

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

**AIR FORCE INSTRUCTION 36-2845**  
**UNITED STATES AIR FORCES IN EUROPE**  
**Supplement**



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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col Robert H Cole)

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**AFI 36-2845, 20 March 2006, is supplemented as follows:** It specifies the Communications and Information Annual Awards Program. This supplement applies to all United States Air Forces in Europe (USAFE) units. It does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. 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 the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

This supplement implements the temporary policy issued with USAFEGM 36-1. The GM will be obsolete as soon as this publication is publicly available.

**1.10. Presenting Awards.** Directorate of Communications and Information (HQ USAFE/A6) will announce award recipients by message. HQ USAFE/A6 will determine the most appropriate method to recognize the winners each year.

**Chapter 5 (Added)**  
**USAFE UNIQUE AWARDS**

**5. (Added) Major Command (MAJCOM) Awards.**

**5.1. (Added) Work center awards.** In conjunction with the Air Force level awards, USAFE will recognize the outstanding small (2-10 personnel), medium (11-20 personnel), and large (21+ personnel) work centers. Nominations for these awards must meet the format specified in the basic publication, paragraph 1.7. and Figure A4.1. for unit awards. The function of the work center must be inherently communications and information related. The work center cannot be a flight or larger (base level). The work center cannot be a division or larger (MAJCOM level).

**5.2. (Added) Communications and Information Director's Coin.** HQ USAFE/A6 may award the directorate coin for outstanding performance as he or she desires.

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

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

*Abbreviations and Acronyms*

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

TRACY A. PHILLIPS, Colonel, USAF  
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