

**BY ORDER OF THE COMMANDER,  
UNITED STATES AIR FORCES IN  
EUROPE (USAFE)**

**AIR FORCE INSTRUCTION 36-2818**



**UNITED STATES AIR FORCES IN EUROPE  
Supplement**

**20 MARCH 2009**

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**Personnel**

**THE USAF MAINTENANCE AWARDS  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 36-2818, 27 November 2007, is supplemented as follows.** This supplement prescribes policies and procedures governing maintenance awards program for the United States Air Forces in Europe (USAFE). It applies to all USAFE organizations and personnel that maintain aircraft, aircraft systems, munitions, equipment, support equipment and components regardless of Air Force Specialty Code (AFSC). This supplement does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units; however, major command (MAJCOM) Reserve Associate Units will comply with the guidance provided within this supplement. The reporting requirements in this publication (unless otherwise specified) are exempt from licensing according to AFI 33-324: *The Information Collections and Reports Management Program: Controlling Internal, Public and Interagency Air Force Information Collections*. Send comments, questions and suggested improvements to this publication on AF Form 847, *Recommendation for Change of Publication*, through channels to Headquarter Logistics Directorate, Aircraft and Munitions Maintenance Division (HQ USAFE/A4M), Unit 3050 Box 105, APO AE 09094-0105, or email [HQUSAFEA4Mmaintenance@ramstein.af.mil](mailto:HQUSAFEA4Mmaintenance@ramstein.af.mil). The use of the name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force (AF). 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

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### **SUMMARY OF CHANGES**

**This document is substantially revised and must be completely reviewed.** This supplement supersedes the previous version and provides USAFE-specific supplemental guidance for the maintenance awards program only. Supplemental guidance for Logistics Plans, Supply and Transportation awards programs has been removed and published in AFI 36-2821, *The USAF Logistics Readiness Awards Program*. Supplemental guidance for Gerrity and Sharp Awards has been removed and published in AFI 36-2822, *The USAF Installations and Logistics Awards Program*.

1.3.2.4. (Added) Aircraft Maintenance Plans and Programs Branch (HQ USAFE/A4MQ) is USAFE's Office of Primary Responsibility (OPR) for the Clements McMullen Memorial Daedalian Weapon System Maintenance Trophy, Maintenance Effectiveness Award, General Lew Allen, Jr. Trophy, General Thomas P. Gerrity Logistics Award, CMSAF Thomas N. Barnes Award and Lieutenant General Leo Marquez Award.

1.3.2.5. (Added) USAFE Award Processing. Individual and Unit award packages will be scored using USAFE Form 280, *Maintenance Awards Evaluation Worksheet*. USAFE Form 280 will be used to evaluate individual and unit maintenance awards submitted for USAFE level competition. Evaluators are selected by Plans and Programs Branch (HQ USAFE/A4MQ). Evaluation worksheets are destroyed upon selection. Air Force level awards are forwarded for approval by the Commander, United States Air Forces in Europe (COMUSAFE). Command level awards are forwarded for approval by Directorate of Logistics, Installations and Mission Support (HQ USAFE A4/7).

1.3.3.2. (Added) Submit packages for awards as outlined in **Tables 4.2. (Added), 4.3.(Added), 4.4. (Added), and 5.1. (Added).**

1.3.3.3. (Added) Units pay for personnel to travel to the award ceremonies.

### **Table 4.2. (Added) Directorate of Maintenance Individual Award Submission Requirements.**

<b>Award</b>	<b>Period of Award</b>	<b>Suspense to USAFE NLT:</b>	<b>Submit to</b>
<b>CMSgt Thomas N. Barnes Award</b>	1 Jan - 31 Dec	06 Jan	HQ USAFE/A4M Maintenance Awards (smtp: <a href="mailto:HQUSAFEA4Mmaintenance@ramstein.af.mil">HQUSAFEA4Mmaintenance@ramstein.af.mil</a> )
<b>General Lew Allen, Jr. Trophy</b>	1 Jun - 31 May	17 Jun	HQ USAFE/A4M Maintenance Awards (smtp: <a href="mailto:HQUSAFEA4Mmaintenance@ramstein.af.mil">HQUSAFEA4Mmaintenance@ramstein.af.mil</a> )

Award	Period of Award	Suspense to USAFE NLT:	Submit to
<b>Lieutenant General Leo Marquez Award</b>	1 Oct - 30 Sep	14 Nov	HQ USAFE/A4M Maintenance Awards (smtp: <a href="mailto:HQUSAFEA4Mmaintenance@ramstein.af.mil">HQUSAFEA4Mmaintenance@ramstein.af.mil</a> )

**Table 4.3. (Added) USAFE Annual Individual Award Submission Requirements.**

*Note:* Period of Award (1 Jan – 31 Dec).

Award	AF Form 1206 Criteria	Eligibility	AF Form 1206 Headings (Non Weighted)	Suspense to USAFE NLT/Submit to:
<b>Maintenance Professional of the Year</b>	No more than 20 lines of text, not including headings.	Personnel in the 2A, 2P, 2W, 21A and 21M career fields are eligible.  Categories:  Airman: AB - SrA NCO: SSgt - TSgt SNCO: MSgt - SMSgt CGO: 2Lt - Capt	Sustained Job Performance	06 Jan  HQ USAFE/A4M Maintenance Awards (smtp: <a href="mailto:HQUSAFEA4Mmaintenance@ramstein.af.mil">HQUSAFEA4Mmaintenance@ramstein.af.mil</a> )
<b>Maintenance Support Professional of the Year</b>	No more than 20 lines of text, not including headings.	Personnel in the 2A, 2P, 2W, 21A and 21M career fields are eligible.  Categories:  Airman: AB - SrA NCO: SSgt - TSgt SNCO: MSgt- SMSgt CGO: 2Lt - Capt	Sustained Job Performance	06 Jan  HQ USAFE/A4M Maintenance Awards (smtp: <a href="mailto:HQUSAFEA4Mmaintenance@ramstein.af.mil">HQUSAFEA4Mmaintenance@ramstein.af.mil</a> )

Award	AF Form 1206 Criteria	Eligibility	AF Form 1206 Headings (Non Weighted)	Suspense to USAFE NLT/Submit to:
<b>Maintenance Management Systems Professional of the Year</b>	No more than 20 lines of text, not including headings.	All Airman and NCOs within 2RXXX AFSC.  Categories:  <b>2R0X1 and 2R1X1</b> Airman: AB - SrA NCO: SSgt - TSgt SNCO: MSgt - SMSgt	Leadership and Performance in Primary Duty  Significant Contributions To Improve Maintenance Operations  Significant Self Improvement	06 Jan  HQ USAFE/A4M Maintenance Awards (smtp: <a href="mailto:HQUSAFE.A4Mmaintenance@ramstein.af.mil">HQUSAFE.A4Mmaintenance@ramstein.af.mil</a> )
<b>Maintenance Operations Flight Superintendent of the Year</b>	No more than 20 lines of text, not including headings.	2RXXX AFSC  Categories:  SNCO: MSgt -SMSgt	Leadership and Performance in Primary Duty  Significant Contributions To Improve Maintenance Operations  Significant Self Improvement	06 Jan  HQ USAFE/A4M Maintenance Awards (smtp: <a href="mailto:HQUSAFE.A4Mmaintenance@ramstein.af.mil">HQUSAFE.A4Mmaintenance@ramstein.af.mil</a> )
<b>Munitions Systems Technician/ Supervisor/ Manager of the Year</b>	No more than 20 lines of text, not including headings.	Any 2W0X1 may be nominated if they meet the criteria.  Categories:  Technician: A1C-SrA Supervisor: SSgt-TSgt Manager: MSgt-SMSgt	Job Performance (Includes all primary and additional duties)  Significant Improvements to Processes and Procedures	15 Feb  HQ USAFE/A4M Maintenance Awards (smtp: <a href="mailto:HQUSAFE.A4Mmaintenance@ramstein.af.mil">HQUSAFE.A4Mmaintenance@ramstein.af.mil</a> )

Award	AF Form 1206 Criteria	Eligibility	AF Form 1206 Headings (Non Weighted)	Suspense to USAFE NLT/Submit to:
<b>Armament Systems Technician/ Supervisor/ Manager of the Year</b>	No more than 20 lines of text, not including headings.	Any 2W1X1 may be nominated if they meet the criteria.  Categories:  Technician: A1C-SrA Supervisor: SSgt-TSgt Manager: MSgt-SMSgt	Job Performance (Includes all primary and additional duties)  Significant Improvements to Processes and Procedures	15 Feb  HQ USAFE/A4M Maintenance Awards (smtp: <a href="mailto:HQUSAFE.A4Mmaintenance@ramstein.af.mil">HQUSAFE.A4Mmaintenance@ramstein.af.mil</a> )
<b>2W2 Technician/ Supervisor/ Manager of the Year</b>	No more than 20 lines of text, not including headings.	Any 2W2 may be nominated if they meet the criteria.  Categories:  Technician: A1C-SrA Supervisor: SSgt-TSgt Manager: MSgt-SMSgt	Job Performance (Includes all primary and additional duties)  Significant Improvements to Processes and Procedures	15 Feb  Nuclear Operations (HQ USAFE/A3N) (smtp: <a href="mailto:usafe.a3nucl earoperations@ramstein.af.mil">usafe.a3nucl earoperations@ramstein.af.mil</a> )
<b>Outstanding Munitions and Missile Maintenance Company Grade Officer of the Year</b>	No more than 20 lines of text, not including headings.	Any 21M Company Grade Officer: 2Lt-Capt	Job Performance (Includes all primary and additional duties)  Significant Improvements to Processes and Procedures	15 Feb  HQ USAFE/A4M Maintenance Awards (smtp: <a href="mailto:HQUSAFE.A4Mmaintenance@ramstein.af.mil">HQUSAFE.A4Mmaintenance@ramstein.af.mil</a> )

**Table 4.4. (Added) USAFE Quarterly Individual Award Submission Requirements.**

Award	AF Form 1206 Criteria	Eligibility	AF Form 1206 Headings (Non Weighted)	Suspense to USAFE NLT/Submit to:
<b>Munitions Systems Technician/ Supervisor/ Manager of the Quarter</b>	No more than 12 lines of text, not including headings.	Any 2W0X1 may be nominated if they meet the criteria.  Categories:  Technician: A1C-SrA Supervisor: SSgt-TSgt Manager: MSgt-SMSgt	Job Performance (Includes all primary and additional duties)  Significant Improvements to Processes and Procedures	15th day of the month immediately following the award period (i.e., Jan-Mar nominations are due NLT 15 April). HQ USAFE/A4M Maintenance Awards (smtp: <a href="mailto:HQUSAFE_A4Mmaintenance@ramstein.af.mil">HQUSAFE_A4Mmaintenance@ramstein.af.mil</a> )
<b>Armament Systems Technician/ Supervisor/ Manager of the Quarter</b>	No more than 12 lines of text, not including headings.	Any 2W1X1 may be nominated if they meet the criteria.  Categories:  Technician: A1C-SrA Supervisor: SSgt-TSgt Manager: MSgt-SMSgt	Job Performance (Includes all primary and additional duties)  Significant Improvements to Processes and Procedures	15th day of the month immediately following the award period (i.e., Jan-Mar nominations are due NLT 15 April). HQ USAFE/A4M Maintenance Awards (smtp: <a href="mailto:HQUSAFE_A4Mmaintenance@ramstein.af.mil">HQUSAFE_A4Mmaintenance@ramstein.af.mil</a> )

Award	AF Form 1206 Criteria	Eligibility	AF Form 1206 Headings (Non Weighted)	Suspense to USAFE NLT/Submit to:
<b>2W2 Technician/Supervisor/Manager of the Quarter</b>	No more than 12 lines of text, not including headings.	Any 2W2 may be nominated if they meet the criteria.  Categories:  Technician: A1C-SrA Supervisor: SSgt-TSgt Manager: MSgt-SMSGt	Job Performance (Includes all primary and additional duties)  Significant Improvements to Processes and Procedures	15th day of the month immediately following the award period (i.e., Jan-Mar nominations are due NLT 15 April). Nuclear Operations (HQ USAFE/A3N) (smtp: <a href="mailto:usafe.a3nuclearoperations@ramstein.af.mil">usafe.a3nuclearoperations@ramstein.af.mil</a> )

**4.2. (Added) Command Specific Awards.** In addition to Air Force level maintenance awards, HQ USAFE has established the following command-specific awards to provide additional opportunities to recognize USAFE's outstanding performers.

4.2.1. (Added) **Guidelines for Individual Awards' Information.** (Applies to all command specific awards in this chapter).

4.2.1.1. (Added) Submit packages for individual awards as outlined in **Tables 4.2. (Added), 4.3. (Added), and 4.4. (Added).**

4.2.1.2. (Added) **Nomination Procedures for Individual Awards.** Only one nominee per wing per category, per calendar quarter/year will be submitted. Nominees are not required to have been assigned to the unit for the entire inclusive period.

4.2.1.3. (Added) Nomination packages for awards in paragraphs **4.2.3. (Added)** through **4.2.5. (Added)** will include a transmittal letter, signed by the Wing Commander (or equivalent). One transmittal letter for multiple nominees is sufficient. 2W packages do not require a transmittal letter.

4.2.1.4. (Added) Nomination packages for awards in paragraphs **4.2.6. (Added)** through **4.2.9. (Added)** will include a nomination recommendation letter with AF Form 1206, *Nomination for Award*, signed by unit commander (digital signatures are acceptable). The letter must validate that nominee meets all criteria listed in paragraphs **4.2.6.2. (Added), 4.2.7.2. (Added), 4.2.8.2, (Added)** and **4.2.9.2. (Added)** respectively. This memo must also include mailing and message addresses of appropriate Group and Squadron Commanders, as well as unit Public Affairs Officer to ensure the appropriate level of recognition and publicity.

4.2.2. (Added) **Use of AF Form 1206, *Nomination for Award*.**

4.2.2.1. (Added) Nomination for annual awards will be documented on the latest version of AF Form 1206, *Nomination for Award*, no more than 20 lines of text, not including

*headings with the exception of (Air Force (AF) level awards).* Nomination for quarterly awards will be documented on the latest version of AF Form 1206, *no more than 12 lines of text, not including headings.* Limit narratives to the front side of the form. Comments will be in bullet format, with double spacing used between categories and single spacing between and within major bullets.

4.2.2.2. (Added) Acronyms must be defined on the bottom of the first page or on the continuation page of the AF Form 1206. Limit unapproved acronyms not listed in AFI 21-101, AFI 21-201, and AFI 21-204 to four.

4.2.3. (Added) **Maintenance Professional of the Year (MPOY).** This award recognizes outstanding maintenance performers operating in a sortie generation or munitions role. This award also includes personnel assigned to flight line and back shop functions having direct impact on sortie generation. Munitions organizations are eligible regardless of sortie generation role. The award is based solely on duty performance, demonstrated professionalism and support for USAFE readiness and mission accomplishment. Off duty activities are not factors for consideration.

4.2.3.1. (Added) Submit packages for awards as outlined in **Table 4.3. (Added).**

4.2.3.2. (Added) Personnel in the 2A, 2P, 2W, 21A and 21M career fields are eligible for this award. Categories for the MPOY are Airman, Noncommissioned Officers (NCO), Senior Noncommissioned Officers (SNCO) and Company Grade Officers (CGO).

4.2.3.3. (Added) Personnel assigned to geographically separated units, detachments and munitions support sites will be competing within their parent wing. In the event an organization is not assigned to a parent wing, the highest level organization available (i.e., group) may submit nominees.

4.2.4. (Added) **Maintenance Support Professional of the Year (MSPOY).** This award recognizes outstanding maintenance performers operating in a support role, such as personnel assigned to Maintenance Operations Center, Quality Assurance, support sections, tool rooms and the Air Force Repair Enhancement Program. It is based solely on duty performance, demonstrated professionalism and support for USAFE readiness and mission accomplishment. Off duty activities are not factors for consideration.

4.2.4.1. (Added) Submit packages for awards as outlined in **Table 4.3. (Added).**

4.2.4.2. (Added) Personnel in the 2A, 2P, 2W, 21A and 21M career fields are eligible for this award. Categories for the MSPOY are Airman, NCO, SNCO and CGO.

4.2.4.3. (Added) Personnel assigned to geographically separated units, detachments and munitions support sites will be competing within their parent wing. In the event an organization is not assigned to a parent wing, the highest level organization available (i.e., group) may submit nominees.

4.2.5. (Added) **Maintenance Management Systems Professional of the Year (MMSPOY) and Maintenance Operations Flight Superintendent of the Year (MOFSOY).** These awards recognize individuals for outstanding contributions to logistics operations and maintenance management in USAFE.

4.2.5.1. (Added) Submit packages for awards as outlined in **Table 4.3. (Added).**

4.2.6. (Added) **Munitions Systems Technician/Supervisor/Manager of the Quarter/Year.** The Munitions Systems Technician/Supervisor/Manager of the Quarter/Year Award serves to recognize individual excellence in munitions systems operations. This award does not distinguish between maintenance and support roles (any 2W0X1 may be nominated if they meet the criteria).

4.2.6.1. (Added) Submit annual packages for awards as outlined in **Table 4.3. (Added)** and quarterly packages for awards as outlined in **Table 4.4 (Added)**.

4.2.6.2. (Added) Criteria. This award is based solely on duty performance, demonstrated professionalism, and consistent performance in support of USAFE readiness. Off-duty activities should not be weighed. Strict adherence to nomination criteria is required to maintain the integrity of this award program. Nominees must meet the following minimum qualifications for consideration of this award:

4.2.6.2.1. (Added) Certified on all core tasks (for skill level) and 90 percent of current duty position tasks in accordance with (IAW) 2W0X1 Career Field Education and Training Plan (CFETP).

4.2.6.2.2. (Added) Must be awarded 3/5-level (Technician Award), 5/7-level (Supervisor Award) or 7/9-level (Manager) in the Personnel Data System.

4.2.6.2.3. (Added) No failed local Quality Assurance personnel evaluations and no Direct Safety Violations during the award period.

4.2.6.2.4. (Added) Recommendation by Squadron Commander (or equivalent).

4.2.6.3. (Added) The following wings are eligible: 31 Fighter Wing (FW), 39 Air Base Wing (ABW), 48 FW, 52 FW, 435 ABW and 501 Combat Support Wing (CSW). All geographically separated units, detachments and munitions support personnel are eligible. 31 FW can submit a nominee from both 31 Munitions Squadron (MUNS) and 31 Maintenance Squadron (MXS) to ensure Munitions Branch (HQ USAFE/A4MW) consideration of the widely-divergent missions of those units in determining the MAJCOM winner. All unit submissions will be forwarded to and evaluated by HQ USAFE/A4MW staff.

4.2.6.4. (Added) Quarterly award winners will not be automatically considered for the yearly award. The yearly award is distinctly separate from quarterly awards.

4.2.6.5. (Added) Presentation of Awards: HQ USAFE/A4M will provide winners a Certificate of Recognition (Quarterly/Yearly Award) to be presented at the appropriate command level to be determined by the winners Group Commander. HQ USAFE/A4M will notify the individual's Group Commander via official E-mail as soon as possible following selection of award recipients. The award recipient should be personally notified within 24 hours of the initial notification to guard against award winners finding out about the honor through inappropriate means. Winners will be posted to the USAFE Conventional Munitions Communities of Practice (COP).

4.2.7. (Added) **Armament Systems Technician/Supervisor/Manager of the Quarter/Year.** The Armament Technician/Supervisor/Manager of the Quarter/Year Award serves to recognize individual excellence in aircraft armament loading, armament systems maintenance and supervision of either operation.

4.2.7.1. (Added) Submit annual packages for awards as outlined in **Table 4.3. (Added)** and quarterly packages for awards as outline in **Table 4.4 (Added)**.

4.2.7.2. (Added) Criteria. This award is based solely on duty performance, demonstrated professionalism, and consistent performance in support of USAFE readiness. Off-duty activities should not be weighed. Strict adherence to nomination criteria is required to maintain the integrity of this award program. Nominees must meet the following minimum qualifications for consideration of this award:

4.2.7.2.1. (Added) Load/unload United States Air Force (USAF) air-munitions, support armament systems maintenance, perform aircraft armament systems maintenance and/or supervise any of these activities.

4.2.7.2.2. (Added) Must be awarded 3/5-level (Technician Award), 5/7-level (Supervisor Award), or 7/9-level (Manager) in the Personnel Data System.

4.2.7.2.3. (Added) No failed local Quality Assurance personnel evaluations and no Direct Safety Violations during the award period.

4.2.7.2.4. (Added) Recommendation by Squadron Commander (or equivalent).

4.2.7.3. (Added) The following wings are eligible: 31 FW, 48 FW, 52 FW and 435 ABW. 52 FW can submit a nominee from both Maintenance Group (MXG) and Munitions Maintenance Group (MMG) to ensure Aircraft Maintenance Systems Branch (HQUSAFE/A4MS) consideration of the widely-divergent missions of their subordinate units. All unit submissions will be forwarded to and evaluated by HQ USAFE/A4MS staff.

4.2.7.4. (Added) Quarterly award winners will not be automatically considered for the yearly award. The yearly award is distinctly separate from quarterly awards.

4.2.7.5. (Added) Presentation of Awards: HQ USAFE/A4M will provide winners a Certificate of Recognition (Quarterly/Yearly Award) to be presented at the appropriate command level to be determined by the winners Group Commander. HQ USAFE /A4M will notify the individual's Group Commander via official E-mail as soon as possible following selection of award recipients. The award recipient should be personally notified within 24 hours of the initial notification to guard against award winners finding out about the honor through inappropriate means. Winners will be posted to the USAFE Armament Communities of Practice (COP).

4.2.8. (Added) **2W2 Technician/Supervisor/Manager of the Quarter/Year.** The 2W2 Technician/Supervisor/Manager of the Quarter/Year Award serves to recognize individual excellence. This award does not distinguish between maintenance and support roles (any 2W2X1 may be nominated if they meet the criteria).

4.2.8.1. (Added) Submit annual packages for awards as outlined in **Table 4.3. (Added)** and quarterly packages for awards as outline in **Table 4.4. (Added)**.

4.2.8.2. (Added) Criteria: This award is based on duty performance in support of the USAFE surety mission. Off-duty activities should not be weighed. Strict adherence to nomination criteria is required to maintain the integrity of this award program. Nominees must meet the following minimum qualifications for consideration of this award:

- 4.2.8.2.1. (Added) Qualified on all core tasks and 90 percent of current duty position tasks IAW 2W2X1 Career Field Education and Training Plan (CFETP).
- 4.2.8.2.2. (Added) Must be awarded 3/5-level (Technician Award), 5/7-level (Supervisor Award) or 7/9-level (manager) in the Personnel Data System.
- 4.2.8.2.3. (Added) Recommendation by Squadron Commander (or equivalent).
- 4.2.8.2.4. (Added) Ensure during the award period the nominee has not:
- 4.2.8.2.5. (Added) Caused or is has been charged with a Direct Safety Violation, Technical Data Violation, and/or Unsatisfactory Condition Report.
- 4.2.8.2.6. (Added) Been charged with a Major or Critical during an Nuclear Surety Inspection (NSI).
- 4.2.8.2.7. (Added) Met the decertification criteria listed in AFI 21-204, *Nuclear Weapons Maintenance Management*, Para. **2.4.2.3. and 2.4.2.4.** (not including upgrade or downgrade to Team Member (TM)/Team Chief (TC).
- 4.2.8.3. (Added) All USAFE assigned 2W2's are eligible. Units will not compete at parent group or wing boards; all unit submissions will be evaluated by HQ USAFE/A3N staff.
- 4.2.8.4. (Added) Quarterly award winners will not be automatically considered for the yearly award. The yearly award is distinctly separate from quarterly awards.
- 4.2.8.5. (Added) Presentation of Awards: HQ USAFE/A3N will provide winners a Certificate of Recognition (Quarterly/Yearly Award) to be presented at the appropriate command level to be determined by the winners Group Commander. HQ USAFE/A3N will notify the individual's Group Commander via official e-mail as soon as possible following selection of award recipients. The award recipient should be personally notified within 24 hours of the initial notification to guard against award winners finding out about the honor through inappropriate means. Winners will be posted to the Nuclear Weapons Maintenance Branch (HQ USAFE/A3NM) web page on the Air Force Portal.
- 4.2.9. (Added) **Outstanding Munitions and Missile Maintenance Company Grade Officer of the Year.** The Outstanding Munitions and Missile Maintenance Company Grade Officer of the Year award serves to recognize individual excellence in munitions systems operations. This award does not distinguish between maintenance and support roles (any 21M serving in a funded position may be nominated if they meet the criteria).
- 4.2.9.1. (Added) Submit annual packages for awards as outlined in **Table 4.3. (Added).**
- 4.2.9.2. (Added) Criteria. This award is based solely on duty performance, demonstrated professionalism, and consistent performance in support of USAFE readiness. Off-duty activities should not be weighed. Strict adherence to nomination criteria is required to maintain the integrity of this award program. Nominees must meet the following minimum qualifications for consideration of this award:
- 4.2.9.2.1. (Added) Recommendation by Squadron Commander (or equivalent).
- 4.2.9.3. (Added) The following wings are eligible: 31 FW, 39 ABW, 48 FW, 52 FW, 435 ABW and 501 CSW. All geographically separated units, detachments and munitions

support personnel are considered eligible under the parent wing. 52 FW can submit a nominee from MXS and MMG, and 31 MXG can submit a nominee from MXS and MUNS, to ensure HQ USAFE/A4MW consideration of the widely-divergent missions of these units. All unit submissions will be forwarded to and evaluated by HQ USAFE/A4MW staff.

4.2.9.4. (Added) Presentation of Awards: HQ USAFE/A4M will provide winners a Certificate of Recognition (Quarterly/Yearly Award) to be presented at the appropriate command level to be determined by the winners Group Commander. HQ USAFE/A4M will notify the individual's Group Commander via official E-mail as soon as possible following selection of award recipients. The award recipient should be personally notified within 24 hours of the initial notification to guard against award winners finding out about the honor through inappropriate means. Winners will be posted to the USAFE Conventional Munitions Communities of Practice (COP).

**Table 5.1. (Added) Directorate of Maintenance Unit Award Submission Requirements.**

<b>Award</b>	<b>Period of Award</b>	<b>Suspense to USAFE NLT:</b>	<b>Submit to</b>
<b>Clements McMullen Memorial Daedalian Weapon System Maintenance Trophy</b>	1 Oct - 30 Sep	17 Oct	HQ USAFE/A4M, Unit 3050 Box 105 APO AE, 09094-0105
<b>Air Force Maintenance Effectiveness Award</b>	1 Oct - 30 Sep	14 Nov	HQ USAFE/A4M, Unit 3050 Box 105 APO AE, 09094-0105

5.1.5. (Added) Submit packages for awards as outlined in **Table 5.1. (Added)**.

5.1.5.1. (Added) All information in the package, except the citation, will be located in a single file. Cover sheets (both front and back) may be set up as separate files and may use other applications, such as Microsoft PowerPoint. The citation will be a separate file using Microsoft Word.

5.1.5.2. (Added) The Microsoft Word "Track changes" option must be turned off before sending nomination packages forward. Packages will not be accepted with track changes.

**Table 5.2. (Added) USAFE Annual Unit Award Submission Requirements.**

*Note:* Period of Award (1 Jan – 31 Dec).

<b>Award</b>	<b>AF Form 1206 Criteria</b>	<b>Eligibility</b>	<b>AF Form 1206 Headings (Non Weighted)</b>	<b>Suspense to USAFE NLT/Submit to:</b>
<b>Maintenance Training Flight of the Year</b>	No more than 20 lines of text, not including headings.	Any Maintenance Training Flight (MTF) in USAFE	Achievements  Innovative Management Actions  Other Accomplishments	6 Jan  HQ USAFE/A4M Maintenance Awards (smtp: <a href="mailto:HQUSAFEA4Mmaintenance@ramstein.af.mil">HQUSAFEA4Mmaintenance@ramstein.af.mil</a> )

5.1.6. (Added) **Maintenance Training Flight (MTF) Award.** This award recognizes maintenance training flights providing outstanding training in support of the unit's mission, the best MTF in USAFE. Aircraft Maintenance Plans and Programs Branch (HQ USAFE/A4MQ) is the USAFE office of primary responsibility (OPR).

5.1.6.1. (Added) Submit packages for awards as outlined in **Table 5.2. (Added)**.

5.1.6.2. (Added) Nomination packages will be reviewed by a board and scored using a point system. The HQ USAFE/A4MQ will announce winners and appropriate awards will be presented.

5.1.6.3. (Added) Format AF Form 1206, *Nomination for Award*, as prescribed in paragraph **4.2.2. (Added)**.

6.2.1. (USAFE) Prescribed Forms. USAFE Form 280, *Maintenance Awards Evaluation Worksheet*.

6.2.2. (USAFE) Adopted Forms. AF Form 1206, *Nomination for Award*.

DAVE C. HOWE, Brigadier General, USAF  
Director Logistics, Installations, and Mission Support

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

AFI 33-324, *The Information Collection and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information's Collections*, 1 June 2000

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

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***Abbreviations and Acronyms***

**2LT**—Second Lieutenant

**A1C**—Airman First Class

**AB**—Airman Basic

**ABW**—Air Base Wing

**Capt**—Captain

**CFETP**—Career Field Education and Training Plan

**CGO**—Company Grade Officer

**CSW**—Combat Support Wing

**FW**—Fighter Wing

**HQ**—Headquarter

**IAW**—In accordance with

**MMG**—Munitions Maintenance Group

**MPOY**—Maintenance Professional of the Year

**MSgt**—Master Sergeant

**MSPOY**—Maintenance Support Professional of the Year

**MTF**—Maintenance Training Flight

**MUNS**—Munitions Squadron

**MXG**—Maintenance Group

**NCO**--Noncommissioned Officer

**NLT**—Not later than

**OPR**—Office of Primary Responsibility

**SMSgt**—Senior Master Sergeant

**SNCO**—Senior Noncommissioned Officer

**SrA**—Senior Airmen

**SSgt**—Staff Sergeant

**TSgt**—Technical Sergeant

**USAF**—United States Air Force

**USAFE**--United States Air Forces in Europe