus on, but are not limited to, the working level pilot (O-2/O-4). The award will always be given to a pilot, however, other aircrew members, key to specific performance, act or accomplishment being recognized, may be included in the nomination, as appropriate. Include one or more of the following criteria in the nomination:	<p>NOMINATION PACKAGE:</p> <p>Narrative. Prepare on AF Form 1206, Nomination for Award, using 12-point, Times New Roman font, not to exceed two single-spaced pages. Use a bullet or point-paper format, not a running narrative.</p> <p>Biography. Include a biography, limited to one, single-spaced typewritten page. If additional crewmembers are included in the nomination, include a biography on each aircrew member. See AFI 36-2805, Attachment 2, for example.</p> <p>Citation. Prepare a proposed citation in landscape format. Left and right margins must be 1-½ inches. Limit the citation to approximately 50 key words that properly describe the nominee's accomplishments or achievements. See AFI 36-2805, Attachment 3.</p>	
<ul style="list-style-type: none"> * Exceptional deeds performed to assure mission success. * Acts of valor as an aviator. * Extraordinary display of courage or leadership in the air in support of air operations. * Flying safety factors. 		

Chapter 4

WEATHER AWARDS

4.1. Purpose. These annual weather awards recognize outstanding performance by an individual or unit. Recognition is for the period of 1 January through 31 December.

4.2. General Guidance.

4.2.1. Date Due. Nomination packages (electronic copies) due to HQ AMC/A3 Awards by 15 January following the nomination calendar year.

4.2.2. Functional Area. A3W.

4.2.3. Related Higher Headquarters Publication. AFI 36-2807, Headquarters United States Air Force Deputy Chief of Staff Plans and Operations Annual Awards Program, Chapter 14.

4.2.4. Eligibility--All AMC weather personnel (military and civilian) and units eligible for nomination, based on award criteria.

4.2.5. Award Type. Plaques, Letters of Congratulations (LOCs) for winners.

4.2.6. Who May Nominate. AMC wings (including Contingency Response Wings), the 618th Tanker Airlift Control Center (618 TACC), and the Chief, AMC Weather Division may submit only one nomination per category, per award they qualify for.

4.2.7. Board Composition. HQ AMC/A3 Awards convenes a board of appropriate members (from functional areas) to review and select for AMC/A3 or AMC/DA3 approval.

4.2.8. Nomination Package. Prepare a single page AF Form 1206 in bullet format for each award. Submit an electronic copy of the latest version of AF Form 1206, Nomination for Award, in bullet format limited to 20 lines. Include unit mission descriptions for squadron-level organizational awards on the reverse side of the AF Form 1206. Describe the nominee's performance and achievements and the significance to the military mission. Emphasize results and impacts; do not just give facts or statistics. Do not place category header(s) within the AF Form 1206 Specific Accomplishments block (e.g., LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY; SIGNIFICANT SELF-IMPROVEMENTS). Use only standard/common acronyms and abbreviations understood within Air Force Weather. Do not include classified information. Citations are not required.

4.2.9. Award Presentation. The AMC Director of Operations presents as many awards as possible. All remaining awards will be presented through command channels.

4.2.10. Listing of AMC Annual Weather Awards. AMC award categories are identical to those at the Air Force level. All Air Force Weather Annual Awards descriptions and eligibility guidance is located in AFI 36-2807, Chapter 14. AMC winners in each category will go forward as the AMC nominee for the corresponding Air Force level award. There are additional Air Force level organizational awards, but AMC does not have eligible units.

4.2.10.1. Individual or Team Awards.

4.2.10.1.1. Air Force Weather FGO, CGO, SNCO, NCO, Airman and Civilian of the Year Awards.

- 4.2.10.1.2. Air Force Battlefield Weather CGO, SNCO, NCO and Airman of the Year Awards. Note: Although AMC has no personnel habitually tasked to support operations to be eligible for this award, members may be eligible based on a previous assignment or deployment where he/she served for at least 183 days during the award period. In cases such as this, the organization to which the member is assigned on 31 December is responsible for award submission.
- 4.2.10.1.3. Air Force Weather Staff Officer, Enlisted Member and Civilian of the Year Awards.
- 4.2.10.1.4. Air Reserve Component Weather Officer and Enlisted Member of the Year Awards. Note: These are the only awards where “whole person” accomplishments may be included (e.g., self-improvement; community service).
- 4.2.10.1.5. Outstanding Technical Achievement in Weather Operations Award (individual or team). Note: Nomination of a member in this category does not prevent their nomination for another individual award.
- 4.2.10.2. Organizational Awards.
- 4.2.10.2.1. Outstanding Specialized Weather Support Unit (squadron level or equivalent). Submission for this award will include the official unit mission description on the reverse of the AF Form 1206. Note: At the time of this publication writing the TACC/XOW is the only AMC unit that falls into this category.
- 4.2.10.2.2. Outstanding Air Force Weather Organization (below squadron level or equivalent).

Chapter 5

RODEO PARTICIPATION AWARDS AND RODEO STAFF RECOGNITION PROGRAM

5.1. RODEO Participation Awards Purpose. To identify and recognize individuals and teams for achievement during Air Mobility Command's biennial competition known as RODEO.

5.2. General Guidance.

5.2.1. Date Due. Award recipients chosen at RODEO based on individual criteria.

5.2.2. Functional Area. A3V.

5.2.3. Related Higher Headquarters Publication. Not applicable.

5.2.4. Board Composition. Not applicable.

5.2.5. Nomination Package. Not applicable.

5.2.6. Eligibility. All RODEO participants.

5.2.7. Who May Nominate. Base nomination on RODEO performance.

5.2.8. Award Presentation. RODEO team chiefs receive these awards on behalf of their team, normally at a ceremony during RODEO.

5.2.9. Type Award. AMC selects the type of award to be presented. Each participant receives a personal award.

5.3. Specific Guidance: See tables.

5.3.1. RODEO Participation Awards.

Table 5.1. Air Refueling Awards.

Award Name	Specific Purpose	Eligibility
Gen Bruce K. Holloway Trophy	Identify and recognize best KC-135 aircrew at RODEO.	Any KC-135 aircrew that participates in aircrew portions of RODEO.
Criteria. Awarded to KC-135 aircrew that earns highest point total in aircrew events.		
Gen Richard H. Ellis Trophy	Identify and recognize best KC-10 wing (or equivalent) at the RODEO.	Any KC-10 wing (or equivalent) at RODEO.
Criteria. Awarded to KC-10 wing (or equivalent) that earns highest point total in all common events for KC-10 units.		
Maj Gen Harold E. Collins Trophy	Identify and recognize the best tanker wing at RODEO.	Any KC-135 or KC-10 wing that, as a minimum, participates in aircrew, maintenance, and security police portions of RODEO.
Criteria. Awarded to tanker wing that earns highest point total in all common events for tanker aircraft.		

Brig Gen Donald W. Saunders Trophy	Identify and recognize the best KC-135 wing (or equivalent) at RODEO.	Any KC-135 wing (or equivalent) that, as a minimum, participates in aircrew, maintenance, and security police portions of RODEO.
Criteria. Awarded to KC-135 wing (or equivalent) that earns highest point total in all common events for KC-135 units.		

Table 5.2. Airlift Awards.

Award Name	Specific Purpose	Eligibility
Gen Lawrence S. Kuter Trophy	Identify and recognize best airland wing at RODEO.	Any C-5 or non-airdrop C-17 wing (or equivalent) that, as a minimum, participates in aircrew, maintenance, security police, engine running off-load, and aerial port combat endurance course portions of RODEO.
Criteria. Awarded to airland wing (or equivalent) that earns highest point total in all common events for C-5 or non-airdrop C-17 aircraft.		
Gen Jack J. Catton Trophy	Identify and recognize best C-5 wing at RODEO.	Any C-5 wing (or equivalent) that, as a minimum, participates in aircrew, maintenance, security police, engine running on- or off-load, and aerial port combat endurance course portions of RODEO.
Criteria. Awarded to the C-5 wing (or equivalent) that earns highest point total in all common events for C-5 units.		
Gen Howell M. Estes, Jr. Trophy	Identify and recognize best C-17 wing at the RODEO.	Any C-17 wing (or equivalent) that, as a minimum, participates in aircrew (including airdrop events), maintenance, security police, engine running on- or off-load, and aerial port combat endurance course portions of RODEO.
Criteria. Awarded to C-17 wing (or equivalent) that earns highest point total in all common events (including airdrop) for C-17 units.		
Gen Joe W. Kelly Trophy	Identify and recognize best C-130 (or equivalent) wing (or equivalent) at RODEO.	Any C-130 (or equivalent) wing (or equivalent) that, as a minimum, participates in aircrew, maintenance, security police, engine running on- or off-load, and aerial port combat endurance course portions of RODEO.
Criteria. Awarded to C-130 (or equivalent) wing (or equivalent) that earns highest point total in all common events for C-130 units.		

Gen Duane H. Cassidy Trophy	Identify and recognize best C-17 wing at the RODEO.	Any C-17 wing that, as a minimum participates in aircrew, ERO, aerial port, and security force portions of RODEO.
Criteria. Awarded to C-17 wing that earns highest point total in C-17 wing events.		
Lt Gen Harold L. George Trophy	Identify and recognize the best airdrop wing at RODEO.	Any airdrop wing (or equivalent) that, as a minimum, participates in aircrew (including airdrop events), maintenance, security police, engine running off-load, and aerial port combat endurance course portions of RODEO.
Criteria. Awarded to airdrop wing (or equivalent) that earns highest point total in all common events for airdrop aircraft.		
Lt Col Joe Jackson Trophy	Identify and recognize best C-130 (or equivalent) aircrew at the RODEO.	Any C-130 aircrew that participates in aircrew portions of RODEO.
Criteria. Awarded to C-130 aircrew that earns highest point total in C-130 aircrew events.		

Table 5.3. International Team Awards.

Award Name	Specific Purpose	Eligibility
Air Commodore David F.L. Edwards Trophy	Identify and recognize the best international team at RODEO.	Any international team that, as a minimum, participates in aircrew, maintenance, and aerial port portions of RODEO.
Criteria. Awarded to international unit that earns highest point total in aircrew, maintenance, and aerial port events during RODEO competition.		

Table 5.4. Other Awards.

Award Name	Specific Purpose	Eligibility
Gen John C. Meyer Trophy	Identify and recognize best air refueling team (tanker or receiver) at RODEO.	Any tanker and receiver team participating in air refueling portion of RODEO.
Criteria. Awarded to air refueling team that earns highest point total during air refueling competition.		
Gen William G. Moore, Jr. Trophy	Identify and recognize the wing with the most outstanding performance throughout RODEO	Any wing (or wing equivalent) that participates in all RODEO events which that wing is capable of participating in.
Criteria. base the winning team on a formula listed in the RODEO operations order.		
Aune/Pagett Trophy	Identify and recognize the best Aeromedical Evacuation team.	Any Aeromedical Evacuation team participating in RODEO.
Criteria. Awarded to the Aeromedical Evacuation team that attains the highest overall score on events during the RODEO competition.		

5.4. RODEO Staff Recognition Program. To identify AMC RODEO staff members who display outstanding performance in planning and executing AMC's RODEO. This outlines how to nominate deserving individuals for the following forms of recognition and the responsibilities of the RODEO Command Staff.

5.4.1. Recognition Program Categories:

5.4.1.1. US Military Decoration for Outstanding Achievement/Certificate of Commendation (Civilian Personnel).

5.4.1.2. Letter of Appreciation and Memento.

5.4.1.3. Letter of Appreciation and Coin.

5.4.1.4. Letter of Appreciation.

5.4.2. Eligibility Requirements. Vary with the level of recognition. The period of recognition will be the date the individual began working on the assigned task to the date the individual completed the assigned task which greatly impacted the successful execution of AMC RODEO.

5.4.2.1. Recommendations Based on Outstanding Achievement. Will be in accordance with (IAW) AFI 36-2803, The Air Force Awards and Decorations Program, paragraph 2.4. "Recognize a single, specific action or accomplishment separate and distinct from regularly assigned duties such as successfully completing important projects or on reaching major milestones of a long-term project or negotiations or accomplishments in a temporary duty (TDY) status. (A significant project accomplished within regularly assigned duties may meet the criteria.) An outstanding achievement award covers a short period of time with definite beginning and ending dates. Submit at any time within the prescribed time limits. Submit a recommendation only when you have no other way to recognize the achievement and waiting would diminish the significance of the accomplishment. Do not use outstanding achievement to justify decorations when the conditions for a completed period of service have not been met."

5.4.2.1.1. Submit recommendation citations to the RODEO Command Staff for processing. The RODEO Command Staff will request a Décor 6 from the nominated individual's respective servicing Military Personnel Flight (MPF) or unit.

5.4.2.1.2. The decoration orders will be cut by the RODEO Commander's servicing awards and decorations processing office and then forwarded to the RODEO Commander's servicing MPF for update into the Military Personnel Data System.

5.4.2.1.3. The awards and decorations processing office will forward approved decorations to the individual's respective servicing MPF if it is not presented prior to leave RODEO.

5.4.2.2. Certificate of Commendation. Will be used to recognize civilian personnel IAW AFI 36-1004, Managing the Civilian Recognition Program, paragraph 4.8. "Use AF Form 3034, Certificate of Commendation, with a letter of commendation to recognize an employee for an unusual achievement or contribution that does not meet the criteria for other awards. Such situations include: noteworthy accomplishments while on special assignment or during short periods when an unusual work situation or emergency exists; Air Force programs recognized by an outside organization to which the employee made a

contribution that was significant; and exceptional participation in civic or professional activities related to official employment. Letters of commendation must contain a complete and concise description of the employee's act, accomplishment, or service and identify position title, organization, and dates. Commanders (unit level and above) may sign certificates of commendation."

5.4.2.3. Letter of Appreciation and Memento. Will be used to recognize individuals who have displayed outstanding performance by managing an assigned task which required a great deal of responsibility and significantly impacted the successful execution of AMC RODEO.

5.4.2.3.1. Submit recommendations/nominations of factual and substantial examples of the nominee's performance to the RODEO Command Staff to prepare the letter of appreciation for the RODEO Commander's approval.

5.4.2.3.2. The RODEO Command Staff will distribute/forward the letters of appreciation and memento to the approved individuals or their respective units.

5.4.2.4. Letter of Appreciation and Coin. Will be used to recognize individuals who have participated or assisted in the successful accomplishment of an assigned task by active membership as part of an AMC RODEO Committee. The coin may be used for "on the spot" recognition by the RODEO Commander for personal efforts associated with an actual achievement in a particular program, function, or task. If an individual receives a coin as a result of "on the spot" recognition, that individual may not be eligible to receive a memento for the same accomplishments.

5.4.2.4.1. The RODEO Commander's Executive Officer and RODEO Command Staff will be responsible for maintaining a log of all AMC RODEO staff members who receive a coin "on the spot."

5.4.2.4.2. Submit recommendations/nominations of factual and substantial examples of the nominee's performance to the Rodeo Command Staff to prepare the letter of appreciation for the RODEO Commander's approval.

5.4.2.4.3. The RODEO Command Staff will distribute/forward the letters of appreciation and coins to the approved individuals or their respective units if the individuals are not present for the "on the spot" presentations.

5.4.2.5. Letter of Appreciation. Will be used to recognize individuals who have participated or assisted in the successful accomplishment of an assigned task. Submit recommendations/nominations of factual and substantial examples of the nominee's performance to the RODEO Command Staff for approval. The RODEO Command Staff will distribute/forward the letter to the approved individuals or their respective units.

Chapter 6

MOBILITY AIR FORCES (MAF) AEROMEDICAL EVACUATION (AE) AWARDS

6.1. Purpose. These annual aeromedical evacuation awards recognize outstanding performance by Mobility Air Forces individuals or units. MAF selectees for the Lillian Keil Award are sent by AMC/A3O for Air Force-level consideration. Recognition is for the period of 1 January through 31 December.

6.2. General Guidance.

6.2.1. Date Due. Nomination packages (electronic copies) are due to HQ AMC/A3OE by 15 January following the nomination calendar year.

6.2.2. Functional Area. A3O.

6.2.3. Related Higher Headquarters Publication. AFI 36-2856, Medical Service Awards.

6.2.4. Eligibility. All active duty aeromedical evacuation personnel and units (including AFRC and ANG) and Individual Mobilization Augmentation (IMA) aeromedical evacuation personnel are eligible for nomination based on award criteria.

6.2.5. Award Type. LOCs for all award winners.

6.2.6. Who May Nominate: Active duty Aeromedical Evacuation squadrons, Air Mobility Operations Squadrons (AMOS), Air Reserve Component (ARC) wings, and the 618th Tanker Airlift Control Center (618 TACC) may submit one nomination per category, per award.

6.2.7. Board Composition. HQ AMC/DA3O (AE) convenes a board of appropriate members (from functional areas) to review and select for AMC/A3 approval

6.2.8. Nomination Package. Prepare a single page AF Form 1206 in bullet format for each award. Submit an electronic copy of the AF Form 1206 to amc.A3oe@scott.af.mil and amca3awards.scott.af.mil in packaged format. Describe the nominee's performance and achievements and the significance to the military mission. Emphasize results and impacts; do not just give facts or statistics. Nominations may include "whole person" comments on civic, community, religious, or athletic activities only when comments directly relate to the performance of the unit's mission.

6.2.8.1. Individual nominations will use the following three categories on the AF Form 1206. (1) Leadership and Job Performance in Primary Duties – 60%, (2) Base and Community Involvement – 20%, and (3) Significant Self-Improvement; –20%

6.2.8.2. Team and Squadron nominations will use the following three categories on the AF Form 1206. (1) Team Goals and Significant Accomplishments – 50%; (2) Exceptional Deeds Performed to Assure Mission Success – 30%; (3) Other Contributions to the Mission – 20%.

6.2.9. Award Presentation. The AMC Director of Operations presents as many awards as possible at conferences, i.e. Commanders Conferences, Association Medical Surgeons of the United States (AMSUS) or Airlift Tanker Association (A/TA) meetings. All remaining awards will be presented through command channels.

6.3. Specific Guidance.

Table 6.1. Aeromedical Evacuation Awards.

Award Name	Specific Purpose	Eligibility
<p>Outstanding Aeromedical Evacuation Mission Support of the Year</p> <p>Company Grade Officer Senior NCO NCO Airman</p>	<p>Recognizes individual excellence, leadership, and duty performance by a member providing operational aeromedical evacuation support at the unit level.</p>	<p>Aeromedical evacuation support personnel assigned to any aeromedical evacuation squadron, or air mobility operations squadron, including AFRC and ANG.</p>
<p>Outstanding Aeromedical Evacuation Staff of the Year</p> <p>Field Grade Officer Company Grade Officer Senior NCO NCO AMN</p>	<p>Recognizes individual excellence by a member providing staff aeromedical evacuation support at the MAJCOM level.</p>	<p>Aeromedical evacuation personnel permanently assigned A3 or IG at HQ AMC, HQ PACAF, HQ USAFE, HQ AFRC, NGB, and 618 TACC.</p>
<p>Lillian Keil Award</p>	<p>Recognizes excellence by a team (two or more persons) making the most significant contributions to the Mobility Air Forces' aeromedical evacuation mission during contingency operations.</p>	<p>Aeromedical evacuation personnel permanently assigned to any aeromedical evacuation squadron, or air mobility operations squadron, including AFRC and ANG.</p>
<p>Reba Zitella Whittle Award</p>	<p>Recognizes a person who puts patient care above self and volunteers to care and help the ill/injured during aeromedical evacuation missions while demonstrating the highest military and professional standards.</p>	<p>Aeromedical evacuation personnel permanently assigned to any aeromedical evacuation squadron, including AFRC and ANG.</p>
<p>Aeromedical Evacuation Excellence in Leadership and Management Awards</p> <p>Team Individual</p>	<p>Recognizes leadership excellence by an individual or team demonstrating creativity in problem analysis and generation of solutions, views change as a dynamic process, and identifies ways to support and enhance others' strengths. Recognizes the ability to promote an environment of professional</p>	<p>Aeromedical evacuation personnel assigned to any aeromedical evacuation squadron or air mobility operations squadron, including AFRC and ANG.</p>

	accountability, collaborative problem solving, empowerment, communication, leadership and serving as a catalyst.	
Outstanding Aeromedical Evacuation Individual Mobilization Augmentee of the Year	Recognizes IMAs for excellence while performing duties to support the aeromedical evacuation mission.	Aeromedical evacuation IMA
Outstanding Aeromedical Evacuation Squadron of the Year	Recognizes the most outstanding aeromedical evacuation squadron performing aeromedical evacuation operations.	All aeromedical evacuation squadrons including AFRC and ANG.

Chapter 7

AIRCREW FLIGHT EQUIPMENT AWARDS

7.1. Purpose. These awards recognize exceptional accomplishments of AMC Aircrew Flight Equipment (AFE) personnel and AFE program/teams. These awards are for those professionals whose superior performance added value to the career field and AFE program/team efforts. AMC individual award recipients are sent for Air Force-level consideration. Recognition is for the period of 1 January through 31 December.

7.2. General Guidance.

7.2.1. Date Due. Nomination packages due to A3TL organizational email box by 15 January.

7.2.2. Functional Area. A3TL.

7.2.3. Related Higher Headquarters Publication. AFI 36-2807.

7.2.4. Award Type. Plaque and Letter of Recognition from AMC A3.

7.2.5. Eligibility. See Table 7.1.

7.2.6. Who May Nominate. Each AMC wing or group may nominate one Airman, one NCO, one senior NCO, and one Aircrew Flight Equipment Officer (AFE). In addition, each wing or group may nominate one team award. For the program/team award, the nomination addresses the wing or group ALS program.

7.2.7. Board Composition. HQ AMC/A3T convenes a board of appropriate members (from the aviation and aviation support functional areas) to review and select nominee for AMC/A3 approval.

7.2.8. Nomination Package Preparation.

7.2.8.1. Personnel Nomination Package. Package must consist of the attachments indicated below or equivalent.

7.2.8.1.1. Attachment 1. A single-page write-up on AF Form 1206, not to exceed 30 lines in length (Not including heading lines). Use 12-point font and bullet format. Write-up should emphasize nominee's contributions to his or her unit's mission accomplishment and team accomplishments. The categories and point system for individual AFE awards are as follows:

7.2.8.1.1.1. Individual AFE Award categories.

7.2.8.1.1.1.1. Leadership and Job Performance in Primary Duty: Describe how the member's leadership, job performance, and development of new techniques contributed significantly to increased mission effectiveness and success during the calendar year. Given a maximum of 15 points.

7.2.8.1.1.1.2. Leadership Qualities: Describe how the member contributed to the military and civilian communities' welfare and morale. Describe how the member demonstrated their ability as an articulate and positive representative of the Air Force. PME awards and Awards outside the AFE Career field, achievements in professional and cultural societies or associations are appropriate in this category. Given a Maximum of 10 points.

7.2.8.1.1.1.3. Significant Self-Improvement (the member must show improvement through off-duty education, PME Awards, Computer-Based Training, achievements in professional or cultural societies or associations, etc.). Given a maximum of 5 points.

7.2.8.1.2. Attachment 2. (AFE Awards)--Submit a double-spaced proposed citation typed in 12-pitch, Times New Roman font with 1-1/2 inch margins, not to exceed 15 lines. See AFI 36-2805, Attachment 3.

7.2.8.2. AFE Program/Team Award Nomination Package. Package must consist of attachments 1 and 2 as described in 7.2.8.2.1 and 7.2.8.2.3.

7.2.8.2.1. Attachment 1. Submit an AF Form 1206 written in bullet format. On the front side of the form, the write-up must emphasize the team's contributions to their unit's AFE mission and, as a minimum, address the following:

7.2.8.2.1.1. Actions of lasting impact or value to the unit mission.

7.2.8.2.1.2. Management and implementation of key processes.

7.2.8.2.1.3. Support of AMC AFE mission.

7.2.8.2.1.4. Team cohesiveness.

7.2.8.2.1.5. AFE team improvement efforts.

7.2.8.2.2. On the reverse side of the AF Form 1206, provide a chronological listing of all noteworthy awards and recognition.

7.2.8.2.3. Attachment 2. Submit a proposed double-spaced citation typed in 10- or 12-point Times New Roman with 1-1/2 inch margins. Limit citation to 15 lines. See AFI 36-2805, Attachment 3, for example.

7.2.9. Award Presentation. AMC OG Commanders of each category award winner will be formally notified by message. Awards will be sent to OG Commanders for presentation.

7.3. Specific Guidance.

Table 7.1. Annual AMC ALS Awards and Eligibility.

<p>Outstanding AMC Aircrew Flight Equipment of the Year</p> <p>See notes 1, 2, 4, 5, 6, 7, and 8.</p>	<p>Officer. Nominee must be a rated Air Force officer, assigned as a wing or squadron Flight Equipment Officer (FEO). The nominee must have at least 6 months in the present assignment and be actively performing FEO duties at the time of nomination.</p> <p>Senior NCO. Nominee must hold the rank of MSgt or SMSgt and possess a primary seven-skill level or higher in the 1POX1 career field. The nominee must have a minimum of 1 year experience in the 1POX1 career field, at least 6 months in 1POX1 duties outlined in AFI 36-2108, and be actively working in a 1POX1 career field NAF or below position at the time of nomination. A retrainee who does not possess a seven-skill level, but is progressing satisfactorily in upgrade training, may be submitted for this award provided all other requirements are met.</p> <p>NCO. Nominee must hold the rank of SSgt or TSgt and possess a primary five-skill level or higher in the 1POX1 career field. The nominee must have a minimum of 1 year experience in the 1POX1 career field, at least 6 months in 1POX1 duties outlined in AFI 36-2801, and be actively working in a 1POX1 career field NAF or below position at the time of nomination. A retrainee who does not possess a five-skill level, but is progressing satisfactorily in upgrade training, may be submitted for this award provided all other requirements are met.</p> <p>Airman. Nominee must hold the rank of AB through SrA and possess a primary three- or five-skill level in the 1POX1 career field. The nominee must have at least 1 year in either the Air Force, Air Force Reserves, or Air National Guard, and at least 6 months in 1POX1 duties outlined in AFI 36-2801.</p> <p>Civilian. Nominee must be an Air Force civilian assigned to an authorized 1POX1 position or in a position primarily supporting the AFE career field. The nominee must have at least 1 year with the Air Force, at least 6 months in present assignment, and be actively working in the career field at time of nomination.</p> <p>ALS Headquarters Staff Member of the Year Nomination. Nominee must be an NCO holding the rank of SSgt through SMSgt and possess a primary five- or seven-skill level or higher in the 1POX1 career field. The nominee must be assigned to a command level position for a minimum of 6 months, performing 1POX1 duties outlined in AFI 36-2108, and actively working in the career field NAF or above position at the time of nomination.</p>
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<p>Outstanding AMC Aircrew Flight Equipment Program/Team of the Year</p> <p>See Note3 and 6.</p>	<p>Small Program/Team Award: All AMC active duty units consisting of two or less decentralized squadron AFE functions.</p> <p>Large Program/Team Award: All AMC active duty units consisting of a centralized AFE function or three or more decentralized squadron AFE functions.</p>
<p>Notes:</p> <ol style="list-style-type: none"> 1: AMC Headquarters Staff Member of the Year Nomination is not an AMC award; however the nomination package will be forwarded to Air Staff for the Air Force competition. 2: Individual must have completed all appropriate levels of PME either in-residence, or by correspondence, or be presently enrolled. 3: Program/Team award nominations should focus on the entire wing AFE program. 4: Any AFE personnel assigned to MAJCOMs, ANG, FOAs, DRUs, unified or joint commands, NATO, or other government agencies may be nominated. 5: Individuals holding the grade for 6 months or more during the award period can be submitted for the award category commensurate with that grade 6: Individuals and units who have won at USAF level cannot be nominated to the Air Staff for the same category of award the following year. 7: Nominees must meet acceptable Air Force standards during the entire eligibility period. 8: There is no “time-on-station” requirement for the Airman, NCO, and SNCO categories. <p>Rationale: This will allow personnel on short tours, as well as those who have significant accomplishments from two assignments, to compete for the annual award.</p>	

Chapter 8

SURVIVAL, EVASION, RESISTANCE, AND ESCAPE (SERE) SPECIALIST AWARDS

8.1. Purpose. These awards recognize exceptional accomplishments of AFSC 1T0X1 AMC SERE Specialists. These awards are for those professionals whose superior performance added value to the career field. AMC individual award recipients are sent for Air Force-level consideration. Recognition is for the period of 1 January through 31 December.

8.2. General Guidance.

8.2.1. Date Due--Nomination packages due to A3 Awards by 1 February.

8.2.2. Functional Area. As appropriate.

8.2.3. Related Higher Headquarters Publication. AFI 36-2807.

8.2.4. Award Type. Plaque and LOC.

8.2.5. Eligibility. See Table 8.1.

8.2.6. Who May Nominate. Each AMC wing or group may nominate one Airman, one NCO, and one Senior NCO, for the Survival, Evasion, Resistance, and Escape (SERE) Specialist Award.

8.2.7. Board Composition. HQ AMC/A3 Awards convenes a board of appropriate members (from functional area) to review and select nominee for AMC/A3 approval.

8.2.8. Nomination Package Preparation.

8.2.8.1. Personnel Nomination Package. Package must consist of attachments indicated below.

8.2.8.1.1. Attachment 1. A single-page write-up on AF Form 1206, not to exceed 30 lines in length (Not including heading lines). Use 12-point font and bullet format. Write-up should emphasize nominee's contributions to his or her unit's mission accomplishment and team accomplishments. The categories and point system for individual SERE Specialists Awards are as follows:

8.2.8.1.1.1. Primary Duties and Significant Accomplishments. 80% of score.

8.2.8.1.1.2. Other Contributions to the Unit Mission. 10% of score.

8.2.8.1.1.3. Self-Improvement Efforts. 10% of score.

8.2.8.1.2. Attachment 2. Submit a one-page listing of biographical data that includes full name, grade, duty assignment history, military/civilian education to include academic level, and military awards and recognition.

8.2.8.1.3. Attachment 3. Submit a proposed citation to accompany the award. Use AFI 36-2803, The Air Force Awards and Decorations Program, as a guide. Proposed citations must be in landscape format, single-spaced, typed in 12-pitch with 1-inch margins, and a maximum length of 15 lines. The citation heading should be double-spaced and read "citation to accompany the award of the (YEAR) Air Force (as

appropriate SERE specialist SNCO Tier One, SNCO Tier Two, NCO, or Airman) of the Year.

8.2.9. Award Presentation. Present awards with an appropriate level of recognition at a time determined by HQ AMC/A3.

8.3. Specific Guidance.

Table 8.1. Annual AMC Survival, Evasion, Resistance, & Escape (SERE) Specialist of the Year Awards and Eligibility.

<p>Outstanding AMC Survival, Evasion, Resistance, and Escape (SERE) Specialist of the Year</p> <p><i>See Notes 1, 2.</i></p>	<p>*Senior NCO Tier 2 (Wing Level and Below). Nominee must hold the rank of MSgt (on or before 1 September of year considered) or SMSgt, possess a primary AFSC of 1T071 or higher, have 6 months in present assignment, and be actively working in the career field at time of nomination.</p> <p>*NCO. Nominee must hold the rank of SSgt (on or before 1 September of year considered) or TSgt, possess a primary AFSC of 1T051 or higher, have at least 6 months in present assignment, and be actively working in the career field at the time of nomination.</p> <p>*Airman. Nominee must hold the rank of Amn through SrA, possess a primary AFSC of 1T031 or higher, have at least 6 months in present assignment, have at least one year in the Air Force, and be actively working in the career field at time of nomination.</p>
<p>Notes:</p> <p>1: AMC selectees in categories marked with an asterisk (*) are forwarded to Air Staff for the Air Force competition.</p> <p>2: Individual must have completed all appropriate levels of PME either in-residence, or by correspondence, or be presently enrolled.</p>	

Chapter 9

FIXED COMMAND AND CONTROL AWARDS

9.1. Purpose. These awards identify and recognize individuals assigned to fixed command and control (C2) functions. They promote competition among individuals to obtain excellence in overall performance, conduct, appearance, and contribution to mission accomplishment. Recognition is for the period of 1 January through 31 December. Winners in individual award categories (Table 9.2) will be submitted as the AMC nominee(s) for the appropriate USAF-level award.

9.2. General Guidance.

9.2.1. Nomination packages are due to HQ AMC/A3OC by 15 January.

9.2.2. Functional Area. A3O.

9.2.3. AFI 36-2807, Headquarters United States Air Forces Deputy Chiefs of Staff, Operations, Plans and Requirements Annual Awards Program, Chapter 22.

9.2.4. Eligibility.

9.2.4.1. All AMC units.

9.2.4.2. Members who are promoted from one enlisted tier to another within a given calendar year will be nominated for the individual award category which they served the majority of that calendar year (183 days or more). For example SrA Smith is promoted to SSgt effective 5 Jul 07, she should be nominated for individual award in the Airman category.

9.2.4.3. Individuals award nominees must have been awarded and served in AFSC 1C3X1 during the entire eligibility period, 1 January - 31 December.

9.2.4.4. Individual award nominees must possess a skill-level commensurate with their grade.

9.2.5. Award Type--Plaque and LOC.

9.2.6. Who May Nominate. HQ AMC/A3O, USAF Expeditionary Center (USAF EC) to include Detachments 1 and 2, AMC wings, Air Mobility Squadrons, Stand-alone groups, and the 618th Tanker Airlift Control Center (618 TACC) HQ AMC/A3R and HQ AMC/A3M may submit only one nomination per category, per award.

9.2.7. Board Composition. HQ AMC/A3OC convenes a board of appropriate members to review and select nominees for AMC/A3 approval. Board members must be at least the same rank as the nominee. For HHQ awards, board members will not consist of individuals from the agency being nominated, for example, A3OC will not rate an A3OC member's individual award package.

9.2.8. Nomination Format. Use AF Form 1206 format for each nomination. Submissions are limited to a single page, front page only. Comments and information on the AF Form 1206 will be in bullet format per criteria/categories listed in paragraph 9.3. Route nomination packages through appropriate channels as illustrated in Figure 9.1.

9.2.8.1. Submit a proposed double-spaced citation using 1-1/2 inch margins. Limit the citation to no more than 13 lines. Refer to AFI 36-2805, attachment 3 for example.

9.2.8.2. Individual awards will include a biography. The biographical sketch will include grade, full name, duty title, organization, location, military education and civilian schools attended, current academic level, and military awards and decorations. Refer to AFI 36-2805, attachment 2 for example.

9.2.8.3. No other attachments or supplemental materials are authorized.

9.3. Performance and Recognition of CP Controllers.

9.3.1. C2 Unit awards will include the following information:

9.3.1.1. Excellence in mission accomplishment and impact--i.e. IG results, TDY support/deployments, SORTS reporting accuracy, major exercises/contingencies.

9.3.1.2. Controller performance--controller testing results--i.e. IG, SAV, Unit monthly testing, memos, and laudatory comments from wing leadership or outside agencies.

9.3.1.3. Training recognition--benchmark processes demonstrating innovative or highly successful training procedures.

9.3.2. Individual C2 Awards must be formatted as follows to meet USAF C2 award criteria:

9.3.2.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, numbered air force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Controller of the Month, and so forth. Maximum number of points – 25.

9.3.2.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any Professional Military Education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. Maximum number of points – 10.

9.3.2.3. Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both military and civilian communities. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., president of top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth. Maximum number of points – 15.

9.3.3. Award Presentation. The AMC Vice Commander, if available, presents these awards at the annual AMC Command and Control Seminar. In the absence of the Vice Commander, the Director of Operations presents the awards.

9.4. Specific Guidance.

Table 9.1. C2 Awards and Eligibility (Unit Awards).

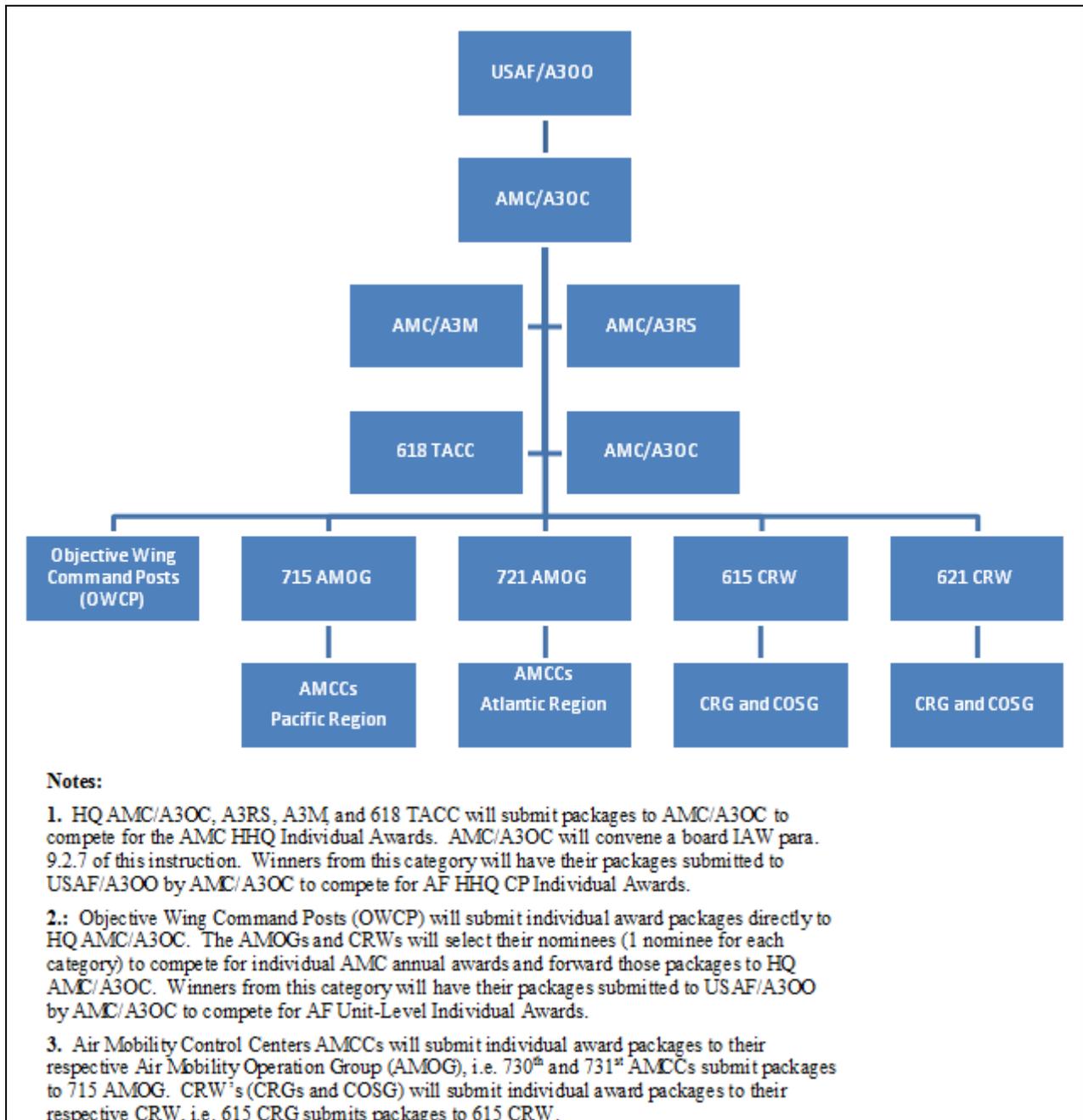
AMC Command Post of the Year	Awarded to the AMC command post that has made the most notable contribution to AMC Command and Control within the past year.
AMC AMCC of the Year	Awarded to the AMC AMCC that has made the most notable contribution to en route command and control within the past year.

Table 9.2. C2 Awards and Eligibility (Individual Awards).

AMC Command and Control Senior Noncommissioned Officer (SNCO) of the Year (Active Duty)	Must be in the grades of MSgt or SMSgt, possess primary AFSC of 1C371 or 1C391, have 6 months in present assignment, must be certified, and have served in AFSC 1C3X1 during the entire eligibility period. SNCOs at CPs, CRWs, and AMCCs are eligible for this award.
AMC Command and Control Noncommissioned Officer (NCO) of the Year (Active Duty)	Must be in grades of SSgt or TSgt, possess primary AFSC of 1C351 or 1C371, have 6 months in present assignment, must be certified, and have served in AFSC 1C3X1 during the entire eligibility period. NCOs at CPs, CRWs, and AMCCs are eligible for this award.
AMC Command and Control Airman of the Year (Active Duty)	Must be in the grades Amn through SrA, possess primary AFSC of 1C331 or 1C351, have 6 months in present assignment, must be certified, and have served in AFSC 1C3X1 during the entire eligibility period. Airmen at CPs, CRWs, and AMCCs are eligible for this award.
Headquarters Command and Control Senior Noncommissioned Officer (SNCO) of the Year (Active Duty)	Must be in the grades of MSgt or SMSgt, possess primary AFSC of 1C371 or 1C391, have 6 months in present assignment, have served in AFSC 1C3X1 during the eligibility period. SNCOs at 618 TACC and HQ AMC are eligible for the award.
Headquarters Command and Control Noncommissioned Officer (NCO) of the Year (Active Duty)	Must be in the grades of SSgt or TSgt, possess primary AFSC of 1C351 or 1C371, have 6 months in present assignment, and have served in AFSC 1C3X1 during the eligibility period. NCOs at 618 TACC and HQ AMC are eligible for the award.

Headquarters Command and Control Airman of the Year (Active Duty)	Must be in the grades of Amn through SrA, possess primary AFSC of 1C331 or 1C351, have 6 months in present assignment, and have served in AFSC 1C3X1 during the eligibility period. Airmen at 618 TACC and HQ AMC are eligible for the award.
Command Post Instructor of the Year (USAF Expeditionary Center only)	Must have 6 months in present assignment, and have served in AFSC 1C3X1 during the eligibility period.

Figure 9.1. Fixed C2 Individual Awards Package Routing.



Chapter 10

MOBILE COMMAND AND CONTROL AWARDS

10.1. Purpose. These awards identify and recognize individuals assigned to mobile command and control functions as described in AMCI 10-202, Vol. 4, Para. 1.2. They promote competition among individuals to obtain excellence in overall performance, conduct, appearance, and contribution to AMC mobile C2 mission accomplishment. Recognition is for the period of 1 January through 31 December.

10.2. General Guidance.

10.2.1. Date Due. Nominations are due to HQ AMC/A3 Awards by 1 March or as directed.

10.2.2. Functional Area. A3M.

10.2.3. Related Higher Headquarters Publications. Not applicable.

10.2.4. Eligibility. AMC deployable Contingency Response Wings (CRWs), USAF EC AMLOs (only for the AMC AMLO of the Year) and AMC-gained ANG/AFRC Airlift Control Flights (ALCFs)

10.2.5. Award Type. Plaque and LOC.

10.2.6. Who May Nominate. AMC deployable CRWs and AMC-gained ANG/AFRC wings.

10.2.7. Board Composition. HQ AMC/A3 Awards convenes a board of appropriate members (from functional area) to review and select nominee for AMC/A3 approval.

10.2.8. Nomination Format. Use AF Form 1206 for each nomination. Submissions are limited to a single page, maximum of 30 bullets, front side only. Remainder of front side lines may be used to supplement nomination (i.e. acronym supplement, etc.). Any other attachments, lines, or supplemental materials will not be considered. Comments and information on the AF Form 1206 will be in bullet format per criteria/categories listed below:

10.2.8.1. AMC Mobile C2 Unit of the Year: (Active Duty and ARC).

10.2.8.1.1. Significant performance and achievement (30 points)--Inspection results (ORI, UCI, SAV), TDY support/deployments, major exercises/contingencies, etc.

10.2.8.1.2. Core personnel performance (20 points)--Major contributions to overall mission success, memos and laudatory comments from wing/group/squadron leadership/outside agencies.

10.2.8.1.3. Training (20 points)--Recognition for processes that demonstrate innovative or highly successful training procedures.

10.2.8.1.4. Unit initiatives (20 points)--The nature and results of unit accomplishments/initiatives related to the unit work environment that set the unit apart from other Air Mobility Control Units.

10.2.8.1.5. Base/Community involvement (10 points)--Contributions to the military/civilian community's welfare, morale, or status during the past calendar year.

10.2.8.2. AMC Mobile C2 Performer of the Year (AD and ARC/Officer and Enlisted):

10.2.8.2.1. Leadership and job performance in primary duty/functional area (30 points)--Member's unique and significant contributions to the mission the past calendar year.

10.2.8.2.2. Self-improvement (10 points)--Improvement shown through off-duty/professional military education, achievement in professional societies or associations, development of creative abilities and so on during the past calendar year.

10.2.8.2.3. Base/Community involvement (10 points)--Member's tangible or intangible contributions to both the military and civilian communities during the past calendar year.

10.2.8.3. AMC Air Mobility Liaison Officer of the Year:

10.2.8.3.1. Leadership and job performance in primary duty/functional area (30 points)--Member's unique and significant contributions to the mission the past calendar year.

10.2.8.3.2. Self-improvement (10 points)--Improvements shown through off-duty/professional military education, achievement in professional societies or associations, development of creative abilities and so on during the past calendar year.

10.2.8.3.3. Base/Community involvement (10 points)--Member's tangible or intangible contributions to both the military and civilian communities during the past calendar year.

10.2.8.4. Award Presentation. AMC/CC or designated representative will present at the Mobile Command and Control Conference or other appropriate forum.

10.3. Specific Guidance.

Table 10.1. Mobile Command and Control Awards Eligibility.

AMC Mobile C2 Unit of the Year (CRW and ALCF) (Active Duty, ANG and AFRC)	Awarded for excellence in accomplishment of the AMC mobile C2 mission, core personnel performance, training, unit initiative, and base/community involvement. AMC selects one active duty and one ARC winner.
AMC Mobile C2 Performer of the Year (Active Duty, ANG and AFRC) Officer and Enlisted	Base nominations on leadership and job performance in primary duty/functional area, self-improvement, and significant military or community involvement. Submissions limited to one officer and one enlisted personnel per Contingency Response Wing, HQ AFRC and NGB. AMC selects two active duty and two ARC winners.
AMC Air Mobility Liaison Officer of the Year	Base nominations on leadership and job performance in primary duty/functional area, self-improvement, and significant military or community involvement. Submissions limited to one officer per Contingency Response Wing and one officer from the USAF EC. AMC selects only one winner.

Chapter 11

AIR MOBILITY DIVISION THEATER COMMAND AND CONTROL AWARDS

11.1. Purpose. These awards identify and recognize units and individuals assigned to Air Mobility Division (AMD) theater command and control (C2) functions as described in AFI 13-1AOC, Vol 3 and AFTTP 3-3AOC. They promote competition among units and individuals to obtain excellence in overall performance, conduct, appearance, and contribution to AMD theater C2 mission accomplishment. Recognition is for the period of 1 January through 31 December (calendar year).

11.2. General Guidance.

11.2.1. Date Due--Nominations are due to HQ AMC/A3 Awards by 1 March.

11.2.2. Functional Area--A3M.

11.2.3. Related Higher Headquarters Publications--Not applicable.

11.2.4. Eligibility--All personnel permanently assigned to Theater AMDs, Air Mobility Operations Squadrons (AMOSs), and ANG/AFRC AMD Augmentation Units. Individuals that have deployed to an AMD for 90 days or more on an AEF tasking.

11.2.5. Award Type--Plaque and LOC.

11.2.6. Who May Nominate. Theater Air and Space Operations Centers (AMD Chiefs), Contingency Response Wings (CRW/CCs), and Air Operations Groups or equivalent (AOG/CC or equivalent for the ARC). For individuals that have deployed to an AMD for 90 days or more on an AEF tasking, nominations must be submitted by current AMD Chief.

11.2.7. Board Composition. HQ AMC/A3 Awards convenes a board of appropriate members (from functional area) to review and select nominee for AMC/CC or CV approval.

11.2.8. Nomination Format. Use latest IMT version of AF Form 1206 for each nomination. Submissions are limited to a single page (maximum 30 lines not to include headings), front side only, on the AF Form 1206. Acronyms may be spelled out on reverse side of AF Form 1206. Any other attachments or supplemental materials are not authorized. Comments and information on the AF Form 1206 will be in bullet format per criteria/categories listed below:

11.2.8.1. AMD Theater C2 Unit of the Year:

11.2.8.1.1. Significant performance and achievement (30 pts)--Inspection results (ORI, UCI, SAV), TDY support/deployments, major exercises/contingencies, etc.

11.2.8.1.2. Core personnel performance (20 pts)--Major contributions to overall mission success, memos and laudatory comments from wing/group/squadron leadership/outside agencies.

11.2.8.1.3. Training (20 pts)--Recognition for processes that demonstrate innovative or highly successful training procedures.

11.2.8.1.4. Unit initiatives (20 pts)--The nature and results of unit accomplishments/initiatives related to the unit work environment that set the unit apart from other AMD theater C2 units.

11.2.8.1.5. Base/Community involvement (10 pts)--Contributions to the military/civilian community's welfare, morale, or status during the past calendar year.

11.2.8.2. AMD Theater C2 Performer of the Year - Officer:

11.2.8.2.1. Leadership and job performance in primary duty/functional area (30 pts)--Member's unique and significant contributions to the mission the past calendar year.

11.2.8.2.2. Self-improvement (10 pts)--Improvements shown through off-duty/professional military education, achievement in professional societies or associations, development of creative abilities and so on during the past calendar year.

11.2.8.2.3. Base/Community involvement (10 pts)--Member's tangible or intangible contributions to both the military and civilian communities during the past calendar year.

11.2.8.3. AMD Theater C2 Performer of the Year - Enlisted:

11.2.8.3.1. Leadership and job performance in primary duty/functional area (30 pts)--Member's unique and significant contributions to the mission the past calendar year.

11.2.8.3.2. Self-improvement (10 pts)--Improvements shown through off-duty/professional military education, achievement in professional societies or associations, development of creative abilities and so on during the past calendar year.

11.2.8.3.3. Base/Community involvement (10 pts)--Member's tangible or intangible contributions to both the military and civilian communities during the past calendar year.

11.2.8.4. Award Presentation. AMC/CC or designated representative will present at an AMD Theater Command and Control Conference or other appropriate forum.

11.3. Specific Guidance.

Table 11.1. AMD Theater Command and Control Awards Eligibility.

<p>AMD Theater C2 Unit of the Year (Theater AMD, AMOS, ANG/AFRC AMD Augmentation unit)</p>	<p>Awarded for excellence in accomplishment of the AMD theater C2 mission, core personnel performance, training, and additional noteworthy areas the units would like to present. AMC selects one active duty and one ANG/AFRC winner.</p>
<p>AMD Theater C2 Performer of the Year - Officer (Active Duty, ANG/AFRC)</p>	<p>Base nominations on individual accomplishments related to AMD theater C2 mission support, individual awards, mission oriented or self-improvement, and significant military or community involvement. Submissions limited to one person per eligible unit. AMC selects one active duty and one ANG/AFRC officer (or civilian equivalent; GS/Contr) winner.</p>
<p>AMD Theater C2 Performer of the</p>	<p>Base nominations on individual accomplishments</p>

Year - Enlisted (Active Duty, ANG/AFRC)	related to AMD theater C2 mission support, individual awards, mission oriented or self-improvement, and significant military or community involvement. Submissions limited to one person per eligible unit. AMC selects one active duty and one ANG/AFRC enlisted (or civilian equivalent; GS/Contr) winner.
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Chapter 12

AIR TRAFFIC CONTROL (ATC) AND AIRFIELD MANAGEMENT (AM) AWARDS

12.1. Purpose. These awards identify and recognize individuals assigned to ATC and airfield management functions. They promote competition among individuals to obtain excellence in overall performance, conduct, appearance, and contribution to mission accomplishment. Recognition is for the period of 1 January through 31 December. AMC submits award recipients for appropriate higher headquarters competition.

12.2. General Guidance.

12.2.1. Date Due. Nomination packages due to HQ AMC/A3A by 15 January.

12.2.2. Functional Area. A3A.

12.2.3. Related Higher Headquarters Publications. AFI 36-2807.

12.2.4. Eligibility. All AMC personnel possessing AFSC’s 1C7X1 (AM), 1C1X1 (ATC), 13M3 (officers), and civilians performing in positions classified as 2152s (ATC) or 2150/2154 (AM).

12.2.5. Award Type. Plaque and LOC.

12.2.6. Who May Nominate. AMC wings submit only one nomination per category, per award.

12.2.7. Board Composition. HQ AMC/A3A convenes a board of appropriate members (from functional area) to review and select nominee for AMC/A3 approval. 12.2.8. Nomination Package. The MAJCOM OPR for airfield operations services will send the original of each package in electronic form. All nomination packages will contain in order:

12.2.8.1. Attachment 1. A cover page as shown in AFI 36-2807, Chapter 3, paragraph 3.3.3.2.

12.2.8.2. Attachment 2. This will be no more than 25 lines of substantiating data on one side of the AF Form 1206, 12-point, Times New Roman font and bullet format. Do not use local acronyms and abbreviations. Limit information provided in substantiating data to achievement as outlined in AFI 36-2807, Chapter 3, paragraph 3.3.4.

12.2.9. Award Presentation. Appropriate AMC NAF, wing, or group commander may present at appropriate time.

12.3. Specific Guidance.

Table 12.1. ATC and Airfield Management Awards and Eligibility.

The D. Ray Hardin ATC Facility of the Year	Given to an ATC facility at a particular unit that has, within the past year, made a notable contribution to the operations of an airfield.
ATC Watch Supervisor of the Year	Given to a watch supervisor or senior controller who contributed services, ideas, developments, or accomplishments in ATC to an outstanding degree.

ATC (Civilian) Controller in Charge of the Year	Given to a civilian watch supervisor or senior controller who contributed services, ideas, developments, or accomplishments in ATC to an outstanding degree.
Air Traffic Controller of the Year	Given to a controller whose primary duty is operating control positions within a facility (not in a staff or supervisory position) and contributed services, ideas, developments, or accomplishments in ATC to an outstanding degree.
ATC Training Achievement	Given to an individual for exceptional contributions to ATC training; competition open to all controllers involved in training, not just the chief of training or chief of standardization.
Airfield Management Senior NCO, NCO, and Airman of the Year	Given to an airfield management specialist who contributed services, ideas, developments, or accomplishments in base operations and/or airfield management to an outstanding degree.
Airfield Management Journeyman/ Technician Civilian of the Year	Given to a civilian airfield management specialist for accomplishments as above.
Airfield Management Supervisor Civilian of the Year	Given to civilian airfield management supervisor for accomplishments as above.
Airfield Management Training Achievement	Given to an individual for exceptional contributions to airfield management training; competition open to all airfield management personnel involved in training, not just the chief of airfield management or chief of training.
Airfield Operations Flight Complex of the Year	Given for a combination of airfield management and ATC facilities when they interact in the achievement of notable contribution to any of the following: quality, safety, or procedural development of the airfield and ATC systems; outstanding handling of unusual traffic work load, emergency situations, deployments, or exercises; or sustained efficiency in airfield and ATC services as recognized by customers.
Airfield Management Facility of the Year	Given for notable contribution to the operations of an airfield within the past year.
Col Derrel L. Dempsey Air Traffic Control Officer of the Year	Given to an Airfield Ops officer (13MX) for outstanding contributions to enhance the quality, safety, or efficiency of the airfield and ATC systems.
Air Traffic Control Enlisted Manager of the Year	Given to an enlisted ATC manager for outstanding contributions of services, ideas, developments, or accomplishments in ATC.
Terminal Instrument Procedures (TERPS) Specialist of the Year	An award given to an individual whose primary duty is to manage base-level programs, for exceptional contributions to TERPS.

Chapter 13

AVIATION RESOURCE MANAGEMENT OF THE YEAR AWARDS

13.1. Purpose. These awards identify and recognize individuals assigned to the aviation resource management career field that demonstrate outstanding overall quality performance and personal growth. AMC submits award recipients for higher headquarters consideration. Recognition period is 1 January through 31 December.

13.2. General Guidance.

13.2.1. Date Due. Nomination packages due to HQ AMC/A3 Awards by 15 January.

13.2.2. Functional Area. A3T.

13.2.3. Related Higher Headquarters Publication. AFI 36-2807.

13.2.4. Eligibility. See Table 13.1.

13.2.5. Award Type. Plaque and LOC.

13.2.6. Who May Nominate. AMC direct reporting units, wings, groups, squadrons, and detachments.

13.2.7. Board Composition. HQ AMC/A3 Awards convenes a board of appropriate members (from functional area) to review and select nominees for AMC/A3.

13.2.8. Nomination Package. AMC wings, stand-alone groups, FOAs, and DRUs will submit the following attachments:

13.2.8.1. Attachment 1. Single Uniform Retrieval Format (SURF) from MILPDS on the nominated individual.

13.2.8.2. Attachment 2. AF Form 1206 written in bullet format; not to exceed 30 lines in length (to include heading lines). Use 12-point font and bullet format. Write-up should emphasize the nominee's specific contributions to the 1C0X2 career field. Nominations must include the following areas citing examples that occurred during the calendar year for which being nominated:

13.2.8.2.1. Leadership and Job Performance in 1C0X2 Duties. The member's leadership and job development of new techniques must contribute significantly to increased mission effectiveness during the calendar year for which being nominated.

13.2.8.2.2. Significant Self-Improvement. The member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the calendar year for which being nominated.

13.2.8.2.3. Other Significant Career Field Contributions/Recognition. The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade.

13.2.8.2.4. Articulate and Positive 1C0X2 Representative of the Air Force. Demonstrated ability as an articulate and positive member of the Air Force, during the calendar year for which being nominated.

13.2.8.3. Attachment 3. A single-spaced proposed citation typed in 12-point font with 1-1/2 inch margins. Limit length of citation to a maximum of 15 lines. See AFI 36-2807, Chapter 9, para 9.3.3.3. for the proper heading and AFI 36-2805, Attachment 3, for format.

13.2.9. Award Presentation. Appropriate AMC NAF, wing, or group commander may present at appropriate time.

13.3. Specific Guidance.

Table 13.1. Outstanding AMC Aviation Resource Management of the Year Awards and Eligibility.

Senior Noncommissioned Officer of the Year	Must be in grades MSgt or SMSgt and possess a primary seven-level AFSC or higher in the 1C0X2 career field. The nominee must have a minimum of 1 year experience in the 1C0X2 career field, at least 6 months in 1C0X2 outlined in AFI 36-2108, and be actively working in a 1C0X2 career field wing level or below position at the time of nomination.
Noncommissioned Officer of the Year	Must be in grades SSgt or TSgt and possess a primary five-level AFSC or higher in the 1C0X2 career field. The nominee must have a minimum of 1 year of experience in the career field, at least 6 months in 1C0X2 duties outlined in AFI 36-2108, and be actively working in a 1C0X2 career field wing level and below position at the time of nomination. A retrainee who does not possess a five-level but is progressing satisfactorily in upgrade training may be submitted for this award, provided all other requirements are met.
Airman of the Year	Must be in grades AB through SrA and possess a primary three-level AFSC in the 1C0X2 career field. The nominee must have at least 1 year in either the Air Force, ANG, or Air Force Reserve and at least 6 months in 1C0X2 duties outlined in AFI 36-2108.
Civilian of the Year Journeyman /Technician)	Nominee must be a civilian assigned to an authorized 1C0X2 journeyman/technician position for a minimum of 1 year, at least 6 months in 1C0X2 duties outlined in AFI 36-2108, and is actively working in the 1C0X2 career field wing level or below position at the time of nomination.
Civilian of the Year (Supervisory)	Nominee must be a civilian assigned to an authorized 1C0X2 supervisory position for a minimum of 1 year, at least 6 months in 1C0X2 duties outlined in AFI 36-2108, and be actively working in a 1C0X2 career field wing level or below position at the time of nomination.

Headquarters Staff of the Year	Nominee must be an NCO in the grade of SSgt to SMSgt and possess a primary five- or seven-level AFSC or higher in the 1C0X2 career field. The nominee must have been assigned to a command level position for a minimum of 6 months in 1C0X2 duties outlined in AFI 36-2108, and actively working in the career field at Numbered Air Force level or above position at the time of nomination.
Instructor of the Year	Nominee must be a NCO in the grade of SSgt to SMSgt (or civilian equivalent), and possess a primary five- or seven-level AFSC or higher in the 1C0X2 career field. The nominee must have been assigned to a career field 1C0X2 instructor position for a minimum of 6 months at the time of nomination. Instructors are limited to the Instructor of the Year category only while assigned to instructor positions. Once an instructor leaves this position, he/she may compete in other categories as appropriate.

Chapter 14

MOBILITY COMBAT OPERATIONS AWARDS

14.1. Purpose. Varies by award.

14.2. General Guidance.

14.2.1. Date Due. Varies by award.

14.2.2. Functional Area. A3D.

14.2.3. Eligibility. Varies by award.

14.2.4. Award Type. Varies by award.

14.2.5. Award Presentation. Varies by award.

14.2.6. Related Higher Headquarters Publication. None.

14.2.7. Who May Nominate. Varies by award.

14.2.8. Nomination Package. Varies by award.

14.2.9. Board Composition. HQ AMC/A3D convenes a board of appropriate members (from functional areas, if possible) to review and select nominee for AMC/CC or CV approval.

14.3. Specific Guidance.

Table 14.1. Outstanding MAF Combat Airlift and Tanker Tactician Officer and NCO of the Year Awards.

Purpose:	These awards identify and recognize the most outstanding airlift officer and NCO tacticians and tanker officer and NCO tacticians in the field of combat tactics development at or below wing level. They promote competition among individuals striving to prepare the Mobility Air Forces (MAF) for wartime taskings.
Eligibility:	Nominees must be assigned at wing level or below, have been assigned combat tactics duties or worked in field of tactics within the last 6 months and for a period of at least one year. Nominees must also have made significant contributions to development, awareness, and education of combat tactics and in preparing the command for its wartime role.
Award Categories	<ol style="list-style-type: none"> 1. Outstanding MAF Airlift Combat Tactician (Officer). 2. Outstanding MAF Airlift Combat Tactician (NCO). 3. Outstanding MAF Tanker Combat Tactician (Officer). 4. Outstanding MAF Tanker Combat Tactician (NCO).

Recognition Period	1 January thorough 31 December.
Type of Award:	Trophy/Plaque and LOC. Additionally selectee(s) authorized the AF Recognition Ribbon.
Presentation:	The AMC Director of Operations, if available, presents these awards at the annual MAF Tactics Conference or home unit of assignment. In the director's absence, an appropriate commander or the Chief, Combat Operations Division, HQ AMC, will present the award.
Who May Nominate	Wings/stand-alone groups may submit one nomination in each category to their respective NAF. NAFs may submit two nominations in each category to their respective headquarters. HQ ACC/AETC/AFRC/ANG/ PACAF/USAFE/AMC may submit one nomination per category to HQ AMC/A3 Awards. Nominations from within AMC will be forwarded directly to AMC/A3 Awards. A3D will convene a board to select the AMC nominee for these awards.
HQ AMC/A3 Awards Suspense:	1 March or as directed.
<p>Nomination Format. Submit nomination memo in the following format:</p> <ol style="list-style-type: none"> 1. Attachment 1: Nominations on AF Form 1206 in double-spaced narrative format, no longer than two pages. Describe why the individual was nominated. Nominee must have made contributions in one or more of the following areas: <ol style="list-style-type: none"> (a). Development of tactical techniques, procedures, and methods that contributed significantly to the MAF's wartime preparedness; (b). Enhancements to existing tactics techniques, procedures, and methods; (c). Contributions toward promotion of combat, wartime-oriented thinking and preparedness throughout the MAF community; 2. Attachment 2: Biographical sketch to include grade, full name, duty title, organization, and location. See AFI 36-2805, Attachment 2, for example. 	

Table 14.2. Air Mobility Command Information Operations Awards.

Purpose:	The annual Information Awards conveys the highest honors available to AMC Information Operations professionals and provides an opportunity each year to recognize the active duty Air Force, Air Reserve Components (ARC) and civilians who have made significant contributions to Information Operations functions and missions. Air Force Information Operations Awards process should be incorporated into the next revision of AFI 36-2806.
Eligibility:	Military officer nominees for IO awards must have one of the following Air Force Specialty Codes (AFSC): 11XX, 12XX, 13XX, 14NX, 16GX, 16RX, 21XX, 33SX, 35PX, 51JX, 62EX or 71SX. Enlisted nominees may have any AFSC in support of IO functions. Civilian nominees may be from any Federal Government General Schedule (GS) or General Grade (GG) series in support of IO functions. Nominees for Enlisted and Civilian contributor awards may have any AFSC/civilian series in support of IO functions.
Award Categories	These awards recognize individuals who serve at various levels of AMC. The AMC IO Level I award recognizes members of the Numbered Air Force (NAF) and above, including the Field Operating Agency (FOA), Direct Reporting Unit (DRU). Level II recognizes individuals from units below NAF, including wings, groups, squadrons, information warfare flights, etc. are also eligible for this award. The following table outlines award categories, identifies DoD components, award categories and command levels that may be submitted for the AMC IO Awards Program.
Recognition Period	1 January through 31 December.
Type of Award:	Trophy/Plaque and LOC.
Presentation:	The AMC Director of Operations, if available, presents these awards at the annual Tactics Symposium or home unit of assignment. In the director's absence, an appropriate commander will present the award.
Who May Nominate	AMC wings, stand-alone groups, DRUs, and FOAs may submit one nomination per category to HQ AMC/A3 Awards. US Air Force Reserves (USAFR) and Air National Guard (ANG) IO units should be nominated by AFRC and ANG respectively. The nominating authority shall prepare and sign one letter of transmittal, identifying each nominee and the category for which nominated, for the entire set of nomination packages.
HQ AMC/A3 Awards Suspense:	15 March or as directed.

Nomination Format. Submit nominations for the preceding calendar year (CY) not later than 15 January of each year, or as directed by HQ AMC/A3 Awards. Only one nomination per organization, per category, will be accepted. Improperly submitted nominations will be returned to the nominating organization.

Nomination Package. The award announcement message will state whether to email or mail the nomination packages. Specify the security classification (nominations up to TS/SCI [no SAP/SAR information] are accepted) of the nomination package when appropriate (use the appropriate transmission medium). The nomination package will consist of:

AF Form 1206, Nomination for Award, for each nominee to justify the award. Write the narrative in bullet format, one-page, single-spaced, using 12-point, Times New Roman font. The narrative should emphasize the nominee's contributions and the results to his or her unit's IO mission. Nominations will include the following areas:

Organizational Mission (no more than five lines).

Present Duty Description (no more than five lines).

Outstanding Performance and Leadership (i.e., where a nomination reflects primarily management or leadership, describe the nominee's impact on the performance of the group or entire functions. Clearly describe the nominee's accomplishments and their beneficial outcome).

Significant Contributions to Information Operations/Combat Capabilities (i.e., include planning, procedures, programming, operational concepts, etc.).

Outstanding Achievement in Accomplishing an Exceptionally Demanding Task or Program (i.e., include design, production, or application of an IO product or service clearly supporting Mobility Air Force, U. S., or allied national security objectives and actions to strengthen cooperation within IO functions and between IO and those supported by IO).

Table 14.3. IO Award Categories.

	DoD Component	Award	Rank
3.1.	Active Duty		
3.1.1.		Outstanding AD IO Field Grade Officer	Maj thru Lt Col (Non-Command)
3.1.2.		Outstanding AD IO Company Grade Officer	Lt thru Capt
3.1.3.		Outstanding AD IO Senior NCO	MSgt thru SMSgt
3.1.4.		Outstanding AD IO NCO	SSgt thru TSgt
3.1.5.		Outstanding AD IO Airman	Amn thru SrA

	DoD Component	Award	Rank
3.2.	Air Reserve Component		
3.2.1.		Outstanding ARC IO Field Grade Officer	Maj thru Lt Col (Non-Command)
3.2.2.		Outstanding ARC IO Company Grade Officer	Lt thru Capt
3.2.3.		Outstanding ARC IO Senior NCO	MSgt thru SMSgt
3.2.4.		Outstanding ARC IO NCO	SSgt thru TSgt
3.2.5.		Outstanding ARC Airman	Amn thru SrA
3.3.	Civilian		
3.3.1.		Outstanding Senior Level Civilian	GG/GS-12 thru GG/GS-14 (Non-supervisory)
3.3.2.		Outstanding Intermediate Level Civilian	GG/GS-9 thru GG/GS-11
3.3.3.		Outstanding Junior Level Civilian	GG/GS-5 - GG/GS-8
3.4.	All Components		
3.4.1.		Outstanding Officer Contributor of the Year	Lt Thru Lt Col (Non-Command)
3.4.2.		Outstanding Enlisted Contributor of the Year	Amn thru SMSgt
3.4.3.		Outstanding Civilian Contributor of the Year	GG/GS-5 thru GG/GS-14 (Non-Supervisory)

Table 14.4. Air Mobility Command Military Deception Awards.

Purpose:	These awards identify and recognize the most outstanding air mobility military deception officer and NCO in the field of military deception development at the wing level. They promote competition among individuals striving to prepare the MAF for wartime taskings.
Eligibility:	Nominees must have been assigned as the primary or alternate military deception officer or NCO within the last 12 months. Nominees must also have made significant contributions to development, awareness, and education of military deception and in preparing the command for its wartime roles.
Award Categories	1. AMC Military Deception Officer of the Year. 2. AMC Military Deception NCO of the Year.
Recognition Period	1 October through 30 September.
Type of Award:	Trophy/Plaque and LOC.
Presentation:	The AMC Director of Operations, if available, presents these awards at the home unit of assignment or selects an appropriate commander to present the award. In the director's absence, an appropriate commander will present the award.

Who May Nominate	AMC mobility host wings and tenant airlift/air refueling groups may submit one nomination per category to HQ AMC/A3DI.
HQ AMC/A3D Suspense:	Annual Report due 15 September.
<p>Nomination Format. IAW AFI 10-704 Military Deception and AMCSUPP1, submit nomination memo signed by the organizations most senior AMC commander. Include the following two attachments:</p> <p>1. Attachment 1: single page, single-spaced biography containing full name/grade/DOR, current duty title, short description of current duties, previous duty assignment, awards/decorations received, PME completed, and formal education completed.</p> <p>2. Attachment 2: Nominations on AF Form 1206 in narrative format, no longer than two pages, explaining the specific achievements of the nominee. Use the following major headings:</p> <p>(a). OUTSTANDING PERFORMANCE IN THE CONDUCT OF MILDEC ACTIVITIES (where nomination reflects primarily the management of leadership, describe the nominee's impact on the performance of the group or functions)</p> <p>(b). SIGNIFICANT CONTRIBUTIONS TO MILDEC/COMBAT CAPABILITIES (include the nominee's impact on MILDEC mission at the unit to include training, planning, procedures, programming, operational concepts, etc.)</p> <p>(c). OUTSTANDING ACHIEVEMENT IN ACCOMPLISHING DEMANDING TASKS (include an application of MILDEC that clearly supported, US, Allied, or Coalition national security objectives)</p> <p>(d). SPECIFIC CONTRIBUTIONS TO MILDEC (include exemplary actions to enhance the MILDEC community and significant improvements to existing tactics techniques, and procedures (TTPs)</p> <p>NOTE 1: Nominations should be appropriately classified IAW the USAF MILDEC Classification/declassification Guide and forwarded through MILDEC channels only.</p> <p>NOTE 2: AMC award winning packages will be submitted to HAF/A3II IAW AFI 10-704 procedures.</p>	

Table 14.5. Air Mobility Command Operations Security (OPSEC) Awards.

Purpose:	These awards identify and recognize military and supporting contractor organizations and individuals in the field of OPSEC at or below the wing level. They promote competition among organizations and individuals striving to prepare the MAF for wartime taskings and to those who have excelled in the field of OPSEC.
Eligibility:	Nominees must have been assigned as an OPSEC program manager or worked in the field of OPSEC within the last 6 months and for a period of at least one year. Nominees must have also made significant contributions to development awareness, and education of, and in, preparing the command for its wartime roles. AFI 36-2807, Chapter 12.
Award Categories	Award categories are listed on the Interagency OPSEC Support Staff web site at http://www.iooss.gov/ .
Recognition Period	1 October through 30 September.
Type of Award:	Trophy/Plaque and LOC.

Presentation:	The AMC Director of Operations, if available, presents these awards at the home unit of assignment or selects an appropriate commander to present the award. In the director's absence, an appropriate commander will present the award.
Who May Nominate	AMC wings, stand-alone groups, DRUs, and FOAs may submit one nomination per category to HQ AMC/A3 Awards.
HQ AMC/A3 Awards Suspense:	1 October
Nomination Format. Submit nomination memo signed by the wing commander or equivalent using the same format identified by the Interagency OPSEC Support Staff (IOSS) at web site: http://www.ioiss.gov/ .HQ AMC/ A3D will forward format procedures if the IOSS web site is inaccessible.	

Chapter 15

OUTSTANDING AMC FLYING INSTRUCTOR OF THE YEAR AWARD

15.1. Purpose. This award identifies and recognizes outstanding AMC aircrew members who, while serving as instructors, have demonstrated the highest degree of dedication, expertise, and professionalism. Recognition is for the period 1 January through 31 December.

15.2. General Guidance.

15.2.1. Date Due. Nomination packages due to HQ AMC/A3 Awards by 1 April.

15.2.2. Functional Area. A3T.

15.2.3. Related Higher Headquarters Publications. Not Applicable.

15.2.4. Eligibility. See Table 15.1.

15.2.5. Award Type. Plaque and LOC.

15.2.6. Who May Nominate. AMC wings, stand-alone groups, FOAs, and DRUs (or equivalent), AFRC, and ANG may submit one nomination in each category.

15.2.7. Board Composition. HQ AMC/A3 Awards convenes a board of appropriate members (from functional area) to review and select nominees for AMC/A3 approval.

15.2.8. Nomination Package. Write nominations based on achievements that occurred during calendar year for which being nominated. Submit two attachments.

15.2.8.1. Attachment 1. Submit nomination on AF Form 1206 using criteria below not to exceed 30 lines in length (not including heading lines). Use 12-point, Times New Roman font and bullet format. Do not include community involvement.

15.2.8.1.1. Current Instructor proficiency and performance of flight duties related to the unit flying mission.

15.2.8.1.2. Superior overall ability and knowledge.

15.2.8.1.3. Significant contributions to the unit mission.

15.2.8.2. Attachment 2. Submit a cover sheet for each nominee using the following headings: Award Category, Grade/Name, Organization/Location, Duty Title, Assignment History, Total Flying Time/Instructor Time, Professional Military Education, and other Noteworthy Awards/Decorations.

15.2.9. Award Presentation. Wing or group commander may present at appropriate time.

15.3. Specific Guidance.

Table 15.1. Outstanding AMC Flying Instructor of the Year Award.

Criteria. An award will be made in each AFSC category. Nominating agencies may forward one nomination for each eligible AFSC.

Officer: Any 11XX, 12XX or 46F3; must be assigned to an operational flying unit.

Enlisted: Any 1AXXX or K/Q/X prefixed AFSC or X4N0X0 assigned to an operational flying unit.

Individuals must have 6-months in present assignment and be working there at time of consideration.

All nominations must be based on achievements that occurred during the calendar year for which being written.

Chapter 16

SSGT HENRY E. "RED" ERWIN OUTSTANDING ENLISTED AIRCREW MEMBER OF THE YEAR AWARD

16.1. Purpose. This award identifies and recognizes outstanding contributions to enlisted aircrew operations by AMC Airman, NCO, and Senior NCO aircrew members. Recognition is for the period 1 January through 31 December.

16.2. General Guidance.

16.2.1. Date Due. Nomination packages due to HQ AMC/A3 Awards by 1 February or as directed.

16.2.2. Functional Area. A3T.

16.2.3. Related Higher Headquarters Publications. AFI 36-2807, Chapter 10.

16.2.4. Eligibility. See Table 16.1.

16.2.5. Award Type. Plaque and LOC.

16.2.6. Who May Nominate. AMC wings, stand-alone groups, FOAs, and DRUs (or equivalent), may submit one nomination in each category.

16.2.7. Board Composition. HQ AMC/A3 Awards convenes a board of appropriate members (from functional area) to review and select nominees for approval by AMC/CC or CV.

16.2.8. Nomination Package. Write nominations based on achievements that occurred during calendar year for which being nominated. Submit one copy of each of the following:

16.2.8.1. AF Form 1206. Submit nomination on AF Form 1206 using headings and criteria below not to exceed 30 lines in length (not including heading lines). Use 12-point font and bullet format. Do not include community involvement. Acronyms will be spelled out on reverse of AF 1206.

16.2.8.1.1. Outstanding Accomplishments.

16.2.8.1.2. Leadership. How does the person lead and how have their leadership abilities impacted the Air Force mission.

16.2.8.1.3. Self-Improvement (what things has the person done to improve him/herself through education and training).

16.2.8.2. Biography. Submit a biography for each nominee with only: Name/Grade/DOR, Current Duty Title, Awards/Decorations received in the past 12 months, PME completed (resident or non-resident) and date, and education completed in the past 12 months.

16.2.8.3. Citation. Prepare a proposed citation in landscape format. Left and right margins must be 1-1/2 inches. Limit the citation to approximately 50 key words that properly describe the nominee's accomplishments or achievements. See AFI 36-2805, Attachment 3.

16.2.8.4. Presentation. The AMC Director of Operations presents to AMC-level award winners at the annual Enlisted Aircrew Symposium or award winner's home unit of assignment. AMC/CC or CV presents to AMC assigned USAF-level award winners at the annual Enlisted Aircrew Symposium or award winner's home unit of assignment.

16.3. Specific Guidance.

Table 16.1. SSgt Henry E. "Red" Erwin Outstanding Enlisted Aircrew Member of the Year Award.

Criteria. Nominees must meet acceptable Air Force standards during the entire eligibility period and meet the eligibility criteria for their category at time of nomination. The justification must emphasize the nominee's specific contributions and results to enlisted aircrew operations.

Enlisted: AMC active duty, AFRC and ANG enlisted aircrew members (Air Force Specialty Code [AFSC] 1AXXX).

Airman: A1C through SrA; nominee must possess a 3-skill level or higher, have 24 months in either AF, ANG, or AFRC and at least 12 months experience as an aircrew member.

NCO: SSgt through TSgt; nominee must possess a 5-skill level or higher and have a minimum of 24 months experience as an aircrew member.

SNCO: MSgt through SMSgt; nominee must possess a 7-skill level or higher, have 24 months experience as a crew member and at least 6 months as a senior NCO.

Chapter 17

OUTSTANDING OPERATIONS SUPPORT SQUADRON (OSS) OF THE YEAR AWARD

17.1. Purpose. These awards identify and recognize the most outstanding AMC OSS for exceptional contributions to the success of the AMC mission. Recognition is for the period 1 January through 31 December.

17.2. General Guidance.

17.2.1. Date Due. Nomination package due to HQ AMC/A3 Awards by 15 March.

17.2.2. Functional Area. A3E.

17.2.3. Related Higher Headquarters Publications. Not applicable.

17.2.4. Award Type. Trophy.

17.2.5. Who May Nominate. AMC wings and stand-alone groups send nominations directly to HQ AMC/A3 Awards.

17.2.6. Board Composition. HQ AMC/A3 Awards convenes a board of appropriate members to review and select nominees for approval by AMC Commander or Vice Commander.

17.2.7. Nomination Package. Nominating authorities submit a nomination containing the following attachments:

17.2.7.1. Attachment 1: Nominations on AF Form 1206 in bullet format, no longer than one page. Use the following headings and criteria:

17.2.7.1.1. Mission: Provide a brief description of the OSS mission.

17.2.7.1.2. Significant Unit Accomplishments.

17.2.7.1.3. Adaptability to Difficult Situations: Outline the unit's ability to respond and adapt to tough situations, short-notice contingencies, and/or inadequate facilities and equipment.

17.2.7.1.4. Self-Improvement Efforts: Identify unit efforts to improve mission effectiveness, personnel development, and efforts to enhance work areas or facilities.

17.2.7.1.5. Community and Base Involvement: Identify unit involvement in base and community activities.

17.2.7.2. Attachment 2: Citation: Prepare a proposed citation in landscape format. Left and right margins must be 1-1/2 inches. Limit the citation to approximately 50 key words that properly describe unit accomplishments or achievements. See AFI 36-2805, Attachment 3.

17.2.8. Eligibility. All AMC Operations Support Squadrons.

17.2.9. Award Presentation. Presentation is at the discretion of the Wing Commander

Chapter 18

SMSGT ALBERT L. EVANS OUTSTANDING AIR REFUELING SECTION OF THE YEAR AWARD

18.1. Purpose. This award identifies and recognizes the best in-flight refueling operator section. Recognition is for the period 1 January through 31 December.

18.2. General Guidance.

18.2.1. Date Due. Nomination packages due to HQ AMC/A3 Awards by 15 February.

18.2.2. Functional Area. A3T.

18.2.3. Related Higher Headquarters Publications. None.

18.2.4. Eligibility. All active duty, guard, and reserve EC/KC-135 and KC-10 in-flight refueling sections.

18.2.5. Award Type. Plate on HQ retained trophy, miniature trophy awarded to winning organization.

18.2.6. Who May Nominate. AMC wings, stand-alone groups, FOAs, and DRUs, NAFs, DRU, or equivalent (from any MAJCOM) with air refueling sections may submit nominations.

18.2.7. Board Composition. HQ AMC/A3 Awards convenes a board of appropriate members (from functional area) to review and select nominees for AMC/A3 approval.

18.2.8. Nomination Package. Write nominations based on achievements that occurred during calendar year for which being nominated. Submit one copy of each of the following:

18.2.8.1. AF Form 1206. Submit nomination on AF Form 1206 using headings and criteria below. Submit nominations in bullet format, not exceeding one single-spaced page.

18.2.8.1.1. MISSION ACCOMPLISHMENTS (Squadron Level): Short synopsis of unit mission, resources available, and particular difficulties encountered in performing the mission.

18.2.8.1.2. BOOM OPERATOR SECTION ACCOMPLISHMENTS (Unit and Community Support): Include training initiatives, upgrading necessary to accomplish the mission and any innovations used to improve unit training, safety record, supported operations, education, retention, and enhancement, PME school awards/graduations, etc.

18.2.8.1.3. OUTSTANDING INDIVIDUAL ACCOMPLISHMENTS: Describe what unit personnel did to make them stand out; include any contributions or improvements made.

18.2.8.2. Citation. Prepare a proposed citation in landscape format. Left and right margins must be 1-½ inches. Limit the citation to approximately 50 key words that properly describe the nominee's accomplishments or achievements. See AFI 36-2805, Attachment 3.

18.2.8.3. Award Presentation. The Air Mobility Command Director of Operations presents the trophy at the annual Boom Operator Symposium, when possible.

18.3. Prescribed and Adopted Forms.

18.3.1. Prescribed Forms. No forms prescribed.

18.3.2. Adopted Forms:

AF Form 847, Recommendation for Change of Publication
AF Form 1206, Nomination for Award

BROOKS L. BASH, Major General, USAF
Director of Operations

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

Executive Order 9397

Privacy Act of 1974

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

AFI 10-201, Status of Resources and Training System, 13 April 2006

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

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

AFI 36-2856, Medical Service Awards, 10 August 2006

Abbreviations and Acronyms

ACC—Air Combat Command

AE—Aeromedical Evacuation

AETC—Air Education and Training Command

AFA—Air Force Association

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AM—Airfield Management

AMCC—Air Mobility Control Center

AMLO—Air Mobility Liaison Officer

AMOG—Air Mobility Operations Group

AMS—Air Mobility Squadron

ANG—Air National Guard

AOC—Association of Old Crows

ARA—Air Rescue Association

ATC—Air Traffic Control

A3—Directorate of Operations

DRU—Direct Reporting Unit

ERO—Engine Running Offload
FOA—Forward Operating Agency
HQ AMC—Headquarters Air Mobility Command
IMA—Individual Mobilization Augmentee
ION—Institute of Navigation
IOSS—Interagency OPSEC Support Staff
LOC—Letter of Commendation
MAF—Mobility Air Force
MAJCOM—Major Command
MD—Military Deception
NAA—National Aeronautics Association
NAC—National Aviation Club
NAF—Numbered Air Force
OPSEC—Operations Security
OSS—Operations Support Squadron
PACAF—Pacific Air Forces
SERE—Survival, Evasion, Resistance & Escape
TACC—Tanker Airlift Control Center
USAFE—United States Air Forces in Europe

Attachment 2

SAMPLE PUBLIC RELEASE STATEMENT

Figure A2.1. Sample Public Release Statement – (Title of Award).

<p>MEMORANDUM FOR (AWARD AUTHORITY)</p> <p>FROM: Rank/Nominee Name Nominees Unit/Office Symbol Unit Address Nominee Base/Zip Code</p> <p>SUBJECT: Public Release Statement – (Title of Award)</p> <p>I do/do not agree to give permission to use my name, rank, and base of assignment in the announcement message or any publicity regarding the award winner.</p> <p style="text-align: center;">NOMINEE NAME, RANK, USAF Nominee Duty Title</p>
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