

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 36-2815**

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Personnel



DISTINGUISHED GRADUATE AWARD

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations*, for the Distinguished Graduate Award. It provides selection criteria and nomination procedures for the award, honoring an Air Force Academy graduate's significant lifetime of achievement. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and are disposed of in accordance with the AFRIMS Records Disposition Schedule (RDS) located at https://afrims.amc.af.mil/rds_series.cfm. See organizational responsibilities at **Attachment 1**.

SUMMARY OF CHANGES

This revision adds the mandatory Accessibility and Releasability statements, updates the mandatory information in the Opening paragraph and updates office symbols throughout the instruction. The actual content of this instruction was not changed with this revision.

1. Distinguished Graduate Award. The United States Air Force Academy (USAFA) and the USAFA Association of Graduates (AOG) have established the Distinguished Graduate Award. Each year the award is presented by the Superintendent (HQ USAFA/CC) and the Chairman of the AOG to a USAFA graduate, whose lifetime of achievement is of such significance as to set them apart from their contemporaries. Under certain circumstances, more than one individual may be selected during a particular year. The purpose of the award is to:

- 1.1. Recognize outstanding performance by graduates who have demonstrated a lifetime of service to the Nation.
- 1.2. **Favorably promote the Air Force Academy and its graduates.**

1.3. Promote and increase awareness of graduate heritage among alumni and cadets.

2. Award Timetable. Nominations are requested at various times throughout the year. However, a nomination must be submitted to the AOG not later than 30 April for consideration during that year. The award will then be presented the following April during the annual Founders' Day celebration held at the Air Force Academy.

3. Selection Criteria. Award selection is based on a lifetime of achievement that is of such significance as to set the individual apart from their contemporaries. Individuals must be able to attend the presentation in order to be selected. Posthumous nominations will only be considered in rare instances.

4. Nomination Packages. Packages should be divided into three sections.

4.1. **Section I.** A cover letter from the nominating source.

4.2. **Section II.** A page with administrative data to include name, present position and duty title, prior awards and decorations, and mailing address of the nominee.

4.3. **Section III.** A three page maximum, typed narrative describing the nominee's lifetime of achievement.

5. Selection Process. The AOG identifies and chairs the selection board that selects a winner. The Superintendent and the Chairman of the AOG will announce the selection through personal letters to the winner and nominating source, as well as through articles in Air Force and AOG publications. Recipients will be notified by 1 June.

6. Award Recognition. The Distinguished Graduate Award will be presented annually during the Founders' Day dinner at the Academy. The winner will be honored with a permanent bronze relief placed along the Academy Heritage Trail located near Doolittle Hall, gifted to the Academy by the AOG. The AOG will also present the award recipient with a personal bronze plaque in memory of the permanent award. The winner and personal guests will be invited to attend the award presentation.

JOHNNY WHITAKER
Director of Communications

Attachment 1**ORGANIZATIONAL RESPONSIBILITIES****A1.1. The Director of Communications, (HQ USAFA/CM), through the Development and Alumni Programs Division (HQ USAFA/CMA):**

- A1.1.1. Plans and coordinates all events in conjunction with award.
- A1.1.2. Develops and prints invitations and programs for Founders' Day dinner.
- A1.1.3. Arranges escort officers for Distinguished Graduate Award winners.
- A1.1.4. Requests through Photo (USAFA/PAVSCP) a photographer to document events.
- A1.1.5. Prepares and coordinates articles for the Association of Graduates Checkpoints magazine and the Academy Spirit paper as necessary.

A1.2. The Director of Protocol (HQ USAFA/CCP):

- A1.2.1. Coordinates with HQ USAFA/CMA to develop, for HQ USAFA/CC approval, an appropriate guest list for all events.
- A1.2.2. Coordinates and manages itineraries for Distinguished Graduate Award recipients and spouses.

A1.3. The Director of Public Affairs (HQ USAFA/PA):

- A1.3.1. Prepares and executes public affairs plan for local, regional and national press coverage.
- A1.3.2. Hosts press events as required during award events.

A1.4. The Association of Graduates (AOG):

- A1.4.1. Requests nominations for award, forms selection committee, and notifies recipients upon selection in coordination with HQ USAFA/CC.
- A1.4.2. Gifts permanent bronze relief and personal bronze plaque for each award winner.
- A1.4.3. Gifts award winners' travel and lodging.
- A1.4.4. Hosts awards dinner and prepares appropriate remarks.