

**BY ORDER OF THE COMMANDER
EDWARDS AIR FORCE BASE**



**EDWARDS AIR FORCE BASE
INSTRUCTION 36-281**

**27 JANUARY 2015
Certified Current On 19 May 2016**

**Personnel
412 TW TECHNICAL REPORT AND
TECHNICAL PAPER AWARDS**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 412 TENG

Certified by: 412 TW/CT
(Doyle Janzen)

Supersedes: EDWARDSAFBI 36-281,
14 November 2013

Pages: 8

This Instruction implements Air Force Policy Directive (AFPD) 36-28, Awards and Decorations Programs, by providing policy and procedures for the 412th Test Wing Technical Paper and Technical Report awards. It applies to all military and civilian personnel assigned to the 412 TW. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Ensure records generated from this instruction are stored under T36-33 R18.00. This instruction does not require tiers at or below the Wing level. Waiver authority for this instruction is the Edwards AFB Commander. 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 Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Request for waivers must be processed through command channels to the publication OPR for consideration.

SUMMARY OF CHANGES

Paragraph 4.3.1 was rewritten for clarity. References for handling classified information (AFI 31-401 and DODM 5200.1 V2) were deleted. The last two sentences were confusing or redundant and were deleted. Paragraph 4.7.1 was also rewritten for clarity. The DODM reference for handling classified information (DODM 5200.1 V2) was deleted. Unnecessary details of the security and review process were deleted. Attachment 1 was updated. References

and acronyms not used in this instruction were deleted and a Terms section was added. The content in Attachment 2 was moved to the Terms section in Attachment 1. Attachments 3 and 4 were renumbered and renamed.

1. Purpose

1.1. The 412th Test Wing Technical Paper and Technical Report awards program recognizes the best technical papers and technical reports generated by 412th Test Wing personnel, in order to encourage timely, high-quality test and evaluation publications.

2. Responsibilities

2.1. The 412th Test Wing Technical Director (412 TW/CT) is the OPR for awards for technical reports and technical papers written and presented/published by 412 TW employees. The 412 TW/CT will create a Review Committee, which will select one technical report and one technical paper for awards annually, and may select one technical report or one technical paper for a special category award.

3. Awards

3.1. Golden Quill

3.1.1. The best technical report each year is designated the winner of the Golden Quill Award.

3.2. Best Technical Paper

3.2.1. The best technical paper each year is designated the winner of the Best Technical Paper Award.

3.3. Special Category

3.3.1. At the discretion of 412 TW/CT, one technical report or one technical paper may be recognized in a special category, e.g. Best Use of Statistics. This special category award provides management flexibility for recognition of innovation.

3.4. Award Plaques

3.4.1. 412 TW military and civilian authors of a Golden Quill, Best Technical Paper, or special category winner may receive an award plaque.

3.5. Other Awards

3.5.1. At the supervisor's discretion, 412 TW military and civilian authors of a Golden Quill, Best Technical Paper, or special category winner may be given a Time Off Award or a Notable Achievement Award.

4. Process

4.1. Call for Technical Reports and Technical Papers

4.1.1. A call for technical reports and technical papers that have been published the previous calendar year will be made in January each year by the 412 TW/CT. Each 412 TW engineering organization will review the technical reports and technical papers published by that organization's employees over the previous calendar year and submit the publications with the highest quality to the 412 TW/CT for consideration.

4.2. Review and Selection

4.2.1. The 412 TW/CT will create a Review Committee to be responsible for the review, ranking, and selection of technical report and technical paper award winners. Review Committee members will be nominated by the 412 TW engineering organization and chosen based on their experience in 412 TW engineering areas and their judgment skills. Authors of the technical reports and technical papers under consideration for awards will not be named to the Review Committee. The Review Committee chair will be appointed by 412 TW/CT. The Review Committee will review the submissions, verify eligibility, rank based on the established criteria, and select the highest quality technical report and technical paper for the Golden Quill and Best Technical Paper awards, respectively. The 412 TW/CT will be briefed on the final selection for the awards.

4.3. Security

4.3.1. Classified Technical Reports and classified Technical Papers may be reviewed during this process. Ensure that Classified and For Official Use Only (FOUO) documents are handled appropriately.

4.4. Ranking Criteria Philosophy

4.4.1. The ranking criteria applied to the technical reports are detailed in Attachment 2. The ranking criteria applied to the technical papers are detailed in Attachment 3.

4.5. Eligibility

4.5.1. Technical papers and technical reports must have been completed following appropriate procedures within the prior calendar year and within any 412 TW or customer timelines to be eligible for these awards. Civilian and military members of the 412 TW, who are authors listed on the cover or the Standard Form 298, *Report Documentation Page*, are eligible for the award if their publication is selected as a winner. Members of the Review Committee are not eligible for these awards and cannot be listed as authors on the cover or Standard Form 298 for the publication to be considered for one of these awards.

4.6. Awards Distribution

4.6.1. The 412 TW/CT notifies the supervisors and the organization's leadership of the award winners. The supervisors are responsible to annotate the employee's records and to ensure that the award winner or a representative is present at the planned awards ceremony. The award winners will receive plaques at an official 412 TW awards ceremony. The 412 TW/CT determines the 412 TW venue for presentation of awards; possible venues include: 412 TW Awards Ceremony, 412 TW Commander's Call, or 412 TW Engineering Day Picnic.

4.7. Release of Technical Papers

4.7.1. All unclassified technical papers shall receive a security and policy review and be cleared for public release by the 412 TW Public Affairs Office before the papers are submitted to a journal, symposium, or any other public venue. Classified technical papers will follow the guidance in AFI 31-401, AF Information Security, and all appropriate classification guides.

MICHAEL T. BREWER, Brigadier General, USAF
Commander

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

AFI 31-401, *Information Security Program Management*, 1 Nov 2005

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

AFPD 36-28, *Awards and Decorations Programs*, 9 May 2014

Adopted Forms

Standard Form 298, *Report Documentation Page*, August 1998

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

412 TW/CT—412th Test Wing Technical Director

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFPD—Air Force Policy Directive

DODM—Department of Defense Manual

FOUO—For Official Use Only

OI—Operating Instruction

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TENG—Test Engineering Group

TW—Test Wing

USAF—United States Air Force

Terms

Technical Report—a 412th Test Wing Technical Report is a final report on a 412 TW test program. To be considered for an award, the technical report must have been published in a timely manner (consistent with TW report policies and customer requirements) and within the previous calendar year. Technical reports may be classified; use approved systems to submit classified reports.

Technical Paper—a technical paper can be written on any technical subject germane to the 412 TW test and evaluation mission. This includes technologies related to flight test, ground test, test management, environmental, civil engineering, and any other technology relevant to the 412

TW. To be considered for an award, the technical paper must have been published in a technical forum. Technical papers may be classified; use approved systems to submit classified papers.

Technical Forum—a technical forum includes, but is not limited to, publication in a technical journal, in the minutes of a technical symposium or conference, in a trade journal, or any other technical publication.

Review Committee—the 412 TW/CT will create a Review Committee to be responsible for the review, ranking and selection of technical report and technical paper award winners. Committee members will be nominated by the 412 TW engineering organizations and chosen based on their experience in 412 TW engineering areas and their judgment skills. The Review Committee chair will be appointed by 412 TW/CT. The Review Committee will not include contractors.

Attachment 2

TECHNICAL REPORT RANKING CRITERIA

A2.1. Technical content

A2.1.1. The report provides an accurate assessment of both the good and bad features of the test item.

A2.1.2. Conclusions are discussed in terms of their relationship to programmatic questions and the operational world.

A2.1.3. Understandability - The reviewer can understand the report, although it may not be their field of expertise.

A2.1.4. Organization - The report flows well, so the reviewer doesn't have to keep jumping back and forth to follow what's going on.

A2.1.5. Correct Message - The collective weight of the report leaves the reader with the correct impression of the message.

A2.1.6. Closes Loop - The report does not leave the reader hanging - it closes the loop.

A2.1.7. Clarity.

A2.1.8. Conciseness.

A2.2. Quality of Analysis

A2.2.1. The report presents analysis and evaluation, not just test results.

A2.2.2. The evaluation is backed by defensible analytical techniques.

A2.2.3. Statistical techniques are used when appropriate, are correctly applied and support the results and conclusions.

A2.3. Timeliness

A2.3.1. The report was completed in a timely manner, meeting the customer's agreed to delivery date.

Attachment 3**TECHNICAL PAPER RANKING CRITERIA****A3.1. Technical content**

A3.1.1. The paper contains significant innovation or interesting technical content, and is technically accurate.

A3.1.2. Understandability - The reviewer can understand the paper, although it may not be their field of expertise.

A3.1.3. Organization - The paper flows well, so the reviewer doesn't have to keep jumping back and forth to follow what's going on.

A3.1.4. Correct Message - The collective weight of the paper leaves the reader with the correct impression of the message.

A3.1.5. Closes Loop - The paper does not leave the reader hanging - it closes the loop.

A3.1.6. Clarity.

A3.1.7. Conciseness.

A3.2. Quality of Analysis

A3.2.1. The evaluation is backed by defensible analytical techniques.

A3.2.2. Statistical techniques are used when appropriate, are correctly applied and support the results and conclusions.