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AIR NATIONAL GUARD CIVIL ENGINEER AWARDS PROGRAM

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This instruction supplements AFI 36-2817, *Civil Engineer Awards Program*. It establishes a program to award Air National Guard (ANG) installations, Civil Engineer (CE) organizations, flights, teams, and individuals for outstanding achievement and contributions to the Air Force (AF) and ANG mission. It describes the criteria for each award, establishes eligibility, and explains nomination, selection, and presentation procedures.

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Chapter 1

NOMINATION AND SELECTION PROCEDURES

1.1. ANG CE Awards. The Air National Guard Civil Engineer (ANG CE) annually recognizes CE organizations and personnel for outstanding achievement. These units and individuals are then forwarded to compete for recognition at the AF level. Several AF level awards include categories that are specifically for air reserve component (ARC) nominees. These awards will be highlighted in this document for special emphasis. This document does not replace AFI 36-2817 but supplements it and clarifies it's applicability to the ANG.

1.2. General Nominating Procedures:

1.2.1. Organizations that have installations, units, groups, squadrons, flights, teams or individuals eligible for awards may submit one nomination for each award category. Military in all statuses are eligible - traditional, technician, Active Guard and Reserve (AGR), and statutory tour. Department of Defense (DoD) civilians and state employees may be nominated for all awards, if eligible. Contractors, as outlined in DoD 1400.25-M, *Defense Logistics Management System* (DLMS), Subchapter 451, Section 'O', "Contractors," are not eligible for any awards pertaining to this instruction. For unit and individual awards, the previous year's winner is not eligible in the current year competition. This restriction does not apply to Design Awards and Environmental Awards.

1.2.2. Award nomination formats and criteria are as outlined in AFI 36-2817. Additional guidance on completing your nomination is as follows:

1.2.2.1. The indicated headings for each award must be included in the text. Place each heading on a separate line, flush left, using upper and lower case, bold face type, with no period or colon at the end of the line. Headings may be shortened or combined, as deemed appropriate.

1.2.2.2. Use bullet statement format. Start each bullet with a hyphen symbol, followed by a single space. Begin the text of each bullet with a capital letter. Use no punctuation (period, etc.) at the end of the bullet. If a bullet carries over to a second line, start the second line flush left, under the hyphen symbol for the line above. Be sure each bullet is placed under the appropriate heading.

1.2.2.3. Factual information, supported by appropriate examples and statistics, is most effective. Avoid the use of "glittering generalities" that attempt to make up for a lack of factual information.

1.2.2.4. For optimum results, use all lines of the IMT. Blank lines imply either weak justification or lack of diligence in preparation thereby diminishing the effectiveness of the nomination. Use active voice and strong verbs, rather than excessive adjectives, to convey what was done and its effects. Be specific. Describe clearly and in detail what the nominee did and the actual results.

1.2.3. Submittal requirements for all ANG nominations are outlined in ANGI 36-2802, *Air National Guard Special Awards and Trophies*. No unit is authorized to submit nomination packages directly to the Air Force or AF agencies. The staffing process at ANG takes time so the deadlines for submittal to ANG will be several weeks prior to the deadlines listed in AFI 36-2817 and the AF call letter.

1.2.4. Per the requirements in ANGI 36-2802, the Adjutant General of the state must sign the transmittal letter for each respective nomination package competing for an AF level award.

1.2.5. Send the original transmittal letter, with the nomination packages, to ANG Director Diversity, Personnel and Training, Personnel Force Management, Customer Operations Section (ANG/DPFOC), 1411 Jefferson Davis Highway, Arlington, VA 22202 and electronically to the e-mail address provided in the call letter. The one exception is the Design Awards, which must be submitted electronically to Air Force Center for Environmental Excellence (AFCEE) per **Chapter 4** of this instruction. You may submit multiple nominations in the same major program under one letter. The four major programs are Unit and Individual Awards, Design Awards, Environmental Awards and Fire and Emergency Services Awards.

1.2.6. All nominations are submitted on the AF IMT 1206 , *Nomination for Award*. Packages that are submitted in hard copy should include a 3.5 inch diskette with all AF IMT 1206s. Packages submitted by e-mail should include a scanned version (.pdf file) of the transmittal letters and the AF IMT 1206s. Most awards are limited to one-page, but some allow a two-page nomination. Pay close attention to the individual award requirements to insure you complete the correct number of pages.

1.3. Selecting Award Winners:

1.3.1. The ANG CE (convening authority) appoints a panel of at least four members to evaluate the nominations received for each award.

1.3.2. The panel selects the winner and, when applicable, a runner-up. These are submitted to the convening authority for final approval.

1.3.3. Chief, Air National Guard (NGB/CF) announces all winners of awards going forward to compete at the AF level. Award notification messages will be addressed to the Adjutant Generals and Wing Commanders. Individuals will be notified by letter from NGB/CF of their selection or non-selection per the procedures outlined in ANGI 36-2802.

1.4. Presenting Awards:

1.4.1. The ANG CE will present unit, individual and design awards at the next scheduled Installations Conference or, if it occurs earlier, at the CE Contingency Workshop. Environmental awards will be presented at the next scheduled Environmental Conference. Fire and Emergency Services awards will be presented at the annual Fire Conference.

1.4.2. ANG units/individuals selected as the Air Force winner in their category will typically receive their award from The Civil Engineer at a luncheon held in Washington, DC during National Engineers Week (usually in February). Award winners and unit leadership are authorized to travel on government orders at the unit's expense to attend this luncheon. Invitational orders may be authorized for a spouse to attend also, at the unit's expense.

Chapter 2

OUTSTANDING CIVIL ENGINEER UNIT AND FLIGHT AWARDS

2.1. The Air Force Outstanding Civil Engineer Unit Awards:

2.1.1. Purpose and Description of Awards. This award is known as the William L. Deneke Award within the ANG. The ANG Deneke winner each year will be forwarded to the AF to compete against the Air Force Reserve Command (AFRC) Outstanding Unit of the Year for recognition as the AF Outstanding Unit of the Year – ARC Category.

2.1.2. Eligibility for Awards. All primary civil engineer squadrons are eligible for this award. Geographically separated units (GSUs) will not be considered on their own merit. Achievements at a GSU should be included in the package submitted by the host.

2.1.3. Criteria for Air Reserve Component units. Submit nominations according to AFI 36-2817, **Attachment 2**, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Accomplishments are for the preceding fiscal year (fiscal year 2003 accomplishments are submitted in October 2003). Additional clarification of the criteria in AFI 36-2817 is as follows:

2.1.3.1. Expeditionary Engineering. Include information on deployments for training as well as your deployments supporting contingency operations in this area.

2.1.3.2. Installation Engineering. While state employees and contractors can not be recognized individually, their contributions to your overall effort to operate and maintain the base should be included under this heading.

2.1.3.3. Environmental Leadership. Even if the environmental manager does not work for the base civil engineer (BCE) you should include the accomplishments with regard to the environment under this heading. Clearly define the aspects of the achievements that were supported by the BCE organization.

2.1.3.4. Emergency Services. Clearly indicate whether you have an explosive ordnance disposal (EOD) function in your unit or not.

2.1.4. The ANG award selection panel will select winners according to Paragraph **1.3.** In addition to your nomination package, the ANG selection panel will review your status of resources and training system report, execution statistics for military construction (MILCON), sustainment, restoration and modernization (SRM), and facility operations and maintenance agreement (FOMA), real property records and open notices of violation (NOVs) and open enforcement actions (OEAs). No site visit will be conducted for the Deneke or the AF Outstanding Unit Award – ARC category.

2.2. The Brigadier General Michael A. McAuliffe Award:

2.2.1. Eligibility. ANG units are not eligible for this award.

2.3. The Major General Robert C. Thompson Award:

2.3.1. Eligibility. ANG units are not eligible for this award.

2.4. The Brigadier General Archie S. Mayes Award:

2.4.1. Eligibility. ANG units may submit nominations for this award, but there is no ARC category. Nomination packages must be completed based on the criteria outlined in AFI 36-2817 and will compete with all active duty units. If more than one ANG nomination is received for this award, the most qualified will be forwarded to the Air Force. No separate ANG recognition will be made.

2.5. The Major General Clifton D. Wright Award:

2.5.1. Eligibility. ANG units may submit nominations for this award, but there is no ARC category. Nomination packages must be completed based on the criteria outlined in AFI 36-2817 and will compete with all active duty units. If more than one ANG nomination is received for this award, the most qualified will be forwarded to the Air Force. No separate ANG recognition will be made.

2.6. The Chief Master Sergeant Ralph E. Sanborn Award:

2.6.1. Purpose and Description of Awards. This award is known as the Outstanding Fire Department of the Year Award for the ANG. The ANG winner each year will be forwarded to the AF to compete against all other Major Command (MAJCOM) nominees for recognition with the Chief Master Sergeant (CMSgt) Sanborn Award. The AF winner will automatically be forwarded to compete for recognition in the DoD competition as outlined in **Chapter 7** of this instruction.

2.6.2. Eligibility for Awards. All primary fire departments are eligible for this award. Geographically separated units (GSUs) will not be considered on their own merit. Achievements at a GSU should be included in the package submitted by the host.

2.6.3. Criteria for Air Reserve Component units. Submit nominations according to **Attachment 2** of AFI 36-2817 with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Accomplishments are for the preceding fiscal year. Take special note that this award should be submitted on plain bond paper, not the AF IMT 1206.

2.7. The Senior Master Sergeant Gerald J. Stryzak Award:

2.7.1. Eligibility. ANG units may submit nominations for this award, but there is no ARC category. Nomination packages must be completed based on the criteria outlined in AFI 36-2817 and will compete with all active duty units. If more than one ANG nomination is received for this award, the most qualified will be forwarded to the Air Force. No separate ANG recognition will be made.

2.8. The Colonel Frederick J. Riemer Award:

2.8.1. Purpose and Description of Awards. This award is known as the Outstanding Readiness Program Award within the ANG. The ANG winner of this award each year will be forwarded to the AF to compete against the AFRC Outstanding Readiness Program of the Year for recognition with the AF Reimer Award – ARC Category.

2.8.2. Eligibility. All primary ANG units with deployable unit type codes (UTCs) are eligible for this award. GSUs will not be considered on their own merit. Achievements at a GSU should be included in the package submitted by the host.

2.8.3. Criteria for Air Reserve Component units. Submit nominations according to **Attachment 2** of AFI 36-2817 with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Additional clarification of the criteria in AFI 36-2817 is as follows:

2.8.3.1. Unit Mission. Self explanatory.

2.8.3.2. Training. Include any information pertaining to attendance at Silver Flag, regional training sites or deployments for training under this heading.

2.8.3.3. Inspections. Include any information pertaining to completion of self-inspection checklists under this heading.

2.8.3.4. Self-Improvement. Include any information pertaining to local training projects done on base or in the local community under this heading.

2.9. The Air Force Outstanding Civil Engineer Environmental Flight Award:

2.9.1. Eligibility. ANG units may submit nominations for this award, but there is no ARC category. Nomination packages must be completed based on the criteria outlined in AFI 36-2817 and will compete with all active duty units. If more than one ANG nomination is received for this award, the most qualified will be forwarded to the Air Force. No separate ANG recognition will be made.

Chapter 3

AIR FORCE CIVIL ENGINEER OUTSTANDING INDIVIDUAL AWARDS

3.1. The Harry P. Rietman Award:

3.1.1. Eligibility. ANG units that have Title 5 civilians may submit an individual for this award, but there is no ARC category. Nomination packages must be completed based on the criteria outlined in AFI 36-2817 and will compete with all active duty nominations. If more than one ANG nomination is received for this award, the most qualified will be forwarded to the Air Force. No separate ANG recognition will be made.

3.2. The Major General Eugene A. Lupia Awards (Formerly The Outstanding Civil Engineer Manager of the Year Awards, Military Manager and Military Technician)**:**

3.2.1. Eligibility. ANG members are not eligible for this award. All ANG military members should compete under The Outstanding Civil Engineer Manager of the Year – ARC Categories as outlined in Paragraph **3.3.**

3.3. The Outstanding Civil Engineer Manager of the Year Awards:

3.3.1. Purpose and Description of Awards. This award is known as the Outstanding Civil Engineering Manager Award within the ANG. The ANG winners in each category (Officer, Senior Noncommissioned Officer (SNCO), and Noncommissioned Officer {NCO}) each year will be forwarded to the AF to compete against the AFRC Outstanding Civil Engineering Manager of the Year for recognition with the AF Outstanding Civil Engineering Manager of the Year – ARC Category.

3.3.2. Eligibility for Awards. ANG technicians should compete under their military status in the ARC categories, not under their GS equivalent status in the civilian categories. AGR and traditional members also compete under the appropriate military category.

3.3.3. Criteria for Air Reserve Component Individuals. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction.

3.4. The Major General Joseph A. Ahearn Enlisted Leadership Award:

3.4.1. Eligibility. ANG units that have a CMSgt may submit the individual for this award, but there is no ARC category. Nomination packages must be completed based on the criteria outlined in AFI 36-2817 and will compete with all active duty nominations. If more than one ANG nomination is received for this award, the most qualified will be forwarded to the Air Force. No separate ANG recognition will be made.

3.5. The Major General William D. Gilbert Awards:

3.5.1. Purpose and Description of Awards. This award is known as the Outstanding Civil Engineering Staff Action Officer of the Year Award within the ANG. The ANG winner in each category will be forwarded to the AF to compete against all other MAJCOM nominations for recognition with the Maj Gen Gilbert Award in their respective category.

3.5.2. Eligibility for Awards. Permanent members of the ANG Civil Engineer staff are eligible for this award. Nominations are made by ANG/CE Division Chiefs with final approval by the ANG CE.

3.6. The Major General Augustus M. Minton Award:

3.6.1. Eligibility. ANG members who have contributed articles to the Air Force Civil Engineer Magazine will compete equally with all other contributing writers. There is no ARC category and there will be no separate ANG recognition.

3.7. Air Force Outstanding Individual Community Planner of the Year:

3.7.1. Eligibility. ANG units that have eligible personnel may submit an individual for this award, but there is no ARC category. Nomination packages must be completed based on the criteria outlined in AFI 36-2817 and will compete with all active duty nominations. If more than one ANG nomination is received for this award, the most qualified will be forwarded to the Air Force. No separate ANG recognition will be made.

3.8. The Chief Master Sergeant Larry R. Daniels Award (Formerly the Outstanding Civil Engineer Military Superintendent of the Year Award)**:**

3.8.1. Eligibility. ANG members are not eligible for this award. All ANG military members should compete under The Outstanding Civil Engineer Manager of the Year – ARC Categories as outlined in Paragraph **3.3.**

Chapter 4

AIR FORCE DESIGN AND CONSTRUCTION AWARDS

4.1. The Air Force Design Excellence Awards:

4.1.1. Eligibility for Award. ANG units may submit individuals for this award, but there is no ARC category. Nomination packages must be completed based on the criteria outlined in AFI 36-2817 and will compete with all active duty units. If more than one ANG nomination is received for this award, the most qualified will be forwarded to the Air Force. No separate ANG recognition will be made.

4.2. The Air Force Design Awards:

4.2.1. Purpose and Description of Awards. The design awards program recognizes and encourages design excellence in ANG planning and architectural design. The purpose of the ANG Design Awards Program is to publicize and recognize projects that have achieved design excellence as it relates to the natural and built environment. Three levels of awards are given: the Honor Award, Merit Award, and Citation Award. The Honor Award is the highest of the three. There are no annual quotas as to the number of awards given, neither is there a ranking of winners within any of the award levels. Each entry competes on its own merit. The United States Air Force (USAF) and ANG Design Awards run concurrently due to all submissions being uploaded on the AFCEE Design Awards web site, **http://www.afcee.brooks.af.mil/products/awards/design/index.asp**.

4.2.2. Eligibility for Awards. There are three categories of awards.

4.2.2.1. Type A – Planning Studies and Design Guides: These include Comprehensive Plans, Area Development Plans, Design Guides, etc. The planning study or design guide must be 100 percent complete, but the recommendations made by the study may be at any stage of implementation. Entries will be judged on thoroughness, quality of presentation, and validity of recommendations.

4.2.2.2. Type C – Concept Design: Projects submitted under this category may be at any stage of design, but not constructed. When constructed, these entries will be eligible for entry in Type F category. Entries will be judged on the degree to which programming requirements were met, uniqueness of the design solution, constructability, and compatibility with other facilities on the installation.

4.2.2.3. Type F – Facility Design: Projects submitted under this category must be 100 percent constructed, furnished, and landscaped as applicable. This is a broad category, which includes engineering or industrial projects, architectural design projects, and additions, alterations, or combinations thereof. Entries will be judged on the degree to which programming requirements were met, uniqueness of the design solution, compatibility with other facilities on the installation, the sustainable aspects of the design, and composite integration of architectural, engineering, interior design, and landscape design, and construction execution, as applicable. Do not enter any facility if the final construction cost exceeds the programmed amount (PA). This will be verified by ANG/CEC.

4.2.3. Nomination Procedures and Criteria:

4.2.3.1. The annual call letter from AFCEE contains specific submission requirements.

4.2.3.2. Submittals may be developed by any unit involved with the design or construction of the ANG project. Submit all nominations to the AFCEE Design Awards web site: **http://www.afcee.brooks.af.mil/products/awards/design/index.asp**. All entries submitted through the web site will be reviewed by Air National Guard Civil Engineer, Engineering Division (ANG/CEC) and are not officially accepted until approved by ANG/CEC.

4.2.3.3. There are no age or cost limitations for ANG Design Awards program entries. There is no limit to the number of times a project may be submitted for competition; however, an entry cannot concurrently compete in more than one category with one exception. Type C - Concept Design entries, may only win an award once. A Type C award winner may be submitted again in another category for which it may qualify after construction. Careful consideration should be given to resubmitting an entry without upgrading the quality of the entry package.

4.2.4. Selection and Presentation. In addition to AF recognition, ANG has a similar jury and those winning entries will receive an Air National Guard Awards Certificate to be presented at an appropriate forum.

4.3. The Air Force Civilian Project Manager of the Year Awards:

4.3.1. Eligibility for Awards. ANG members are not eligible for this award.

4.4. The Air Force District, Division, or Host Nation Agent of the Year Awards:

4.4.1. Eligibility for Awards. ANG members are not eligible for this award.

Chapter 5

AIR FORCE ENVIRONMENTAL AWARDS

5.1. Purpose and Description of Awards. The ANG Environmental Awards program recognizes Air National Guard installations, organizations and individuals for exceptional achievement in preservation, protection and restoration of the environment. It fosters an environmental awareness and stewardship culture among members of the Air National Guard, and within the communities where they live and work.

5.2. General Nominating Procedures:

5.2.1. Only ANG military and civilian personnel whose primary duties are in environmental or environmentally related career fields are eligible for nomination. The only exception is the Air National Guard Award for Voluntary Environmental Achievement.

5.2.2. Each organization having an environmental manager (EM) or bioenvironmental engineer (BEE) office may submit one nomination for each of the applicable awards. Submit only one nomination (Individual or Team) in each of the Individual/Team categories. ANG military and civilian personnel are eligible to be nominated for individual awards. In a team award, one or more, but not all, of the members of the team may be contractor or state employees; the other team members must be ANG military or civilian personnel.

5.2.3. ANG units may be nominated in each category on an annual basis. Packages may be forwarded to the AF for competition at the level as appropriate to the year and category.

5.2.4. Nominations will be submitted in electronic format, either by e-mail or on 3.5 inch diskette. One page nominations use the front page only of the current electronic version of AF IMT 1206. Two page nominations can use the front and back of the IMT. Do not include additional pages or attachments. If submitting via e-mail, include a scanned copy of the transmittal letter and the completed AF IMT 1206 and send package to the e-mail addressee identified in the annual call letter and guidance package.

5.2.5. All nominations must be approved by the appropriate organizational commander or a designated representative. Submission of an indorsement can be as an e-mail message from the organization commander or a designated representative to indicate their concurrence with the submission.

5.2.6. General guidance on completing the AF IMT 1206 as shown in **Table 5.1.**

Table 5.1. Completing AF IMT 1206.

Block		General Guidance
1.	Award:	Enter title of the award from the list below
2	Category:	Enter Installation, Individual or Team
3	Award Period.	Typically a two-year nomination. Example: 1 October 2001 - 30 September 2003 for awards submitted at the end of FY03
4	Rank/Name of Nominee.	For installation awards leave blank. For individual or team awards, enter appropriate information for individual(s).
5	SSN:	Leave blank
6	MAJCOM:	ANG
7	DAFSC/Duty Title.	For installation awards, leave blank. For individual awards, enter duty Air Force Specialty Code (AFSC) (if applicable) and duty title. For team awards, enter name of the team.
8	Telephone (DSN and Commercial):	Self explanatory.
9	Unit/Office Symbol/ Street Address/Base/ State/Zip Code:	Of EM or BEE office, as appropriate.
10	Rank/Name/Telephone of Unit Commander:	Self explanatory
11	Specific Accomplishments.	See Paragraph **1.2.2.** of this instruction.

5.3. Selection and Presentation.

5.3.1. Air National Guard Civil Engineer, Environmental Division (ANG/CEV) will appoint a panel to judge the nominations and select the ANG winners. All units will be notified of the results as soon as the information is releasable. Deserving nominations will be forwarded for Air Force level competition unless the award is ANG unique as indicated in the details below.

5.3.2. Awards will be presented during the annual ANG Environmental Workshop.

5.4. The General Thomas D. White Environmental Quality Award (Industrial, Non-Industrial, and Reserve Component including Air National Guard):

5.4.1. Purpose and Description of Award. This award is also known as the Air National Guard Environmental Quality Award – Reserve Component. The ANG winner each year will be forwarded to the AF to compete against all other Reserve Component nominees for recognition with the General Thomas D. White Award.

5.4.2. Nomination Procedures and Criteria. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Nominations **will not exceed one page** on current version of AF IMT 1206.

5.5. The General Thomas D. White Environmental Quality Award (Overseas):

5.5.1. Eligibility for Award. ANG installations are not eligible for this award.

5.6. The General Thomas D. White Restoration Award (All Installations):

5.6.1. Purpose and Description of Award. This award is also known as the Air National Guard Environmental Restoration Award. The ANG winner each year may be forwarded to the AF to compete against all other MAJCOM nominees for recognition with the General Thomas D. White Award.

5.6.2. Nomination Procedures and Criteria. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Nominations **will not exceed one page** on current version of AF IMT 1206.

5.7. The General Thomas D. White Pollution Prevention Award (Industrial, Non-Industrial Categories):

5.7.1. Purpose and Description of Award. This award is also known as the Air National Guard Pollution Prevention Award. The ANG winner each year may be forwarded to the AF to compete against all other MAJCOM nominees for recognition with the General Thomas D. White Award.

5.7.2. Nomination Procedures and Criteria. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Nominations **will not exceed one page** on current version of AF IMT 1206.

5.8. The General Thomas D. White Natural Resources Conservation Award (Small Base, Large Base Categories):

5.8.1. Purpose and Description of Award. This award is also known as the Air National Guard Natural Resource Conservation Award. The ANG winner each year may be forwarded to the AF to compete against all other MAJCOM nominees for recognition with the General Thomas D. White Award.

5.8.2. Nomination Procedures and Criteria. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Nominations **will not exceed one page** on current version of AF IMT 1206.

5.9. The General Thomas D. White Cultural Resources Management Award (All Installations):

5.9.1. Purpose and Description of Award. This award is also known as the Air National Guard Cultural Resources Management Award. The ANG winner each year may be forwarded to the AF to compete against all other MAJCOM nominees for recognition with the General Thomas D. White Award.

5.9.2. Nomination Procedures and Criteria. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Nominations **will not exceed one page** on current version of AF IMT 1206.

5.10. The General Thomas D. White Environmental Quality Award for Individual/Team Excellence:

5.10.1. Purpose and Description of Award. This award is also known as the Air National Guard Environmental Quality Award for Individual/Team Excellence. The ANG winner each year may be forwarded to the AF to compete against all other MAJCOM nominees for recognition with the General Thomas D. White Award.

5.10.2. Nomination Procedures and Criteria. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Nominations **will not exceed one page** on current version of AF IMT 1206.

5.11. The General Thomas D. White Restoration Award for Individual/Team Excellence:

5.11.1. Purpose and Description of Award. This award is also known as the Air National Guard Environmental Restoration Award for Individual/Team Excellence. The ANG winner each year may be forwarded to the AF to compete against all other MAJCOM nominees for recognition with the General Thomas D. White Award.

5.11.2. Nomination Procedures and Criteria. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Nominations **will not exceed one page** on current version of AF IMT 1206.

5.12. The General Thomas D. White Pollution Prevention Acquisition Individual/Team Award:

5.12.1. Eligibility for Award. ANG units and individuals are not eligible for this award.

5.13. The General Thomas D. White Pollution Prevention Award for Individual/Team Excellence:

5.13.1. Purpose and Description of Award. This award is also known as the Air National Guard Pollution Prevention Award for Individual/Team Excellence. The ANG winner each year may be forwarded to the AF to compete against all other MAJCOM nominees for recognition with the General Thomas D. White Award.

5.13.2. Nomination Procedures and Criteria. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Nominations **will not exceed one page** on current version of AF IMT 1206.

5.14. The General Thomas D. White Natural Resources Conservation Award for Individual/Team Excellence:

5.14.1. Purpose and Description of Award. This award is also known as the Air National Guard Natural Resources Conservation Award for Individual/Team Excellence. The ANG winner each year may be forwarded to the AF to compete against all other MAJCOM nominees for recognition with the General Thomas D. White Award.

5.14.2. Nomination Procedures and Criteria. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Nominations **will not exceed one page** on current version of AF IMT 1206.

5.15. The General Thomas D. White Cultural Resources Management Award for Individual/Team Excellence:

5.15.1. Purpose and Description of Award. This award is also known as the Air National Guard Cultural Resources Management Award for Individual/Team Excellence. The ANG winner each year may be forwarded to the AF to compete against all other MAJCOM nominees for recognition with the General Thomas D. White Award.

5.15.2. Nomination Procedures and Criteria. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Nominations **will not exceed one page** on current version of AF IMT 1206.

5.16. The General Thomas D. White National Environmental Policy Act (NEPA) Award for Team Excellence:

5.16.1. Purpose and Description of Award. This award is also known as the Air National Guard National Environmental Policy Act (NEPA) Award for Individual/Team Excellence. The ANG winner each year may be forwarded to the AF to compete against all other MAJCOM nominees for recognition with the General Thomas D. White Award.

5.16.2. Nomination Procedures and Criteria. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Nominations **will not exceed one page** on current version of AF IMT 1206.

5.17. Air National Guard Recycling Award:

5.17.1. Purpose and Description of Award. This is an ANG unique award that recognizes the installation conducting the best or most improved recycling program.

5.17.2. Nomination Procedures and Criteria. Submit nominations according to Paragraph **1.2.** with the information shown in **Attachment 2**. Nominations **will not exceed one page** on current version of AF IMT 1206. Nominate installations for their overall merit, including their achievements in the following subject headings:

5.17.2.1. Implementing closed loop recycling projects.

5.17.2.2. Developing methods to recycle hazardous chemicals used in industrial processes.

5.17.2.3. Promoting and improving participation in office and work area recycling.

5.17.2.4. Promoting and improving participation in household recycling.

5.17.2.5. Purchasing recycled content goods and materials.

5.17.2.6. Promoting and improving installation composting.

5.17.2.7. Enhancing awareness of recycling programs.

5.18. Air National Guard Recycling Award for Individual/Team Excellence:

5.18.1. Purpose and Description of Award. This is an ANG unique award that recognizes the individual or team that has contributed the most to improving the recycling program.

5.18.2. Nomination Procedures and Criteria. Submit nominations according to Paragraph **1.2.** with the information shown in **Attachment 2**. Nominations **will not exceed one page** on current version of

AF IMT 1206. Nominate individuals or teams for their overall merit, including their achievements in the following subject headings:

5.18.2.1. Developing methods to recycle hazardous chemicals used in industrial processes.

5.18.2.2. Improving office, work area and curbside recycling programs.

5.18.2.3. Purchasing recycled content goods and materials.

5.18.2.4. Promoting and improving installation composting.

5.18.2.5. Enhancing recycling awareness.

5.19. Air National Guard Bioenvironmental Engineer Technician Award:

5.19.1. Purpose and Description of Award. This is an ANG unique award that recognizes the most outstanding bioenvironmental engineer technician of the year.

5.19.2. Nomination Procedures and Criteria. Submit nominations according to Paragraph **1.2.** with the information shown in **Attachment 2**. Nominations **will not exceed one page** on current version of AF IMT 1206. Nominate individuals for their overall merit, including their achievements in the following subject headings:

5.19.2.1. Contributions to the environmental quality and restoration programs.

5.19.2.2. Contributions to the pollution prevention Program.

5.19.2.3. Innovations in the protection of the environment.

5.19.2.4. Other accomplishments.

5.20. Douglas K. Anderson Environmental Excellence Award (State Environmental Specialist):

5.20.1. Purpose and Description of Award. This is an ANG unique award. This annual award honors Douglas K. Anderson, former member of the ANG/CEV staff from 1988 until 2002, and recognizes the most outstanding state environmental specialist of the year.

5.20.2. Nomination Procedures and Criteria. Submit nominations according to Paragraph **1.2.** with the information shown in **Attachment 2**. Nominations **will not exceed one page** on current version of AF IMT 1206. Nominate individuals for their overall merit, including their achievements in the following subject headings:

5.20.2.1. Contributions to state/base environmental programs.

5.20.2.2. Contributions to preservation of natural and cultural resources.

5.20.2.3. Contributions to environmental quality, compliance and pollution prevention.

5.20.2.4. Other accomplishments.

5.21. Air National Guard Award for Voluntary Environmental Achievement:

5.21.1. Purpose and Description of Award. This is an ANG unique award. It recognizes individuals who have made a significant contribution, in a strictly voluntary capacity that is clearly above and beyond their required or expected level of performance, in an area of activity related to the promotion of ANG environmental principles, programs or activities.

5.21.2. Eligibility for Award. ANG installations may nominate any deserving individual(s) for this award. Nominees may include non-ANG affiliated members of the local community, as well as ANG members or employees whose primary duties are not directly related to the installation's environmental program. There is no limit on the number of persons who may be nominated.

5.21.3. Nomination Procedures and Criteria. Submit nominations according to Paragraph **1.2.** with the information shown in **Attachment 2**. Nominations **will not exceed one page** on current version of AF IMT 1206. Nominate individuals for their overall merit using a narrative format on the AF IMT 1206. There are no specific subject headings for this award.

Chapter 6

THE SECRETARY OF DEFENSE ENVIRONMENTAL AWARDS

6.1. Eligibility for Awards. The winners of the various General Thomas D. White Environmental Awards as selected by the AF under AFI 36-2817, Chapter 5, will be forwarded for competition at the DoD level. Only those unit/individuals/teams selected as the recipient of the AF awards will be forwarded to the DoD. No other nominations will be accepted.

Chapter 7

DEPARTMENT OF DEFENSE

FIRE AND EMERGENCY SERVICES AWARD PROGRAM

7.1. Purpose. The DoD Fire and Emergency Services Awards annually recognize the most outstanding DoD fire department, military and civilian fire fighter, military and civilian fire officer, and individual or group fire fighter acts of heroism.

7.2. The DoD Fire Department of the Year Award. (Team Award):

7.2.1. Eligibility. This award is known as the ANG Outstanding Fire Department of the Year within ANG. Only the department selected under Paragraph **2.6.** of this instruction will be forwarded for competition at the AF level. Only the unit selected as the recipient of the CMSgt Sanborn Award at the AF level will be forwarded to the DoD level to compete for this award. No other nominations will be accepted.

7.3. The DoD Military and Civilian Fire Fighter of the Year Awards (Individual Awards):

7.3.1. Purpose and Description of Awards. This award is known as the Fire Fighter of the Year Award within the ANG. The ANG winner each year will be forwarded to the AF to compete against all other MAJCOM nominations for recognition as the AF Fire Fighter of the Year. Only the individual selected at the AF level will be forwarded to the DoD level to compete for this award. No other nominations will be accepted.

7.3.2. Eligibility for Awards. All military (technician, AGR, or traditional) and civilians (Title 5 or state employee) in grade Fire Fighter to Fire Officer I are eligible.

7.3.3. Criteria for Air Reserve Component Individuals. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Take special note that this award is submitted on plain bond paper, not the AF IMT 1206. Also note that the timeframe for this award is the calendar year, not the fiscal year. Nominations for this award will generally be due in March of each year for accomplishments in the preceding calendar year.

7.4. The DoD Military and Civilian Fire Officer of the Year Awards (Individual Awards):

7.4.1. Purpose and Description of Awards. This award is known as the Fire Officer of the Year Award within the ANG. The ANG winner each year will be forwarded to the AF to compete against all other MAJCOM nominations for recognition as the AF Fire Fighter of the Year. Only the individual selected at the AF level will be forwarded to the DoD level to compete for this award. No other nominations will be accepted.

7.4.2. Eligibility for Awards. All military (technician, AGR, or traditional) and civilians (Title 5 or state employee) who are DoD certified from the Fire Officer II through the Fire Officer IV levels.

7.4.3. Criteria for Air Reserve Component Individuals. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction. Take special note that this award is submitted on plain bond

paper, not the AF IMT 1206. Also note that the timeframe for this award is the calendar year, not the fiscal year. Nominations for this award will generally be due in March of each year for accomplishments in the preceding calendar year.

7.5. The DoD Fire Fighter of the Year Heroism Award (Individual or Team Award):

7.5.1. Purpose and Description of Award. This award is rarely justified. In the case that an individual would qualify, contact ANG Civil Engineer, Readiness Division (ANG/CEXF) directly for guidance.

7.6. Nomination Procedures:

7.6.1. All ANG nominations will be submitted to the address shown in **Attachment 2** of this instruction. Nominations for the CMSgt Sanborn, as outlined in Paragraph **2.6.** above, are due in the fall with the other AF level CE awards. Individual fire fighter nominations will be due in the spring under a separate call letter.

7.7. Format and Inclusive Dates:

7.7.1. Take special note that the format for fire fighter awards is plain bond paper and that the inclusive dates are the calendar year.

7.8. Selection Process:

7.8.1. Selection of the ANG winner in each category will be as outlined in Paragraph **1.3.** of this instruction.

7.9. Award Presentations. Presentations to ANG winners in each of the fire categories will be made at the annual Fire Conference. If an ANG unit or individual is selected as the DoD award winners, the unit and unit leadership will be authorized to travel on government orders at the unit's expense to attend the DoD ceremony. Invitational orders may be authorized for a spouse to attend also, at the unit's expense.

Chapter 8

READINESS CHALLENGE AWARDS

8.1. The Brigadier General William T. Meredith Award:

8.1.1. Purpose and Description of Award. ANG teams compete on an equal basis with all other MAJCOM teams for this award. Refer to AFI 36-2817 for details.

8.2. The Major General George E. Ellis Award:

8.2.1. Purpose and Description of Award. ANG personnel compete on an equal basis with all other MAJCOM teams for this award. Refer to AFI 36-2817 for details.

8.3. The Chief Master Sergeant Arthur J. Hanrahan Prime Base Engineer Emergency Force (BEEF) Award:

8.3.1. Purpose and Description of Award. ANG teams compete on an equal basis with all other MAJCOM teams for this award. Refer to AFI 36-2817 for details.

8.4. The Major General James E. McCarthy Readiness Award:

8.4.1. Purpose and Description of Award. ANG teams compete on an equal basis with all other MAJCOM teams for this award. Refer to AFI 36-2817 for details.

Chapter 9

THE SOCIETY OF AMERICAN MILITARY ENGINEERS (SAME) AWARDS

9.1. Description of Awards. These awards are sponsored by SAME and jointly presented by SAME and The Civil Engineer. Consult the *Fact Book of the Society of American Military Engineers*, June 1995, for other SAME awards that do not correspond to Air Force awards.

9.1.1. The SAME Curtin Award. This award will be presented to the annual winner of the Outstanding Unit Award - ARC category.

9.1.2. The SAME Newman Medal. ANG units may submit a nomination for this award, but there is no ARC category. Nomination packages must be completed based on the criteria outlined in AFI 36-2817 and will compete with all active duty nominations. If more than one ANG nomination is received for this award, the most qualified will be forwarded to the Air Force. No separate ANG recognition will be made.

9.1.3. The SAME Goddard Medal. This award is presented to a Guard enlisted member annually. There is no separate ANG award. ANG will select a winner and runner-up from all nominations received and forward that name to AF. There is no further competition at the AF level.

9.2. Nomination Procedures and Criteria. Submit nominations according to AFI 36-2817, Attachment 2, with the exception of Note 7. All nominations will be sent to the addresses listed in **Attachment 2** of this instruction.

9.3. Selection and Presentation:

9.3.1. ANG individuals selected for SAME awards will typically receive their award from The Civil Engineer at a luncheon held in Washington, DC during National Engineers Week. Award winners and unit leadership are authorized to travel on government orders at the unit's expense to attend this luncheon. Invitational orders may be authorized for a spouse to attend also, at the unit's expense.

Chapter 10

OUTSIDE AGENCY AWARDS

10.1. The National Society of Professional Engineers (NSPE) Federal Engineer of the Year Awards:

10.1.1. Eligibility for Award. ANG units may submit a nomination for this award, but there is no ARC category. Nomination packages must be completed based on the criteria outlined in AFI 36-2817 and will compete with all active duty units. If more than one ANG nomination is received for this award, the most qualified will be forwarded to the Air Force. No separate ANG recognition will be made.

10.2. The General Edwin W. Rawlings Awards for Environmental Excellence:

10.2.1. Eligibility for Award. ANG units that have eligible personnel may submit an individual for this award, but there is no ARC category. Nomination packages must be completed based on the criteria outlined in AFI 36-2817 and will compete with all active duty nominations. If more than one ANG nomination is received for this award, the most qualified will be forwarded to the Air Force. No separate ANG recognition will be made.

10.3. The Balchen/Post Award:

10.3.1. Eligibility for Award. ANG units may submit nominations for this award, but there is no ARC category. Nomination packages must be completed based on the criteria outlined in AFI 36-2817 and will compete with all active duty units. If more than one ANG nomination is received for this award, the most qualified will be forwarded to the Air Force. No separate ANG recognition will be made.

10.4. The American Planning Association (APA)/Federal Planning Division (FPD) Award:

10.4.1. Eligibility for Award. ANG units may submit nominations for this award, but there is no ARC category. Nomination packages must be completed based on the criteria outlined in AFI 36-2817 and will compete with all active duty units. If more than one ANG nomination is received for this award, the most qualified will be forwarded to the Air Force. No separate ANG recognition will be made.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2817, *Civil Engineer Awards Program*

ANGI 36-2802, *Air National Guard Special Awards and Trophies*

DoD 1400.25-M, *Defense Logistics Management System* (DLMS)

Abbreviations and Acronyms

AF—Air Force

AFCEE—Air Force Center for Environmental Excellence

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AGR—Active Guard and Reserve

ANG—Air National Guard

ANG CE—Air National Guard Civil Engineer

APA—American Planning Association

ARC—Air Reserve Component

CE—Civil Engineer

BCE—Base Civil Engineer

BEE—Bioenvironmental Engineer

DoD—Department of Defense

EM—Environmental Manager

EOD—Explosive Ordnance Disposal

EPA—Environmental Protection Agency

FOMA—Facility Operations and Maintenance Agreement

FPD—Federal Planning Division

GSU—Geographically Separated Unit

IMT—Information Management Tool

MAJCOM—Major Command

MILCON—Military Construction

NCO—Noncommissioned Officer

NEPA—National Environmental Policy Act

NOVs—Notices of Violation

NSPE—National Society of Professional Engineers

OEAs—Open Enforcement Actions

PA—programmed amount

SAME—Society of American Military Engineers

SECDEF—Secretary of Defense

SNCO—Senior Noncommissioned Officer

SORTS—Status of Resources and Training System

SRM—Sustainment, Restoration and Modernization

USAF—United States Air Force

Attachment 2

CIVIL ENGINEER AWARDS SUMMARY

Table A2.1. Civil Engineer Awards Summary.

AF Award Title/ ANG Award Title	Paragraph Reference	Applicable Notes
AF: Outstanding CE Unit Awards - ARC ANG: William L. Deneke Award	**2.1.**	1., 3., 5., 7.1., and 8.
AF: BG Michael A. McAuliffe Award (Housing) ANG: N/A	**2.2.**	23.
AF: MG Robert C. Thompson Award (Resources) ANG: N/A	**2.3.**	23.
AF: BG Archie S. Mayes Award (Engineering) ANG: N/A	**2.4.**	24.
AF: MG Clifton D. Wright Award (Operations) ANG: N/A	**2.5.**	24.
AF: CMSgt Ralph E. Sanborn Award (Fire) ANG: Outstanding Fire Department of the Year	**2.6.**	1., 3., 5., 7.1., 8., and 12.
AF: SMSgt Gerald J. Stryzak Award (EOD) ANG: N/A	**2.7.**	24.
AF: Col Frederick J. Riemer Award – ARC (Readiness) ANG: Outstanding Readiness Program	**2.8.**	1., 3., 5., 7.1., and 8.
AF: Outstanding CE Environmental Flight Award ANG: N/A	**2.9.**	24.
AF: Harry P. Rietman Award (Senior Civilian) ANG: N/A	**3.1.**	24.
AF: MG Eugene A. Lupia Awards (Military Mgr) ANG: N/A	**3.2.**	23.
AF: Outstanding CE Manager - ARC ANG: Outstanding CE Manager - Officer Outstanding CE Manager - SNCO Outstanding CE Manager - NCO	**3.3.**	1., 3., 5., 7.1., and 8.

AF Award Title/ ANG Award Title	Paragraph Reference	Applicable Notes
AF: MG Joseph A. Ahearn Enlisted Leadership Award (CMSgt) ANG: N/A	3.4.	24.
AF: MG William D. Gilbert Awards ANG: Outstanding CE Staff Action Officer – Officer Outstanding CE Staff Action Officer – Enlisted Outstanding CE Staff Action Officer – Civilian	3.5.	1., 3., 5., 7.1., and 8.
AF: MG Augustus M. Minton Award (CE Magazine) ANG: N/A	3.6.	24.
AF: Outstanding Individual Community Planner ANG: N/A	3.7.	24.
AF: CMSgt Larry R. Daniels Award (Superintendent) ANG: N/A	3.8.	23.
AF: Design Excellence Awards ANG: N/A	4.1.	24.
AF: Design Awards ANG: ANG Design Awards	4.2.	1., 3., 5., 7.2., and 8.
AF: Civilian Project Manager of the Year Awards ANG: N/A	4.3.	23.
AF: District, Division, or Host Nation Agent of the Year Awards ANG: N/A	4.4.	23.
AF: Gen Thomas D. White (Gen White) Environmental Quality Awards - Reserve Component ANG: Environmental Quality Awards	5.4.	2., 5., 7.3., and 19.
AF: Gen White Environmental Quality Award (Overseas) ANG: N/A	5.5.	23.
AF: Gen White Restoration Award ANG: Environmental Restoration Award	5.6.	2., 5., 7.3., and 19.
AF: Gen White Pollution Prevention Awards ANG: Pollution Prevention Awards	5.7.	2., 5., 7.3., and 19.

AF Award Title/ ANG Award Title	Paragraph Reference	Applicable Notes
AF: Gen White Natural Resources Conservation Awards ANG: Natural Resources Conservation Award	**5.8.**	5., 6., 7.3. and 19.
AF: Gen White Cultural Resources Management Award ANG: Cultural Resources Management Award	**5.9.**	5., 6., 7.3., and 19.
AF: Gen. White Environmental Quality Award for Individual/Team Excellence ANG: Environmental Quality Award for Individual/ Team Excellence	**5.10.**	2., 5., 7.3., and 19.
AF: Gen White Restoration Award for Individual/Team Excellence ANG: Restoration Award for Individual/Team Excellence	**5.11.**	2., 5., 7.3., and 19.
AF: Gen White Pollution Prevention Acquisition Team Award ANG: N/A	**5.12.**	23.
AF: Gen White Pollution Prevention Award for Individual/Team Excellence ANG: Pollution Prevention Award for Individual/Team Excellence	**5.13.**	2., 5., 7.3., and 19.
AF: Gen White Natural Resources Conservation Award for Individual/Team Excellence ANG: Resources Conservation Award for Individual/ Team Excellence	**5.14.**	5., 6., 7.3., and 19.
General Thomas D. White Cultural Resources Management Award for Individual/Team Excellence	**5.15.**	5., 6., 7.3., and 19.
General Thomas D. White National Environmental Policy Act Award for Team Excellence	**5.16.**	5., 6., 7.3., and 19.
AF: N/A ANG: Recycling Award	**5.17.**	2., 5., 7.3., and 19.
AF: N/A ANG: Recycling Award for Individual/Team Excellence	**5.18.**	2., 5., 7.3., 19.

AF Award Title/ ANG Award Title	Paragraph Reference	Applicable Notes
AF: Gen. White Environmental Quality Award for Individual/Team Excellence ANG: Environmental Quality Award for Individual/ Team Excellence	**5.10.**	2., 5., 7.3., and 19.
AF: N/A ANG: Bioenvironmental Engineer Technician of the Year	**5.19.**	2., 5., 7.3., and 19.
AF: N/A ANG: Douglas K. Anderson Environmental Excellence Award	**5.20.**	2., 5., 7.3., and 19.
AF: N/A ANG: Voluntary Environmental Achievement Award	**5.21.**	2., 5., 7.3., and 19.
AF: Secretary of Defense (SECDEF) Environmental Awards ANG: N/A	**6.1.**	25.
AF: DoD Fire Department Award (Team Award) ANG: N/A	**7.2.**	25.
AF: DoD Military/Civilian Fire Fighter of the Year ANG: Military Fire Fighter of the Year	**7.3.**	4., 7.4., 12., and 20.
AF: DoD Military/Civilian Fire Officer of the Year ANG: Military Fire Officer of the Year	**7.4.**	4., 7.4., 12., and 20.
AF: DoD Firefighter for Heroism Award ANG: N/A	**7.5.**	24.
AF: BG William T. Meredith Award (Readiness Challenge - Team) ANG: N/A	**8.1.**	24.
AF: MG General George E. Ellis Award (Readiness Challenge – Individual) ANG: N/A	**8.2.**	24.
AF: CMSgt Arthur J. Hanrahan Prime BEEF Award (Readiness Challenge High Score) ANG: N/A	**8.3.**	24.

AF Award Title/ ANG Award Title	Paragraph Reference	Applicable Notes
AF: MG James E. McCarthy Readiness Award (Readiness Challenge – Fog of War) ANG: N/A	**8.4.**	24.
AF: Society of American Military Engineers (SAME) Curtin Awards ANG: N/A	**9.1.1.**	23.
AF: SAME Newman Medal ANG: N/A	**9.1.2.**	24.
AF: SAME Goddard Medal - Guard Enlisted Member ANG: N/A	**9.1.3.**	1., 3., 5., 7.1., and 8.
AF: National Society of Professional Engineers (NSPE) Federal Engineer of the Year Award ANG: N/A	**10.1.**	24.
AF: Gen Rawlings Awards for Environmental Excellence ANG: N/A	**10.2.**	24.
AF: Balchen/Post Award (Snow and Ice) ANG: N/A	**10.3.**	24.
AF: American Planning Association (APA)/ Federal Planning Division (FPD) Award ANG: N/A	**10.4.**	24.

NOTES:

1. The previous year's first place winner is not eligible to compete during the current competition.
2. Inclusive dates are 1 October through 30 September of the previous and current fiscal year (i.e., nominations due in October 2003 should have inclusive dates of 1 October 2001 through 30 September 2003.).
3. Inclusive dates are 1 October through 30 September of the previous fiscal year (i.e., nominations due in October 2003 should have inclusive dates of 1 October 2002 through 30 September 2003.).
4. Inclusive dates are 1 January through 31 December of the previous year. (i.e., nominations due in March 2004 should have inclusive dates of 1 January through 30 December 2003.).

5. Submit nominations on the AF IMT 1206. Packages that are submitted in hard copy should include a 3.5 inch diskette. Packages submitted electronically should include a scanned copy of the transmittal letter.

6. Inclusive dates are 1 October through 30 September during the previous three fiscal years inclusive of the current fiscal year. (i.e., nominations due in October 2003 should have inclusive dates of 1 October 2000 through 30 September 2003.).

7. Submit nomination packages to address as follows. ANG/CE will forward selected packages to ANG/DPFOC for final processing. Packages submitted electronically will be sent to the e-mail address outlined in the call letter.

7.1. Unit/Individual Awards: ANG/DPFOC, 1411 Jefferson Davis Highway, Arlington, VA 22202

7.2. Design Awards: **http://www.afcee.brooks.af.mil/products/awards/design/index.asp**.

7.3. Environmental Awards: ANG/DPFOC, 1411 Jefferson Davis Highway, Arlington, VA 22202

7.4. Fire/Emergency Services Award: ANG/DPFOC, 1411 Jefferson Davis Highway, Arlington, VA 22202

8. Nomination packages are generally due to the addressee during October. You will be advised of the exact date via a call letter.

9. (place holder)

10. (place holder)

11. (place holder)

12. Submit on plain bond paper using the headings listed in paragraph **2.6.** and **Chapter 7**.

13. See Paragraph **4.1.** for selection and presentation procedures.

14. See Paragraph **5.3.** for selection and presentation procedures.

15. See **Chapter 7** for selection and presentation procedures.

16. See Paragraph **10.3.** for selection and presentation procedures.

17. See Paragraph **10.4.** for selection and presentation procedures.

18. Inclusive dates are 1 January through 31 December of the previous year and are due to addressee by 1 June.

19. Nomination packages are due to addressee in October. Units should refer to annual call letter for exact suspense date.

20. Nomination packages are due to addressee during the month of March. You will be advised via call message on the exact date.

21. Inclusive dates are 1 September through 31 August of the previous calendar year.

22. Inclusive dates are periods covering ten years.