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EUROPE**

**UNITED STATES AIR FORCES IN EUROPE  
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**UNITED KINGDOM AMBASSADOR'S  
AWARDS PROGRAM**

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This publication implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*. It provides guidance and procedures for the nomination, selection, and presentation of annual community relations awards to outstanding American and British personnel. This publication applies to all Active Duty, to Air Force Reserve Command units, to members of the Air National Guard of the United States on a Title 10 status stationed in the United Kingdom, and civilian personnel working or living in a community where the United States Force (USF) is stationed in the United Kingdom. This publication requires the collecting and keeping of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of records notice F036 AFPC V, *Awards and Decorations*, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the United States Air Force (USAF). The authorities to waive requirements in this publication are identified with a Tier number (T-0, T-1, T-2, T-3) following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers

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### ***SUMMARY OF CHANGES***

**This document has been substantially revised and must be completely reviewed.** Major changes include a title change from 3AFI 36-2801 to USAFEI 36-2805 and the OPR change from 3rd Air Force-United Kingdom (3AF-UK) to Detachment 1, Headquarters United States Air Forces in Europe, which is referred to throughout this document as United States Air Forces in Europe-United States Air Forces Africa/United Kingdom (USAFE-AFAFRICA/UK). It also adds the North Atlantic Treaty Organization (NATO) Allied Rapid Reaction Corps to the list of Award Groupings.

**1. Objectives.** The Ambassador's Awards Program recognizes outstanding United States (US) and United Kingdom (UK) personnel working in or with the USF at bases and units within the UK in the advancement of bilateral relations. The award highlights the productive cooperation between the USF and local communities to facilitate enhanced British-American Community Relations.

**2. Background.** The Ambassador's Awards program was initiated in 1955 by the then Ambassador to the Court of St James's, Mr. Winthrop Aldrich. It allowed the American Ambassador to the UK to recognize those bases and individuals that made outstanding contributions to local community relations during the previous year. The awards were discontinued around 2002 with the reorganization of numbered air forces in Europe. This instruction continues the awards program on behalf of the US Ambassador to the UK.

**3. Awards.** Each base or regional grouping of bases will select one nominee for each of the following award categories: US Individual, UK Individual, and Group Program (US or UK).

**4. Award Criteria.** The Ambassador's awards are given to individuals and organizations that make exceptional contributions to the British-American community relations. The award period is 1 May through 30 April of the following calendar year. This unusual award period was selected to be set apart from the other USAF annual awards and to occur early enough to recognize the recipients before the heavy permanent change of station cycle in the summer months.

#### **5. Nominee Eligibility.**

5.1. Individual Awards - Anyone is eligible for the award. All US citizens or family members thereof are eligible for the US Individual Award, and all UK citizens and residents are eligible for the UK Individual Award. The award may be given for work performed during any part of the award period. The work need not last for the entire annual period.

5.2. Group Program Award – Any organization or group, regardless of national affiliation, is eligible for this award. In the judgment of the nominator, this group must have made a significant enhancement to the Community Relations programs in the region/community, even if the main focus of the group is not directly related to community relations.

**6. Award Groupings.** Awards will be grouped into major regional or organizational lines. The following bases or organizations will be grouped together:

- 6.1. RAF Mildenhall
- 6.2. RAF Lakenheath and RAF Feltwell
- 6.3. RAF Alconbury and RAF Molesworth
- 6.4. RAF Croughton, RAF Fairford, and RAF Welford
- 6.5. RAF Menwith Hill
- 6.6. NATO Northwood and London Communities
- 6.7. NATO Allied Rapid Reaction Corps

## **7. Responsibilities.**

7.1. The US Ambassador to the UK is the award approval authority. He or she is expected to:

- 7.1.1. Sign the award certificates.
- 7.1.2. Participate in an award ceremony if requested and available.

7.2. The Defense Attaché Office (DAO) has been delegated authority from the US Ambassador to oversee the selection process. The DAO will:

- 7.2.1. Chair the award selection board which consists of representatives from USAFE-AFAFRICA/UK and the British-American Community Relations (BACR) Organization.
- 7.2.2. Establish procedures to be used by the selection board.
- 7.2.3. Produce the certificates for the winners.

7.3. USAFE-AFAFRICA/UK is represented in this process by its International Relations directorate, USAFE-AFAFRICA/UK. USAFE-AFAFRICA/UK will:

- 7.3.1. Act as the office of primary responsibility for the administration of the award program. (T-2)
- 7.3.2. Receive the nominees from each of the award groupings for consolidation and transmittal to the award selection board. (T-2)
- 7.3.3. Represent USAFE-AFAFRICA/UK on the selection board. (T-2)
- 7.3.4. Distribute the signed award certificates to the local installation commanders for presentation. (T-2)

7.4. The BACR is represented in this process by either Group Captain USVF or the Chief, Community Relations Advisor.

7.5. Senior installation commanders are responsible to:

- 7.5.1. Execute the program for their base/region so nominees are selected in a fair process. (T2)
- 7.5.2. Include the local British-American Committee Chairs, Community Relations Advisors and RAF Commanders in their nominee selection process. (T-2)
- 7.5.3. Submit complete nomination packages to USAFE-AFAFRICA/UK no later than 31 May each year. (T-2)

**8. Nomination and Selection Process.**

8.1. Nominations must be made on an AF Form 1206, *Nomination for Award*, and will be limited no more than eight lines, in bullet format. Heading for the body of the AF Form 1206 (not to be counted as one of the eight lines) will be "Contributions to Community Relations."

8.2. Any person associated with the USF communities may nominate a person or program for these awards. Nominators should ensure they provide sufficient details supporting the relevant actions and results of the nominee's contributions towards the award's objectives, for the local selection officials to give due consideration to all nominees.

8.3. Nominations are due to USAFE-AFAFRICA/UK no later than 31 May of each calendar year.

8.4. Each base or regional grouping will forward a maximum of one award nominee for each category.

8.5. Pursuant to the recommendation of the award selection board, the DAO may present any number of awards in each category for approval by the Ambassador.

**9. Award Presentations.** Awards may be presented as the senior installation commander deems appropriate. Care should be given in choosing an award presentation forum which reinforces the strong community relations spirit of the award.

DOUGLAS A. COX, Brigadier General, USAF  
Director, Detachment 1, Headquarters United States  
Air Forces in Europe

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

**AFPD 36-28**, *Awards and Decorations Programs*, 1 August 1997

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

***Prescribed Forms***

None

***Adopted Forms:***

**AF Form 847**, *Recommendation for Change of Publication*

**AF Form 1206**, *Nomination for Award*

***Abbreviations and Acronyms***

**AFPD**—Air Force Policy Directive

**BACR**—British-American Community Relations

**DAO**—Defense Attaché Office

**NATO**—North Atlantic Treaty Organization

**OPR**—Office of Primary Responsibility

**RAF**—Royal Air Force

**UK**—United Kingdom

**US**—United States

**USAF**—United States Air Force

**USAFE**—AFAFRICA/UK - United States Air Forces in Europe-United States Air Forces Africa/United Kingdom

**USF**—United States Force

**USVF**—United States Visiting Forces

## Attachment 2

## AMBASSADOR AWARD CERTIFICATE

**A2.1.** This attachment contains an example of a certificate for the individual or group citation. The stock supply of certificates will be maintained by the OPR, USAFE-AFACRICA/UK, and will be presented by the Ambassador.

**Figure A2.1. Sample Certificate.**

