

**BY ORDER OF THE COMMANDER
AIR UNIVERSITY (AETC)**

AIR UNIVERSITY INSTRUCTION 36-2303



21 DECEMBER 1995

Incorporating Change 1, 7 May 2010

Certified Current on 13 May 2013

Personnel

**RECOGNITION OF OUTSTANDING
STUDENT ACHIEVEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AU/CFAE

Certified by: HQ AU/CF (Dr. Bruce T. Murphy)

Supersedes: AUR 900-8, 5 August 1985

Pages: 4

This instruction implements AFPD 36-23, *Military Education*. It establishes policies and procedures designed to give recognition to outstanding student achievement in Air University schools. It incorporates Air Education and Training Command (AETC) policies regarding Distinguished Graduate (DG) and Top Graduate (TG) recognition programs within AETC schools. This instruction applies to Air War College (AWC), Air Command and Staff College (ACSC), School of Advanced Air and Space Studies (SAASS), Air Force Institute of Technology (AFIT), Squadron Officer School (SOS), Air and Space Basic Course (ASBC), Officer Training School (OTS), Air Force Reserve Officer Training Corps (AFROTC), Thomas N. Barnes Center for Enlisted Education, Curtis E. LeMay Center for Doctrine Development and Education, and the Ira C. Eaker Center for Professional Development. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61/afrims/afrims>.

SUMMARY OF CHANGES

This interim change: adds required language to the opening paragraph; adds/updates school names and unit designations as necessary; updates the Forms Adopted paragraph; and corrects grammatical errors. A margin bar indicates newly revised material.

1. Policy. Assignment to duty as a student in an Air University school is a significant opportunity for professional growth and development of the student. Accordingly, students who perform in an outstanding manner in accomplishing educational objectives of Air University schools receive special recognition as provided in this instruction.

2. The commandants of ACSC, AFIT, SOS, ASBC, OTS, AFROTC, Barnes Center, and USAF Chaplain's Service Institute designate as DGs those students who have performed in an outstanding manner in accomplishing the overall educational objectives of the respective schools/courses. The AWC and SAASS are exempt from having a DG program. Remaining AU schools or organizations not listed in this paragraph do not offer DG recognition.

3. Designation of Top Graduate (TG). TG is a special category of DG status identifying the "top" student through academic achievement and commandant/faculty/staff evaluations. The TG recognition may be named for a person, professional field, or other category. The TG will be included in the ten percent for DGs. Each school/course has the option to recognize a TG.

4. Forms of DG Recognition.

4.1. Announcement of DG selections and appropriate recognition during a scheduled award program or at the time of graduation is encouraged.

4.2. Letters of Commendation signed by school commandants are prepared for each DG and sent to the graduate's current or gaining unit commander. Where possible, the letters contain specific and concisely stated examples of the individual's performance and achievement.

4.3. When considering the costs and the significance achievement awards represent, plaques or trophies may be reserved for singular achievements (i.e., Best Speaker, Top Graduate) while certificates may be more appropriate for DG recognition. Eaker Center and OTS use AU Diploma 3A, *Air University Diploma*, for AU DG recognition (see attachment). ACSC, SOS, ASBC, AFROTC, Barnes Center and AFIT may use other award formats.

4.4. To publicize individuals who are designated DGs, each school encourages designees to complete a DD Form 2266, *Information for Hometown News Release*. The forms are forwarded to AU/PA or AFIT/PA, as appropriate.

5. Other Forms of Recognition for Outstanding Student Achievement (All Schools). Commandants may also use other awards or honors to recognize noteworthy accomplishments by individual students when compatible with the objectives of the awards program and in accordance with published directives; however, only PME programs with DG recognition may identify student rankings ("Top Third" or "#5 of 35"). Additionally, commandants should:

5.1. Establish internal procedures to ensure awards are given only on the basis of competition and the rules of participation are announced before beginning the competitive timeline.

5.2. Make maximum use of awards such as certificates, citations, and scrolls, as well as Letters of Commendation for outstanding achievement in the areas of skills, knowledge, and understanding.

5.3. Keep to a minimum, compatible with requirements, the overall cost of awards. As a means to this end, maximum use should be made of permanently displayed trophies, plaques,

framed photographs, etc., upon which the names of individuals being honored can be engraved, with a certificate issued to the individual highlighting the particular achievement.

5.4. Ensure appropriated and non-appropriated funds are not obligated to purchase awards except as authorized by AFI 34-201, AFI 65-601, AFI 36-2805 and other 36-series instructions.

6. Form Adopted. DD Form 2266, *Information for Hometown News Release*; AF Form 847, *Recommendation for Change of Publication*.

ALLEN G. PECK, Lt General, USAF
Commander

Attachment 1

SAMPLE AU DIPLOMA 3A

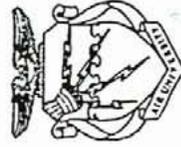
Air University
In Recognition of Superior Achievement

is named

Distinguished Graduate

of

[School]



[RANK], UNITED STATES AIR FORCE
COMMANDANT, [SCHOOL]

[RANK], UNITED STATES AIR FORCE
COMMANDER, [ORGANIZATION]