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SECRETARY OF THE AIR FORCE**

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**Personnel**

**SECRETARY OF THE AIR FORCE, CHIEF  
OF INFORMATION DOMINANCE AND  
CHIEF INFORMATION OFFICER SPECIAL  
TROPHIES AND AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It establishes and provides guidance for Air Force-level functional award nomination and selection processes that are under the Secretary of the Air Force, Office of Information Dominance and Chief Information Officer (SAF/CIO A6) special trophies and awards. It applies to all Air Force active duty military members, members of the Air National Guard (ANG) and Reserve; Title 5, United States Code (U.S.C.), *Government Organization and Employees*, civilian employees; non-appropriated fund civilian employees; and foreign national employees working at all levels of Department of Defense (DoD), Air Force, ANG and Reserve, and unified and specified commands. This instruction does not apply to contract personnel or contract units. Commanders send recommended changes or comments to Secretary of the Air Force, Office of Information Dominance and Chief Information Officer (SAF/CIO A6), 1800 Air Force Pentagon, Washington DC 20330, through appropriate command channels, using Air Force (AF) Form 847, *Recommendation for Change of Publication*. Provide information copies of supplements, changes, etc., to AF/A6SF, 1800 Air Force Pentagon, Washington DC 20330. This instruction does not require collecting and maintaining information protected by the *Privacy Act (PA) of 1974*. The authorities to collect and (or) maintain the records prescribed in this publications are Title 10, U.S.C., Section 857, *Armed Forces*, Title 5, U.S.C., Section 45, and Executive Order (E.O.) 9397, Numbering System for Federal Accounts Relating to Individual Persons as amended by Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers, November 18, 2008 and Executive Order

(E.O.) 9397, Numbering System for Federal Accounts Relating to Individual Persons, as amended. System of Records Notice F036 AF PC V, *Awards and Decorations*, applies and is available at <http://privacy.defense.gov/notices/usaf>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 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/afrims/afrims/afrims/rims.cfm>. Unless otherwise noted, SAF/CIO A6 is the waiver authority to policies contained in this Instruction. Submit waiver requests for SAF/CIO A6 consideration/approval through AF/A6SF. See Attachment 1 for a glossary of references and supporting information.

**SUMMARY OF CHANGES**

This interim change revises AFI 36-2845 by (1) changing the maximum number of lines in the nomination packages from 30 to 12 for all award categories, (2) removing the reference to Attachment 4 in Table 2.2 and (3) delete Chapter 3 contents from the AFI and all Hall of Fame reference. A margin bar (|) indicates changed material.

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## Chapter 1

### GENERAL JOHN P. JUMPER AWARD FOR EXCELLENCE IN WARFIGHTING INTEGRATION

**1.1. Purpose.** This award honors General John P. Jumper, the former Chief of Staff of the Air Force, who institutionalized warfighting integration as a Deputy Chief of Staff function. General Jumper's vision and passion for integrating Air Force resources to better support the warfighter are an inspiration to all Air Force warfighters. The award recognizes individuals for sustained superior performance and outstanding contributions to the integration of Air Force or DoD warfighting and/or operations support capabilities that shorten the kill chain and/or enhance the decision cycle.

**1.2. Award Elements.** Award elements consist of an engraved plaque accompanied by congratulatory letters signed by SAF/CIO A6. Individual award winners may wear the Air Force Recognition Ribbon or the Air Force Recognition Pin, as authorized by AFI 36-2805, *Special Trophies and Awards*.

#### **1.3. Responsibilities.**

1.3.1. SAF/CIO A6 owns and sponsors this award program.

1.3.2. AF/A6SF is the designated Air Force office of primary responsibility (OPR) for administering and managing this awards program; A6S has policy oversight.

1.3.3. A general officer or civilian equivalent assigned to SAF/CIO A6 chairs this Air Force awards board. Commanders and management officials at all levels of command ensure Air Force military members and civilian employees are available to serve as members of the selection panels. A6S serves as board administrator and determine prerequisites for panel membership.

**1.4. Eligibility.** Air Force active duty military members; members of the Air National Guard (ANG) and Air Force Reserve (AFR); Title 5, U.S.C., civilian employees; non-appropriated fund civilian employees; and foreign national employees employed by the U.S. Air Force, regardless of their career field, working in any organization at all levels of DoD, Air Force, ANG and AFR, and unified and specified commands whose duties and responsibilities contribute to Air Force integration efforts are eligible for the award. Those nominated should be continuing their federal civilian or military service with the government and should not have an approved separation or retirement date. Military members and federal civilian employees that receive awards at the AF level, are ineligible to compete for the same award the following year. *Contract personnel are not eligible for these awards.*

**1.5. Award Period of Service.** The award period is based on a fiscal year calendar, 1 October – 30 September.

**1.6. Award Categories.** The program consists of three award categories—officer (Second Lieutenant through Lieutenant Colonel), enlisted (Airman Basic through Senior Master Sergeant), and civilian (GS-01 through GS-14). Winners from each category will go on to compete for Air Force Association's General Billy Mitchell Award for C4 Excellence (see paragraph 3.1 for more information regarding this award).

**1.7. Nomination Packages.** Nominating Authorities listed in paragraph 1.8 may submit one nominee per award category listed in paragraph 1.6. Adhere to the guidelines below when submitting a nomination package.

1.7.1. Nomination packages consist of the latest version of AF Form 1206, *Nomination for Award*. Do not exceed 12 lines (no headers used) and explain acronyms in alphabetical order on reverse side of AF Form 1206. Nominations not meeting the outlined criteria are disqualified.

1.7.2. Nominations should be accurate and succinct. Describe how the nominee's superior performance and contributions impacted the integration of Air Force warfighting and (or) operations support capabilities that shorten the kill chain and (or) enhance the decision cycle. Focus on the nominee's successes to increase Air Force warfighting capabilities and performance and the measurable, observable results he or she achieved. The following examples are not all encompassing; rather, the intent is to paint a broad picture of justifiable contributions:

- 1.7.2.1. Efforts leading to shortening the kill chain (find, fix, target, engage, and access).
- 1.7.2.2. Network centric collaborative targeting advances.
- 1.7.2.3. Increasing precision and speed of targeting process.
- 1.7.2.4. Innovative tactics, techniques, and procedures.
- 1.7.2.5. Improving connectivity to make essential information more available to the warfighter.
- 1.7.2.6. Gateways, translators, beyond line of sight extensions, increases in bandwidth, etc.
- 1.7.2.7. Demonstrating innovations that enhance the power of decision superiority.
- 1.7.2.8. Fusing information to provide better overall situational awareness to the warfighter.
- 1.7.2.9. Improving the effectiveness of air and space operations through improved command and control (C2) and information flow.
- 1.7.2.10. Enhancing effects-based operations to increase the air and space operations center (AOC) operations tempo and more efficiently utilize combat assets.
- 1.7.2.11. Machine-to-machine fusion of intelligence, surveillance, and reconnaissance (ISR) data with desired effects criteria.
- 1.7.2.12. Efforts that increase or accelerate fielding of network-centric warfare capabilities.
- 1.7.2.13. Increasing the number of DoD Integrated Networks (DODIN) enabled platforms.
- 1.7.2.14. Network enabling assets using existing technology.
- 1.7.2.15. Integration efforts with joint or coalition partners that increase warfighting capabilities.
- 1.7.2.16. Joint and coalition data link, ISR, and C2 integration.

1.7.2.17. Innovative employment or application of existing capabilities or technology to improve mission execution.

1.7.2.18. Adding video downlink capability to strike aircraft targeting pods.

1.7.2.19. Efforts that lead to a decrease in fratricide or “friendly fire” incidents.

1.7.2.20. Common operational picture, blue force tracking, data sharing, etc.

1.7.2.21. Improving accuracy and security of information for the warfighter.

1.7.2.22. Information assurance advances in the DODIN.

1.7.2.23. Developing processes to decrease acquisition and fielding time to rapidly deliver urgently needed capabilities to the warfighter.

1.7.3. Write hard-hitting, one-line bullet statements, if possible, outlining the nominee’s major accomplishments: achievement-result-impact. Arrange the facts in a neat, organized manner. Write the nominations in a way that directs the panel members’ attention to the importance of the nominee’s efforts and not to the importance of what systems can produce. Do not put classified information in the nomination package.

1.7.4. Nominations for individuals reassigned to a different unit during the award period of service may address efforts performed in both units.

1.7.5. If the nominee deployed during the award period of service, do not base the nomination solely on the nominee’s deployed activities unless the member was deployed for the entire award period of service; address what the nominee accomplished while at his or her home unit as well.

1.7.6. When referring to statistics, quantify by using numbers and give comparative figures where possible, such as “...reduced processing time from 6 hours to 3 hours;” avoid the use of terminology such as “multiple,” “staff doubled,” etc.

1.7.7. Do not use the nominee’s additional duties in the basis of the nomination unless they are activities directly linked to the integration of Air Force warfighting and (or) operations support capabilities. Participation in fundraising activities, unit and private non-profit organizations such as booster clubs, Top 4, Air Force Association, and the like do not qualify as additional duties or activities linked to warfighting integration mission accomplishments. Do not address the nominee’s education and degrees; attendance at courses, seminars, etc.; or community and cultural activities performed by the nominee.

1.7.8. Avoid the use of broad or vague terminology in the nominations and do not summarize the nominee’s job description.

**1.8. Nomination Due Date and Nominating Authorities.** Nomination packages from lower level units should channel through respective competitive command echelons. Command packages are due electronically to the SAF/CIO A6 Awards Workflow e-mail box no later than **14 November** of the current year. Submit all nominations individually as Portable Document Format (pdf) files. NOTE: Nominations documenting a deployed member’s achievements, to include those on a 365-day temporary duty (TDY) deployment, flow through the deployed member’s home-station unit and owning command.

1.8.1. Air Force senior leaders or designated authorities at Headquarters United States Air Force 2-letter offices are the nominating officials for Air Force personnel assigned to those organizations. Each organization can nominate no more than one officer, one enlisted member, and one federal civilian employee.

1.8.2. Directors of Information Dominance (A6) or designated authority at Air Force major commands are the nominating officials for Air Force personnel assigned and (or) attached to the headquarters and its subordinate units. Each command can nominate no more than one officer, one enlisted member, and one federal civilian employee.

1.8.3. Directors or designated authority at unified combatant commands, combatant service component commands, and combined commands (J6) are nominating officials for Air Force personnel permanently assigned and (or) attached to the command headquarters and its subordinate units. Each unified combatant command, combatant service component command, and combined command can nominate no more than one officer, one enlisted member, and one federal civilian employee.

1.8.4. Commanders of Air Force Direct Reporting Units (DRU) and Field Operating Agencies (FOA) and commanders of other stand-alone Air Force Elements or special agencies are the nominating officials for Air Force personnel assigned or attached to those organizations. Each organization can nominate no more than one officer, one enlisted member, and one federal civilian employee.

## **1.9. Selection Panels, Process, and Board Rules of Engagement.**

1.9.1. A6SF administers the Air Force selection board electronically by way of a Community of Practice (CoP) or collaboration website. This site provides each panel member the ability to view, evaluate, and score nominees on-line. Boards are virtually administered; Temporary Duty (TDY) is not authorized for the purpose of convening a selection board.

1.9.2. A6SF establishes separate panels for each of the award categories. Panel membership is functional in nature and United States Air Force (USAF) military members and federal civilian employees assigned to units at any level of command may serve as members.

1.9.2.1. Nominating authorities submit panel member nominations for each award category electronically to the SAF/CIO A6 Awards Workflow e-mail box no later than **1 November** of the current year. Nominated panel members should be available to devote the time required to evaluate and score the nomination packages within the time frame allowed.

1.9.2.2. Individuals who accept a position on the panels swear to and are expected to abide by the following oath: "I swear to, without prejudice or partiality, having in view the special fitness of the Airmen, and the efficiency and effectiveness of the USAF, perform the duties imposed upon me."

1.9.3. Each panel consists of at least three but no more than five members who evaluate and score the nomination packages. Panel members are senior in rank to the nominees they are judging and work independent of each other during the selection process. Members selected to participate on the board serve as a primary or alternate board member for a period not to exceed 1 year. However, members who are in any nominees' supervisory chain of command

or in positions that could put them in a compromising position or cause a conflict of interest should identify and remove themselves from the panel.

1.9.4. The senior-ranking member on the panel assumes the role of president. The role of the Panel President is to collect scores from each individual board member, tabulate the final scores, arbitrate and reconcile any ties, certify the outcome of their respective board, and identify the winner back to A6SF. Panel presidents do not score the nominations unless a requirement exists for the president to break a tie for first place.

1.9.5. The board rules of engagement provide no room for discussions about the nominations or scoring decisions, in whole or part, between panel members or with anyone else inside or outside of the selection process. Panel members do not attempt to coerce or influence any other members on the panels to formulate scores or select a particular individual during the selection processes. Exception to the “no discussion” rule may take place only if and when significant differences occur between panel members’ scores or ties occurred and the members may then communicate to resolve the differences. The panel president first adjudicates the need for any discussions and rescoring actions in the event of major splits between panel members’ scores. Rescoring may take place, but only when it's clearly evident that it will change the outcome (winner) of the competition—and it is in the best interest of and fair to all nominees concerned. The final decision for panel members to discuss or rescore any nominees package rests with the panel president.

1.9.6. Panel members cannot disclose the outcome of the competitions to anyone prior to approval and formal announcement of the winners. Panel members are not allowed to disclose or share with others how their command nominees ranked against other unit nominees in the scoring process; nor are they allowed to discuss their perception of creative and (or) noncreative writing used in the nominations. To do so would be a “personal” opinion; no one member of the panel can speak for any other members on the panel. Panel members destroy all documentation relating to the board after SAF/CIO A6 has approved the results and formally announced the winners.

**1.10. Presenting Awards.** SAF/ CIO A6 announces award recipients by message and award elements will be mailed to the winner’s unit commander for presentation.

## Chapter 2

### AIR FORCE INFORMATION DOMINANCE ANNUAL AWARDS PROGRAM

**2.1. Purpose.** These annual awards recognize USAF military members (officers and enlisted), federal civilian employees, teams, and units for sustained superior performance while providing information dominance and cyberspace operations to Air Force and (or) DoD missions and operations.

**2.2. Award Elements.** Award elements consist of an engraved plaque accompanied by congratulatory letters signed by SAF/CIO A6. Winners of the officer, enlisted, civilian, and team awards may wear the Air Force Recognition Ribbon or the Air Force Recognition Pin, as authorized by AFI 36-2805. This authority does not extend to military members and civilian employees of winning unit awards.

**2.3. Responsibilities.**

2.3.1. SAF/CIO A6 owns and sponsors this awards program.

2.3.2. A6SF is the designated Air Force OPR for administration and management of this awards program; A6S has policy oversight.

2.3.3. A general officer or civilian equivalent assigned to SAF/CIO A6 chairs the Annual Air Force Information Dominance Awards selection board. Commanders and management officials at all levels of command ensure USAF military members and civilian employees are available to serve as members of the selection panels. A6SF shall serve as the board administrator and determine prerequisites for panel membership.

**2.4. Eligibility and Award Categories.**

2.4.1. Eligibility.

2.4.1.1. Eligibility for the Air Force Information Dominance individual awards applies to Air Force active duty military members, members of ANG and AFR; Title 5, U.S.C., Air Force civilian employees, Air Reserve Technicians; non-appropriated fund civilian employees; and foreign national employees performing core information dominance and/or cyberspace duties in any organization at all levels of DoD, Air Force, ANG, AFR and unified and specified commands. Those nominated should be continuing their federal civilian or military service with the government and should not have an approved separation or retirement date. Military members, federal civilian employees, teams and units that receive awards at the AF level, are ineligible to compete for the same award the following year. *Contract personnel are **not** eligible for Air Force information dominance awards.*

2.4.1.1.1. Subspecialty work performed in each career field form the basis of the individual awards outlined in this guide. Military members should be serving in and performing duties that are consistent with their assigned AFSC as defined in the award category for which they are nominated; civilian employees should be performing duties that are consistent with those described in the military information dominance career fields. Ensure nominated individuals have performed in the duty

AFSC or civilian occupational code that corresponds with the grade held for the majority of the award period unless otherwise stated.

2.4.1.1.2. Enlisted award categories are subdivided into three rank tiers: Airman (Airman Basic through Senior Airman, inclusive of those selected for promotion to Staff Sergeant), NCO (Staff Sergeants and Technical Sergeants, inclusive of those selected for promotion to Master Sergeant), and SNCO (Master Sergeants and Senior Master Sergeants not selected for promotion to Chief Master Sergeant).

2.4.1.1.3. Individuals promoted during the awards period may only compete in the grade they held for the majority of the period, normally 183 days or more.

#### 2.4.2. Award Categories.

2.4.2.1. **Air Force Officer, Enlisted, and Civilian Individual Awards.** These awards recognize officers, enlisted, and federal civilian employees working in information dominance and/or cyberspace career fields for sustained superior performance and contributions that benefited the Air Force and (or) DoD missions and operations. This section of the program provides for only one winner in each of the individual award categories. Nominating authorities defined in paragraph 2.6 may nominate one individual in each of the designated award categories. Individuals competing for these awards are not eligible to compete for the awards defined in other tables in this guidance where the AFSC and (or) subspecialty work performed would be the same as those recognized by these awards. This does not preclude nominees from being a member of a nominated team; nor does it restrict them from competing for other awards addressed in AFI 36-2845, providing the qualifying factors and basis used for other awards differ from those required for the information dominance officer, enlisted, and civilian individual awards. Junior enlisted members (E-1 through E-5) selected as Information Dominance Award winners go on to compete for the Air Force Communicator and Air Traffic Controller Association's Communicator of the Year Award (see paragraph 3.2 for more information regarding this award).

**Table 2.1. Air Force Information Dominance Officer, Enlisted, and Civilian Individual Award Categories:**

<b>Award Category</b>	<b>AFSC, Rank, Grade, and (or) Other Qualifying Factors</b>
Air Force Cyberspace Outstanding Company Grade Officer (CGO)	CGOs (Second Lieutenant through Captain, including those selected for promotion to Major) assigned in <b>AFSC 17XXX at any level of command</b> are eligible for this award.
Air Force Cyberspace Outstanding Field Grade Officer (FGO)	FGOs (Majors and Lieutenant Colonels not selected for promotion to Colonel) assigned in <b>AFSC 17XXX at any level of command</b> are eligible for this award.
Air Force Outstanding Civilian Category I	Civilian employees in grades of <b>GS/WS/WL/WG-01 through 08</b> assigned to perform information dominance support duties that are consistent with any of those described in any of the information dominance officer and enlisted specialty career fields <b>at any level of command</b> are eligible for this award.

Air Force Outstanding Civilian Category II	Civilian employees in grades of <b>GS/WS/WL/WG-09 through 11</b> assigned to manage and/or perform information dominance support duties that are consistent with any of those described in any of the information dominance officer and enlisted specialty career fields <b>at any level of command</b> are eligible for this award.
Air Force Outstanding Civilian Category III	Civilian employees in the grades of <b>GS/WS/WL/WG-12 through 14</b> assigned to oversee, manage, and/or perform information dominance support duties that are consistent with any of those described in any of the information dominance officer and enlisted specialty career fields <b>at any level of command</b> are eligible for this award.
Air Force Outstanding Cyber Warfare Noncommissioned Officer	NCOs assigned in <b>AFSC 1B4XX at any level of command</b> are eligible for this award.  ** Retrain in only AFSC--only compete at NCO/SNCO levels.**
Air Force Outstanding Cyber Warfare Senior Noncommissioned Officer	SNCOs assigned in <b>AFSC 1B4XX at any level of command</b> are eligible for this award.  ** Retrain in only AFSC--only compete at NCO/SNCO levels.**
Air Force Outstanding Administration Airman	Airmen assigned in <b>AFSC 3A1XX at any level of command</b> are eligible for this award
Air Force Outstanding Administration Noncommissioned Officer	NCOs assigned in <b>AFSC 3A1XX at any level of command</b> are eligible for this award
Air Force Outstanding Administration Senior Noncommissioned Officer	SNCOs assigned in <b>AFSC 3A1XX at any level of command</b> are eligible for this award
Air Force Outstanding Cyber Operations Airman	Airmen assigned in <b>AFSC 3D0XX at any level of command</b> are eligible for this award.
Air Force Outstanding Cyber Operations Noncommissioned Officer	NCOs assigned in <b>AFSC 3D0XX at any level of command</b> are eligible for this award.
Air Force Outstanding Cyber Systems Airman	Airmen assigned in <b>AFSC 3D1XX at any level of command</b> are eligible for this award.
Air Force Outstanding Cyber Systems Noncommissioned Officer	NCOs assigned in <b>AFSC 3D1XX at any level of command</b> are eligible for this award.
Air Force Outstanding Cyberspace Support Senior Noncommissioned Officer	SNCOs assigned in <b>AFSC 3DXXX at any level of command</b> are eligible for this award.

2.4.2.2. **Air Force Information Dominance Team Award.** Named in honor of former comptroller of the Air Force and commander of the Air Force Logistics Command, General Edwin W. Rawlings, this award recognizes a group of Air Force information dominance personnel brought together to work as a team (e.g., tiger team) for accomplishments associated with a one-time, nonrecurring special project, process improvement, or short-term endeavor that resulted in tangible or intangible benefits to the Air Force and produced goal-oriented results that, when put in place, would significantly improve information dominance/cyberspace to Air Force and (or) DoD missions and operations. The endeavor cannot be part of the teams daily operational work; rather, it is a one-time special endeavor that has a start date and a closing date and the need to repeat the endeavor or mission is not likely to occur again. *Contracted personnel or companies selected or hired to perform a special (contracted) project or participate on a team are not eligible.* This section of the program provides for only one winner and nominating authorities defined in paragraph 2.6 may nominate one team.

**Table 2.2. Air Force Information Dominance Team Award Category.**

Award Category	Qualifying Factors
Air Force General Edwin W. Rawlings Team Award	Groups of 2 to 25 USAF information dominance/cyberspace personnel (military members and federal civilian employees) selected to work together as a team to accomplish a one-time, nonrecurring special project, process improvement, or short-term endeavor are eligible for this award. The endeavor should not have started prior to the beginning of the award period of service and the team should have completed the effort by the end of the award period of service.

2.4.2.3. **Air Force Information Dominance Unit Awards.** There are two unit award categories. One honors Major General Harold M. McClelland, a distinguished Air Force communications officer and airpower pioneer; the other honors Lieutenant General Harold W. Grant, the Director of Air Force Telecommunications (1958-1961) and the first commander of the Air Force Communications Service. These awards recognize large and small information dominance/cyberspace units for sustained superior performance and professional excellence while managing core information dominance and/or cyberspace functions, and for contributions that most improved Air Force and (or) DoD operations and missions. These awards provide for only one winner in each unit award category and nominating authorities defined in paragraph 2.6 may nominate one unit in each unit award category.

2.4.2.3.1. Groups are allowed to compete. Nominated organizations must meet the definition of a “unit” as prescribed in AFI 38-101, paragraph 2.1. Units may compete for only one unit award. *Air Force-, Major Command-, and Numbered Air Force-level headquarters Information Dominance support staff directorates, divisions, branch offices, sections, and flights are not eligible for an Air Force information dominance/cyberspace unit award. Directorates, divisions, flights, and the like form an internal staff structure of a whole organization and are not units for the purpose of these unit awards.*

2.4.2.3.2. The Air Force Information Dominance Unit Awards (Grant and McClelland) are SAF/CIO A6 functional community awards specifically for Air

Force groups and squadrons. Allied, Joint, Unified, Combined and Contracted units are not eligible for Air Force Information Dominance unit awards.

2.4.2.3.3. The Air Force Information Dominance Unit Awards are reserved for units that specifically perform a cyberspace or information dominance mission as their primary function. Unless a unit can demonstrate that cyberspace is its primary operational domain, they don't meet the threshold for submission for these awards.

**Table 2.3. Air Force Information Dominance Unit Award Categories.**

<b>Award Category</b>	<b>Qualifying Factors</b>
Air Force Major General Harold M. McClelland Award	Air Force information dominance/cyberspace groups/squadrons with 126 or more manpower authorizations that perform and provide a full range of functions and services to Air Force and (or) DoD operations and missions are eligible for this award. All funded military and federal civilian authorized positions count—do not include contracted or unfunded positions.
Air Force Lieutenant General Harold W. Grant Award	Air Force information dominance/cyberspace groups/squadrons with 125 or fewer manpower authorizations that perform and provide a full range of functions and services to Air Force and (or) DoD operations and missions are eligible for this award. All funded military and federal civilian authorized positions count—do not include contracted or unfunded positions.

## 2.5. Award Period of Service and Nomination Packages.

2.5.1. **Award Period of Service.** The award period is based on a fiscal year calendar, 1 October – 30 September.

2.5.2. **Nomination Packages.** Nominating Authorities listed in paragraph 2.6 may submit one nominee per award category listed in Tables 2.1 - 2.5. Adhere to the guidelines below when submitting a nomination package.

2.5.2.1. Nomination packages consist of the latest version of AF Form 1206, *Nomination for Award*. Do not exceed 12 lines (no headers used); explain acronyms in alphabetical order on reverse side of AF Form 1206. Submit all nominations individually as pdf files. Nominations not meeting the prescribed criteria are disqualified.

2.5.2.1.1. For team award nominations, provide the name, rank or grade, and unit assignment of each team member on the reverse page of the AF Form 1206. Include a narrative (no more than 4 lines, in addition to 12 line limit) describing the team charter on the AF Form 1206.

2.5.2.1.2. For each unit award, provide the number of Air Force manpower (military and federal civilian) funded positions authorized to the unit in the first bulleted statement on the AF Form 1206-*exclude contract positions*.

2.5.2.1.3. For individuals, nominations documenting a deployed member's achievements, to include those on a 365-day TDY deployment, compete through the deployed member's home-station unit and owning command.

2.5.2.2. Nominations should be accurate, succinct, and describe how the individual's, team's, or unit's superior performance and contributions impacted cyberspace services and support to Air Force and (or) DoD missions and operations.

2.5.2.3. A nomination should paint a clear, descriptive picture of the nominee's accomplishments; it should tell the story. Use one line, accomplishment-result-impact bulleted statements when possible. Use concise, well-written statements of accomplishments and their impact on the unit, wing, command, Air Force, or DoD objectives, operations, or missions. Do not put classified information in the nomination packages.

2.5.2.4. Nominations for individuals reassigned to a different unit during the award period of service may address efforts performed in both units.

2.5.2.5. If the nominee deployed during the award period of service, do not base the nomination solely on the nominee's deployed activities unless the member was deployed for the entire award period of service; address what the nominee accomplished while at his or her home unit as well.

2.5.2.6. The nominations may address additional duties, personal development and base and (or) community involvement provided they are activities directly linked to information dominance/cyberspace support to the warfighter, unit, base, command, Air Force, etc., and mission accomplishment.

2.5.2.7. Do NOT discuss participation in fundraising activities for unit and private non-profit organizations such as booster clubs, Top 4, Air Force Association, AFCEA, and the like in any individual, team, or unit nominations.

2.5.2.8. The team award nomination should focus only on one special project, process improvement, or short-term endeavor; a special task that does not occur in a continuing assignment or mission. In addition to the accomplishment bullets, a short narrative of the team's charter is included in the nomination. Clearly identify how this team qualifies for consideration in this category. The nomination should give a concise picture of the chartered project and the team's efforts to produce goal-oriented results that, when put in place, improved the efficiency, effectiveness, and economy of Air Force information dominance and chief information officer programs, operations, missions, and support to the warfighter.

2.5.2.9. The unit award nomination should focus on successes associated with maintaining and (or) improving information technology standards or capabilities. Describe how the unit's key processes and services impacted customers and Air Force or DoD objectives, operations, and missions.

**2.6. Nomination Due Date and Nominating Authorities.** Nomination packages from lower level units should channel through respective command competitive echelons. Packages from nominating authorities are due to SAF/CIO A6 Awards workflow e-mail box electronically no later than **14 November** of the current year.

2.6.1. Air Force senior leaders or designated authorities at HQ USAF 2-letter offices are the nominating officials for Air Force personnel assigned to those organizations. Each organization can nominate no more than the number allowed in each of the award categories.

2.6.2. MAJCOM/A6 or designated authority at Air Force major commands are the nominating officials for Air Force personnel assigned and (or) attached to the headquarters

and its subordinate units. Each command can nominate no more than the number allowed in each of the award categories.

2.6.3. Directors or designated authority at unified combatant commands, combatant service component commands, and combined commands (J6) are nominating officials for Air Force personnel permanently assigned and (or) attached to the command headquarters and its subordinate units. Each unified combatant command, combatant service component command, and combined command can nominate no more than the number allowed in each of the award categories.

2.6.4. Commanders of Air Force DRUs and FOAs and commanders of other stand-alone Air Force Elements or special agencies are the nominating officials for Air Force personnel assigned or attached to those organizations. Each organization can nominate no more than the number allowed in each of the award categories.

**2.7. Selection Panels, Process, and Board Rules of Engagement.** A6SF administers the information dominance awards board and the same rules as those cited for the General Jumper awards apply—reference paragraph 1.9, with one exception: board presidents for AFSC specific individual awards will be the Air Force Career Field Managers (17DXX, 3A1XX, 3D0XX, 3D1XX, 1BXXX, and civilians).

**2.8. Presenting Awards.** SAF/ CIO A6 announces award recipients by message and award elements will be mailed to the winner's unit commander for presentation.



**Chapter 3**  
**DELETED**

## Chapter 4

### NON-AIR FORCE AWARDS SPONSORED BY EXTERNAL ORGANIZATIONS

#### 4.1. Air Force Association (AFA) General Billy Mitchell Award for C4 Excellence.

4.1.1. Purpose. Named in honor of an air power pioneer whose service began in the Army Signal Corps, SAF/CIO A6 and AFA cosponsor this award to recognize Air Force individuals whose cyberspace support contributions most enhanced Air Force's cyberspace operations and warfighting capability.

4.1.2. Eligibility. Enlisted (Technical Sergeant through Senior Master Sergeant) 3DXXX/1BXXX and Officers (17D) Airmen selected as winners of the Air Force Information Dominance individual awards addressed in Table 2.1. compete for selection as the recipient of the AFA's General Billy Mitchell Award

4.1.3. Recognition. AFA normally recognizes the award winner during the AFA annual convention in Washington, DC, normally held in September each year. AFA notifies the award winner as well as the winner's unit commander of the details applicable to any presentation ceremony. The award recipient may attend this ceremony at government expense IAW AFI 36-2805; payment of travel and per diem costs associated with the event are the responsibility of the winner's organization. This policy does not extend to the award winner's spouse or any other member of the unit, unless a requirement exists for them to participate in the event in an official capacity. Attendance in a supporting role does not constitute official participation.

#### 4.2. Air Force Communications and Air Traffic Controller Association (AFCOMMATC) Communicator of the Year Award

4.2.1. Purpose. SAF/CIO A6 and AFCOMMATC cosponsor this award to recognize Air Force individuals whose cyberspace support contributions most enhanced Air Force's cyberspace operations and warfighting capabilities.

4.2.2. Eligibility. Junior enlisted (Staff Sergeant and below) 3DXXX Airmen selected as winners of the Air Force Information Dominance individual awards addressed in Table 2.1. compete for selection as the recipient of AFCOMMATC award.

4.2.3. Recognition. The AFCOMMATC Association normally recognizes the award winner during their annual convention. AFCOMMATC notifies the award winner as well as the winner's unit commander of details applicable to any presentation ceremony. The award recipient may attend this ceremony at government expense IAW AFI 36-2805; payment of travel and per diem costs associated with the event are the responsibility of the winner's organization. This policy does not extend to the award winner's spouse or any other member of the unit, unless a requirement exists for them to participate in the event in an official capacity. Attendance in a supporting role does not constitute official participation.

#### 4.3. AFCEA DC Military IT Leadership Award.

4.3.1. Purpose. AFCEA Military IT Leadership Awards are given to service members who have made a significant contribution to their fellow Warfighters through the use of Information Technology.

4.3.2. Eligibility. Enlisted and Officers from each of the five Armed Services, either reservist or active duty, who served between January 1, and December 31, of the previous year are eligible for this award. Award criteria and deadlines are published annually by AFCEA DC. Nominations are made online at: <http://www.afceadc.org/leadershipawardnominations>.

4.3.3. Recognition. Award recipients receive recognition from AFCEA DC identifying their “Contribution to the Warfighter through the use of Information Technology”. The recipients are recognized by their peers in the Mil- Gov Information Technology community – government, industry and academia – at two events: the Annual AFCEA DC Spring Leadership Awards Dinner, followed by a regional luncheon.

#### **4.4. National Security Agency (NSA) Information Assurance, Frank B. Rowlett, Individual and Organizational Recognition Program.**

4.4.1. Purpose. NSA established this award in honor of a cryptology pioneer, Frank B. Rowlett, to recognize both individuals and the unit that have made the most significant contributions to improving information systems security, operational information assurance readiness, or enhancing the defensive information operations posture of the United States.

4.4.2. Eligibility. Military members and federal civilian employees, teams, and organizations from any level of command are eligible for the NSA awards

4.4.3. Nominating Procedures. Commanders and supervisors should refer to NSA’s website for nomination format guidance. Send the packages to SAF/CIO A6 Awards Workflow e-mail box. A6SF staff works closely with commanders and supervisors during this phase of the program.

4.4.4. Recognition. It is normal practice for NSA to conduct a ceremony during the month of November to recognize those selected as the top three finalists. Out of the top three finalists, NSA announces one overall winner. Any travel and per diem costs associated with this ceremony are normally funded by NSA or the winner’s organization.

#### **4.5. Department of Defense Chief Information Officer Awards.**

4.5.1. Purpose. DoD CIO sponsors two annual awards programs—the DoD CIO Annual Award, which started in 2001, and the DoD CIO Secure Information Sharing Award, which started in 2009. The DoD CIO Annual Award is based on the intent of the *Information Technology (IT) Management Reform Act of 1996* (Title 40, U.S.C. 1401(3), *Clinger-Cohen Act*). It recognizes achievements in any one or more of the following areas: acquisition, architecture and interoperability, information assurance, management and standards, application (technology and/or process), capital planning and investment, Information Management (IM)/IT workforces, and data management.

4.5.2. Eligibility. Military members and federal civilian employees, teams, and organizations from any level of command are eligible for the DoD CIO awards. Both award programs target those who are in ranks and grades below the flag officer and SES level. *Contract personnel are not eligible.*

4.5.3. Nomination Packages.

4.5.3.1. Nominations should be accurate and succinct. Nominations clearly identify the name of the nominee or nominated team, position title (if appropriate), organizational

address and should describe the successes that qualify the nominee for the award as clearly and persuasively as possible. Use short, concise (one-line) bullet statements; page orientation is portrait with 0.75 inch margins all around; single-line spacing; not to exceed one page in length. Format the nomination in the same fashion as that outlined in Attachment 6.

4.5.3.2. The DoD CIO Annual Award nominations should focus on one or more of the Title 40, U.S.C. 1401(3) areas in which nominated. Although this award program focuses on accomplishments performed during the fiscal year of nomination, writers may include the previous years' activities, providing the activities are completed during the year of nomination.

4.5.4. Nomination Due Date and Nominating Authorities for USAF Personnel and Teams. Nomination packages are due to SAF/CIO A6 Awards workflow e-mail box no later than the first duty day in April each year. Nominations documenting a deployed member's achievements compete through the deployed member's home-station unit and owning command, regardless of the length of the member's deployment.

4.5.4.1. MAJCOM/A6 (or designated authorities) are the nominating officials for Air Force personnel assigned or attached to the command. Each command can nominate one individual and one team.

4.5.4.2. Air Force leaders (or designated authorities) at HQ USAF 2-letter offices are the nominating officials for Air Force personnel assigned to those organizations. Each organization can nominate one individual and one team.

4.5.4.3. Commanders of Air Force- and command-level DRUs and FOAs and commanders of AFEs assigned to commands outside of Air Force are the nominating officials for Air Force personnel assigned or attached to those organizations. Each organization can nominate one individual and one team.

4.5.5. Selection Process. The Air Force judging panel bases selections for DoD CIO annual awards on the nominees' demonstrated performance and leadership in information delivery, management capability, cost avoidance and savings, benefits to a broad user base, improved processes, mission impact, and net-centricity. The DoD and Air Force selection boards place special emphasis on positive returns on investment, strong mission effect, and outstanding achievements in more than one of the Title 40, U.S.C. 1401(3) areas and a positive effect to a broader user base. They base selections for DoD CIO awards on the nominee's ability to reinforce progress by finding new ways to improve security and share information. Individuals and teams selected as Air Force nominees go on to compete for the DoD awards.

**4.6. Defense Information System Agency (DISA) Defense Information System Network (DISN) Facility of the Year Awards.** DISA sponsors these award programs to recognize outstanding achievements and contributions that ensured both positive management and control of the DISN and the guaranteed availability of DISN services. Nominations from DISN facilities in the DISA continental United States (CONUS) are due to SAF/CIO A6 Awards Workflow e-mail box, through command channels, when specified by A6SF. Nominations should be accurate, succinct, and describe the accomplishments that qualify the nominee for the award as clearly and persuasively as possible and address each of the topics outlined in DISA's message calling for nominations. Avoid using acronyms, jargon, and technical terminology that is unique

only to the unit and Air Force. Air Force DISN facilities in the DISA European and Pacific areas should follow the instructions published by DISA agencies in the European and Pacific localities.

#### **4.7. Records and Forms.**

4.7.1. Records. Retain and dispose of these records pertaining to award nominations according to the AF RDS, Table 36-33, Rules 1 through 3, in AFRIMS.

WILLIAM J. BENDER, Lt Gen, USAF  
Chief of Information Dominance and Chief  
Information Officer

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

Title 5, U.S.C., *Government Organization and Employees*, current edition  
Title 10, U.S.C., *Armed Forces*, current edition  
Title 40, U.S.C., 1401(3), *Clinger-Cohen Act*, current edition  
AFPD 36-28, *Awards and Decorations Programs*, 30 Jul 2012  
AFI 24-101, *Passenger Movement*, 19 Oct 2012  
AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 Dec 2006  
AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 Dec 2009  
AFI 36-2805, *Special Trophies and Awards*, 14 Mar 2013  
AFI 38-101, *Air Force Organization*, 16 Mar 2011  
AFMAN 33-363, *Management of Records*, 1 Mar 2008  
Joint Federal Travel Regulations, *Joint Travel Regulation*, Appendix E, current edition  
AF Records Disposition Schedule in AFRIMS,  
<https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

***Abbreviations and Acronyms***

**AF**—Air Force (when used with a form number)  
**AFA**—Air Force Association  
**AFCEA**—Armed Forces Communications and Electronics Association  
**AFC4A**—Air Force Command, Control, Communications and Computer Association  
**AFE**—Air Force Element  
**AFMAN**—Air Force Manual  
**AFNIC**—Air Force Network Integration Center (formerly Air Force Communications Agency)  
**AFPD**—Air Force policy directive  
**AFR**—Air Force Reserve  
**AFRIMS**—Air Force Records Information Management System  
**AFSC**—Air Force Specialty Code  
**AFSPC**—Air Force Space Command  
**ANG**—Air National Guard  
**AOC**—Air and Space Operations Center  
**CIO**—Chief Information Officer

**CGO**—Company Grade Officer  
**CONUS**—Continental United States  
**CoP**—Community of Practice  
**C2**—Command and Control  
**C4I**—Command, Control, Communications, Computers and Intelligence  
**DAFSC**—Duty Air Force Specialty Code  
**DISA**—Defense Information Systems Agency  
**DoD**—Department of Defense  
**DODIN**—DoD Integrated Networks  
**DRU**—direct reporting unit  
**E-mail**—electronic mail  
**FGO**—Field Grade Officer  
**FOA**—field operations agency  
**GSA**—General Services Administration  
**HQ USAF**—Headquarters United States Air Force  
**IA**—information assurance  
**ID**—information dominance  
**IM**—information management  
**IMT**—information management tool  
**IRMCO**—Interagency Resource Management Conference  
**ISR**—Intelligence, Surveillance, and Reconnaissance  
**IT**—information technology  
**JFTR/JTR**—Joint Forces Travel Regulation/Joint Travel Regulation  
**MAJCOM**—major command  
**NCO**—Noncommissioned Officer  
**NSA**—National Security Agency  
**OPR**—office of primary responsibility  
**RDS**—Records Disposition Schedule  
**RIP**—Report of Individual Personnel Information Sheet  
**SAF**—Secretary of the Air Force  
**SDI**—special duty identifier  
**SNCO**—Senior Noncommissioned Officer

**SURF**—Single Unit Retrieval Format

**TDY**—Temporary Duty

**USAF**—United States Air Force

**U.S.C.**—United States Code