

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

**GOODFELLOW AIR FORCE BASE
INSTRUCTION 36-2801**



23 DECEMBER 2014

Personnel

ANTITERRORISM AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj James J. Nelson)

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This instruction implements DoDI 2000.14, *DoD Combating Terrorism Program Procedures* and AFI 36-2848, *Air Force Security Forces Annual Awards* and AETCI 36-2801, *AETC Recognition Program*. It explains the Goodfellow Air Force Base Antiterrorism Awards Program and the purpose, eligibility, selection criteria, and nomination processes for each. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS), located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This instruction applies to all organizations assigned to the Goodfellow AFB, including all tenant units. 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.

SUMMARY OF CHANGES

This publication has been revised to reflect changes to the office of primary responsibility for the program and the number of lines required for nomination packages. The entire publication should be reviewed to take note of additional minor changes.

1. Unit Antiterrorism (AT) Program Manager of the Year Award.

1.1. Purpose. This award recognizes individual outstanding performance, stimulates competition, improves morale, and increases mission effectiveness. It is reserved for personnel who are currently performing Antiterrorism Officer (ATO) duties.

1.2. Evaluation Period. Calendar year (1 January thru 31 December). Submit packages no later than 15 December of each year.

1.3. Description. The award will consist of appropriate items designed for display purposes that are available at the time.

1.4. Eligibility. Military and civilian appropriated fund employees assigned as unit ATOs are eligible for this award. This includes personnel assigned to Goodfellow AFB, to include tenant units.

1.5. Nomination. Commanders and supervisors may nominate eligible personnel using the AF 1206, *Nomination for Award*. All nominations will need to be routed through the unit commander prior to submission to 17 SFS/S5X. The information included in the AF 1206 must be in bullet format, maximum of 14 lines including the following headings: (1) Significant highlights from most recent AT program review/unit exercise (2) Extraordinary antiterrorism training efforts, and (3) Innovative actions/processes. See attachment 2 for nomination format.

1.6. Selection. The Wing Antiterrorism/Force Protection Office will make the selection and forward the winner to the 17 SFS/CC for final approval. The selected winner will be the individual whose accomplishments had the greatest positive impacts on the Installation's Antiterrorism (AT) program. Other selection criteria can include, but is not limited to; validity and accuracy of information listed on the AF 1206, compliance with standards, etc. If a tie occurs, the Wing Antiterrorism Officer will make the final decision.

1.7. Publicity and Presentations. The Wing Antiterrorism Officer will ensure:

1.7.1. Award submission period is well publicized.

1.7.2. Timely notification of winner.

1.7.3. Timely presentation of award.

2. Antiterrorism Achievement Award.

2.1. Purpose. This award is presented at the discretion of the Wing Antiterrorism Officer to one or more individuals for their contributions to the AT program. A contribution can be, but is not limited to, a single event, action, specific contribution, and/or continued support to the AT program.

2.2. Description. The award will consist of an AT coin (non-personalized) and/or printed certificate signed and presented by the Antiterrorism Officer.

2.3. Eligibility. Military and civilian appropriated fund employees involved with the 17 TRW antiterrorism/force protection program can receive this award.

2.4. Nomination. Nominations will not be accepted for this award.

2.5. Selection. Selection is non-competitive and is based on the sole discretion of the Antiterrorism Officer. This award may be given at any time.

KIMBERLEE P. JOOS, Colonel, USAF
Commander

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

DoDOI 20000.14, *DoD Combating Terrorism Program Procedures*, 15 June 1994

AFI 36-2848, *Air Force Security Forces Annual Awards*, 28 April 2009

AETCI 36-2801, *AETC Recognition Program*, 18 April 2012

AFMAN 33-363, *Management of Records*, 01 Mar 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AT—Antiterrorism

ATO—Antiterrorism Officer

DoDI—Department of Defense Instruction

IMT—Information Management Tool

RDS—Records Disposition Schedule

Attachment 2

NOMINATION FORMAT FOR INDIVIDUAL ATO AWARD

Note: (Use AF Form 1206) (One Page Maximum) Use page one of the AF Form 1206 with the following headers with a maximum of 14 lines to include the following headers.

- a. SIGNIFICANT HIGHLIGHTS FROM MOST RECENT AT PROGRAM REVIEW/UNIT EXERCISES (40 pts)
- b. EXTRAORDINARY ANTITERRORISM TRAINING EFFORTS (30 pts)
- c. INNOVATIVE ACTIONS/PROCESSES (30 pts)