

**BY ORDER OF THE COMMANDER
FOURTH AIR FORCE**

**FOURTH AIR FORCE INSTRUCTION
36-2801**



9 AUGUST 2021

Personnel

**FOURTH AIR FORCE
ORGANIZATIONAL ANNUAL AWARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 4 AF/DS

Certified by: 4AF/DS
(Col Raymond Kozak)

Pages: 11

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, 27 June 2018. This instruction extends the guidance of Air Force Manual (AFMAN) 36-2806, *Awards and Memorialization Program*, 10 June 2019. It provides guidance and procedures for annual recognition of the outstanding flying/non flying wings/groups within Fourth Air Force, whose performance, mission accomplishment and/or service to the local community clearly merits such recognition. It applies to all wings/groups assigned to Fourth Air Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF Form) 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional manager's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, 23 March 2020, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.cce.af.mil/afrims/rims.cfm>

1. Responsibilities.

1.1. Fourth Air Force Commander (4 AF/CC).

1.1.1. Appoints review boards from within Headquarters Fourth Air Force for each award category (Raincross, Aircrew Excellence, CMSgt Clouse, TSgt Campbell, Medical Excellence).

1.1.2. Reviews packages as ranked by the respective review boards.

1.1.3. Approves board results.

1.1.4. Coordinate with 4 AF/JA for an Ethics Opinion on accepting the award from the Riverside Military Affairs Committee (preferably at least one month prior to submitting the results to the Riverside Military Affairs Committee for their action).

1.1.5. Submits results to the Riverside Military Affairs Committee for preparation of a permanent award to be presented to the selected wing/group.

1.2. Headquarters Fourth Air Force Trophy Review Boards.

1.2.1. Each board will consist of a non-voting chairperson (Fourth Air Force/Vice Commander/Director or designee appointed by the commander) and four voting members appointed by the 4 AF/CC. These board members will review and rank order all packages. In case of a tie, the Chairperson will cast the deciding vote.

1.2.2. Each board Chairperson will brief the 4 AF/CC on their process and results. The 4 AF/CC will review and approve final recommendation of the winning wing/group.

2. Raincross Trophy.

2.1. Frequency of Award. The award will be presented annually at a dinner during the Fourth Air Force Commanders Conference or other appropriate ceremony as determined by the 4 AF/CC. The Raincross Trophy Award period is from 1 October to 30 September each year unless otherwise specified by the 4 AF/CC. The attire for the awards dinner will be business suit/dress for civilians and service dress uniform for military.

2.2. Description of Trophy. The Raincross Trophy will be permanently displayed at Headquarters Fourth Air Force, March ARB, California, inscribed with the name of the winning wing/group and the year of award. The actual award presented to the winning wing/group will be an appropriate rendering for the selected wing/group to retain locally. After the award presentation ceremony, the Fourth Air Force Executive Officer or Public Affairs Officer will, in conjunction with the Riverside Military Affairs Committee representative, arrange shipment of the award to the winning wing/group as necessary. The 4 AF/CC may elect to present the trophy to the winning wing/group in an appropriate ceremony at their home location.

2.3. Eligibility. All Fourth Air Force wings/groups are eligible for this award and are expected to submit a nomination package.

2.4. Method of Presentation. The 4 AF/CC and the Riverside Military Affairs Committee representative will normally present the trophy to the winner at the Raincross Trophy Dinner. This dinner will be held annually on a date specified by the 4 AF/CC in conjunction with the Riverside Military Affairs Committee.

2.5. Source of Evaluation. Review of unit accomplishments and performance during the period of 1 October through 30 September will be the primary source of evaluation. The nomination package must arrive at Headquarters Fourth Air Force not later than established suspense.

2.6. Criteria. Nomination packages will address the following criteria (as applicable).

2.6.1. Mission Description. A short synopsis of the wing's/group's mission, resources available, and any particular difficulties encountered/overcome during the year in performing that mission.

2.6.2. Mission Effectiveness. A synopsis (self-assessment) of the wing's/group's overall mission effectiveness, and operational readiness and reliability, providing hard facts for support. Include information about major deployments, participation in higher headquarters directed operations, and exercise/contingency taskings. NOTE: Do not include any classified information in this synopsis.

2.6.3. Formal Inspections and Evaluations. Include unclassified results from Unit Effectiveness Inspections (UEI), Operational Readiness Inspections (ORI), Nuclear ORI (NORI), and any other comparable inspection conducted by outside agencies. NOTE: Include explanation of credit or partial credit received for a scheduled higher headquarters inspection.

2.6.4. Personnel. Include any innovations and training used to improve individual and collective performance, quality of life, and morale. Outline ongoing internal and external recognition program results, to include awards earned as a result of local community involvement. Highlight wing's/group's professional development initiatives and programs, and resulting improvement in recruiting, retention and readiness.

2.6.5. Infrastructure. Include facility improvement(s), self-help projects initiated and/or completed during the award period. Also include information about the wing's/group's environmental compliance record.

2.6.6. Safety. Comment on unique mission factors having a bearing on safety, accident and injury prevention measures taken and the results.

2.6.7. Risk Management (RM). Describe RM implementation across the wing/group, any unique program initiatives, and effectiveness in reducing real and/or potential operational risks to personnel, equipment and the environment.

2.6.8. Performance Management. List initiatives and improvements in setting and achieving Performance Management goals, compliance with Air Force Reserve Command and wing/group standards, and efforts underway to achieve or exceed goals/standards in the next fiscal year.

2.6.9. Competitions and Awards. List or describe all unit competition(s) results, as well as all unit awards and significant individual awards (Meritorious Service Medal and above) presented to wing/group personnel, during the award period. These may include Department of Defense, Air Force, other government agency, Major Command, Numbered Air Force awards, etc. Awards received for the previous calendar year (e.g. 2016 annual award(s) received in 2017 (the year under consideration for the Raincross Trophy) may be included if award was for the last quarter of that year, or the entire calendar year (annual award). Include the official name of the award, inclusive dates of the award, and the unit or individual winner's name.

2.6.10. Military/Civilian Education. Include numbers of officers/enlisted eligible for, enrolled in, and completing each level, as well as actions taken to promote education within the wing/group.

2.6.11. Public Service and Community Relations. Describe the wing's/group's impact on the local community. Include public service and community relations activities, especially any involvement in emergency relief efforts.

2.7. Nomination Procedures.

2.7.1. Units must submit a nomination package using an AF Form 1206, *Nomination for Award* via email to 4 AF/CCX Workflow.

2.7.2. Each nomination package must include the following.

2.7.2.1. All information at the top of the AF Form 1206 must be included. No more than two pages (Front and back of 1206)

2.7.2.2. Concise bullet format, specifying the dates and facts connected with the accomplishments or performance of the unit. Provide information on applicable criteria items that are listed in paragraph 2.6.1 to 2.6.11.

2.7.2.3. Include a citation to accompany the award as a separate page; it should highlight the unit's accomplishments and performance for the year in approximately 20 single-spaced lines. It should begin with the unit name and location, the name of the current Wing/Group Commander and Command Chief Master Sergeant, and then continue with the wing's/group's accomplishments and performance data. Avoid the use of uncommon acronyms and exercise code words, etc., in the narrative.

3. Aircrew Excellence Award.

3.1. Purpose. To recognize outstanding aircrew efforts and achievements in support of the Air Force, Fourth Air Force and AFRC missions.

3.2. Eligibility. All Fourth Air Force flying units are eligible.

3.3. Award Description. Each crewmember will be presented a plaque/award suitably engraved.

3.4. Frequency of Award. Annually in conjunction with the 4 AF Commander's Conference and Raincross Trophy Award Dinner. The Aircrew Excellence Award period is from 1 Oct through 30 Sep annually. Dates will mirror the dates of the Raincross Trophy.

3.5. Ethics Determination. Coordinate with 4 AF/JA to obtain an Ethics Opinion on the award sponsorship. Coordinate for the Ethics Opinion at least one month prior to the sponsor creating the award.

3.6. Method of Presentation. Crewmembers will attend the awards dinner and be presented their plaque/award by the 4 AF/CC and President of the Bob Hope Chapter, Air Force Association, the award sponsor.

3.7. Source of Evaluation. A review of the crew's performance and achievements on a particular mission or deployment that warrants special recognition. The wing/group commander should nominate one deserving aircrew.

3.8. Nomination Procedures. Submit in military letter format to include squadron and crewmember names and positions. The narrative/justification should be specific to the unique accomplishments of their mission(s). The closing paragraph of the nomination should be a

citation to accompany the award that highlights the crew's unique efforts. The nomination letter is limited to two pages, with one-inch margins and 12 point, Times New Roman font.

3.9. Suspense date is the same as the date for the Raincross Trophy Award. Nominations should be sent electronically to the 4 AF OPR, with a hard copy signed by the wing/group commander and mailed to the 4 AF OPR.

4. Chief Master Sergeant James K. Clouse Trophy for Maintenance Excellence.

4.1. Recognizes that aircraft maintenance units represent a large segment of Fourth Air Force and they provide vital support to the operational mission often under exceptionally adverse conditions.

4.1.1. Recognizes units that enhance maintenance readiness, improve maintenance efficiency, and reduce waste by encouraging excellence in all maintenance areas.

4.1.2. Identifies superior unit performance.

4.1.3. Increases unit morale.

4.1.4. Inspires the Fourth Air Force maintenance community by commemorating the achievements for whom the award is named.

4.2. Eligibility: Maintenance Groups assigned to Fourth Air Force.

4.3. Award Period: Award period is 1 October through 30 September.

4.4. Submission: All award packages must be submitted by date specified by 4AF/CC.

4.5. Award packages will be submitted electronically.

4.6. Restrictions: When an organization earns the CMSgt James K. Clouse Trophy for Maintenance Excellence, that unit is not eligible in the following year for the award.

4.7. Reserve Associate units will break out reserve unit specific accomplishments from their active duty host unit numbers. Example: If a unit includes yearly flying hours, pounds of fuel offloaded, tons of cargo carried, and number of passengers flown in the Mission Accomplishment category. The unit can only use the hours, pounds offloaded, tons carried or number of passengers flown that AFRC crews actually accomplished. Units will not use the hours, pounds offloaded, tons carried, or number of passengers flown by their AMC host wing. Exception: Mixed crew accomplishments may be included in the nomination package.

4.8. Nomination Procedures: Units must submit a nomination package using an AF Form 1206, *Nomination for Award* via email to 4 AF/CCX Workflow.

4.8.1. All information at the top of the AF Form 1206 must be included.

4.8.2. Submissions are limited to 35 lines (including nomination category headings). Additional wording is not allowed on heading lines.

4.8.3. Use capital letters for the nomination category headings.

4.8.4. When writing packages, ensure attention is paid to the categories.

4.8.5. Bullet statements will be used. Each major bullet will consist of no more than four lines each (including sub-bullets). The entire bulleted portion will be single spaced with no blank lines between major bullets and no blank lines between category headings.

4.8.6. Write bullet statements in a style that describes a particular action, its result, and finally, its impact to the unit, Air Force Reserve Command, Air Force, or beyond.

4.9. Nomination Categories: The winner is determined by the Maintenance Group having the highest cumulative 1-10 score from each area listed in paragraphs 4.9.1 through 4.9.5.

4.9.1. Mission Accomplishments: A description of mission accomplishments that stress maintenance efforts and the impacts of those efforts on the unit, operational capability and mission accomplishment.

4.9.2. Innovations: Innovative actions taken by the unit that have significantly improved unit, Reserve or Air Force mission performance.

4.9.3. Deployments, Exercises, and Evaluations: Describe performance on local and higher headquarters deployments, exercises, and evaluations supported.

4.9.4. Safety: Describe innovative safety programs implemented and list the number of mishaps and lost time injuries incurred during the rating period.

4.9.5. Personnel Quality of Life Programs: Describe unit participation in the Maintenance Award program, unit self-help programs, community projects implemented, and quality of life programs supported.

4.10. Awarding the Trophy: The 4 AF Logistics, Engineering and Force Protection Director will present the trophy at the Raincross Conference.

4.11. Trophy: Fourth Air Force Logistics, Engineering and Force Protection Directorate will maintain and display the perpetual trophy embossed with the name of the awarded unit. The awarded unit will receive an engraved trophy for permanent display at their unit.

5. Technical Sergeant Anthony C. Campbell, Jr. Award for Mission Support Group Excellence.

5.1. Recognizes that mission support units represent a large segment of the Air Force Reserve Command, providing vital support to the operational mission often under exceptionally adverse conditions.

5.1.1. Recognizes units that enhance mission support readiness, improve mission support efficiency, and reduce waste by encouraging excellence in all mission support areas.

5.1.2. Identifies superior unit performance.

5.1.3. Increases unit morale.

5.1.4. Inspires the Fourth Air Force mission support community by commemorating the achievements for who the award is named.

5.2. Eligibility: Mission Support Groups assigned to Fourth Air Force.

5.3. Award Period: Award period is 1 October through 30 September.

5.4. Restrictions: None.

5.5. Nomination Procedures: Units must submit a nomination package using an AF Form 1206, *Nomination for Award* via email to 4 AF/CCX Workflow.

5.5.1. All information at the top of the AF Form 1206 must be included.

5.5.2. Submissions are limited to 35 lines (including nomination category headings).

5.5.3. Use capital letters for the nomination category headings.

5.5.4. Bullet statements will be used. Each major bullet will consist of no more than four lines each (including sub-bullets). The entire bulleted portion will be single spaced with no blank lines between major bullets and no blank lines between category headings.

5.5.5. Write bullet statements in a style that describes a particular action, its result, and finally, its impact to the unit, Air Force Reserve Command, Air Force, or beyond.

5.6. Nomination Categories: The winner is determined by the Mission Support Group having the highest cumulative 1-10 score from each area listed in paragraphs 5.6.1 through 5.6.5.

5.6.1. Mission Accomplishments/Impact: A description of mission accomplishments that stress mission support efforts and the impacts of those efforts on the unit, operational capability and mission accomplishment.

5.6.2. Innovations: Innovative actions taken by the unit that have significantly improved unit, Reserve or Air Force mission performance.

5.6.3. Deployments, Exercises and Evaluations: Describe performance on local and higher headquarters, deployments, exercises and evaluations supported.

5.6.4. Safety: Describe innovative safety programs implemented and list the number of mishaps and lost time injuries incurred during the rating period.

5.6.5. Personnel Quality of Life Programs: Describe unit participation in unit self-help programs, community projects implemented, quality of life programs supported and any other appropriate quality of life initiatives that the unit has supported.

5.7. The A4 Director will present the trophy at the Fourth Air Force Senior Leader Conference Raincross dinner.

5.8. Trophy: Fourth Air Force Logistics, Engineering and Force Protection Division will maintain and display the perpetual trophy engraved with the name of the awarded unit. The awarded unit will also receive an engraved trophy for permanent display at their unit.

6. Annual Raincross Award for Medical Excellence.

6.1. Recognizes units whose outstanding actions improve the delivery of assessing occupational health readiness, enhance medical support readiness, improve medical operational efficiency, and contribute to expeditionary medical operations for Air Force personnel worldwide.

6.1.1. Identifies superior unit performance.

6.1.2. Increases unit morale.

6.2. Eligibility: Ground medical units that contribute to accomplishing the Preventive Health Assessment mission to support a wing/group population for medical readiness.

6.3. Award Period: Award period is 1 October through 30 September.

6.4. Restrictions: One nomination per wing/group.

6.5. Nomination Procedures: Units must submit a nomination package using an AF Form 1206, *Nomination for Award* via email to 4 AF/CCX Workflow.

6.5.1. All information at the top of the AF Form 1206 must be included.

6.5.2. Submissions are limited to 20 lines (not to include the header).

6.5.3. Use capital letters for the nomination category headings.

6.5.4. Bullet statements will be used. Each major bullet will consist of no more than four lines each (including sub-bullets). The entire bulleted portion will be single spaced with no blank lines between major bullets and no blank lines between category headings.

6.5.5. Write bullet statements in a style that describes a particular action, its result, and finally, its impact to the unit, Air Force Reserve Command, Air Force, or beyond.

6.6. Nomination Categories: The winner is determined by the wing/group with the medical unit having the highest cumulative 1-10 score from each area listed in paragraphs **6.6.1** through **6.6.5**.

6.6.1. Mission Accomplishments/Impact: List accomplishments that support unit, wing/group, Air Force Medical Service (AFMS), AF mission/goals/priorities.

6.6.2. Innovations: Innovative actions taken by the unit that have significantly improved unit, Reserve or Air Force mission performance.

6.6.3. Deployments, Exercises and Evaluations: Describe performance on local and higher headquarters, deployments, exercises and evaluations supported.

6.6.4. Readiness Statistics: Include wing/group Individual Medical Readiness (IMR), partially mission capable (PMC), and occupational health monthly readiness statistic rates for award period. Additionally include Deployment Availability Working Group (DAWG) medical case processing rates for each quarter.

6.6.5. Community projects: Implemented, quality of life programs supported and any other appropriate quality of life initiatives that the unit has supported.

6.7. Presentation: The Fourth Air Force Commander will present the trophy at the Fourth Air Force Senior Leader Conference Raincross dinner.

6.8. Trophy: Fourth Air Force will maintain and display the perpetual Fourth Air Force Medical Award trophy engraved with the name of the awarded unit. The awarded unit will also receive an engraved trophy for permanent display at their unit.

7. Commander's Public Service Award.

7.1. The Commander's Public Service Award is to recognize an individual or group whose service or achievement has significantly contributed to the accomplishment of the mission of an Air Force activity, command, or staff agency.

7.1.1. Examples include, but are not limited to:

7.1.1.1. Significant achievements which resulted in significant savings of time, manpower, or money to the government.

7.1.1.2. Achievement and effort in the areas of humanitarian efforts, mission impact, unit facilities, and/or support of unit personnel.

- 7.1.1.3. Personal time and/or resources expended that helped achieve a successful project outcome.
- 7.2. Eligibility: Citizens of entities (groups, business firms or organizations) not employed by the Department of Air Force, who have assisted with specific achievements, major unit projects or helped a unit reach major milestones, or who have provided support to the base or unit over a set and limited period of time. Service must clearly demonstrate specific examples of how the citizen's dedication and commitment significantly contributed to the improvement of conditions for base personnel, facilities or mission. **Air Force policy expressly prohibits recognizing individuals or entities in a commercial or profit-making relationship with the Department of Defense (to include contractors) with this award. A civic leader may only receive this award once every five years.**
- 7.3. Award Period: At a minimum, the accomplishments/outstanding support of the nominee should encompass the Award period of 1 October through 30 September. It is likely and anticipated that the nominee may be nominated/honored for a body of work/support that has been longstanding.
- 7.4. Restrictions: One nomination per wing/group. A civic leader may only receive this award once every five years.
- 7.5. Nomination Procedures: Any Air Force employee may nominate a non-Air Force individual for this award. Units must submit a nomination package using an AF Form 1206, *Nomination for Award* via email to 4 AF/CCX Workflow.
- 7.5.1. All information at the top of the AF Form 1206 must be included.
 - 7.5.2. Submissions are limited to 20 lines (not to include the header).
 - 7.5.3. Use capital letters for the nomination category headings.
 - 7.5.4. Bullet statements will be used. Each major bullet will consist of no more than four lines each (including sub-bullets). The entire bulleted portion will be single spaced with no blank lines between major bullets and no blank lines between category headings.
 - 7.5.5. Write bullet statements in a style that describes a particular action, its result, and finally, its impact to the wing/group, Air Force Reserve Command, Air Force, or beyond.
 - 7.5.6. Narrative Justification. A one-page written recommendation describing specific accomplishments, with an attached citation.
 - 7.5.7. Citation. Should be written in third person and include organization, installation, dates of the award period for which recommended, and a statement of achievement.
 - 7.5.8. The nomination must contain comments that the services cited were voluntary, performed as a public service, or motivated by patriotism with no implication to remuneration, and that the person recommended had no commercial or profit-making relationship with the Air Force.
- 7.6. Nomination Categories: The winner is determined by the wing/group whose nominee obtains the highest cumulative 1-10 score based on the impact and depth of the nominee's support to the wing/group.

7.7. Presentation: The Fourth Air Force Commander will present the trophy at the Fourth Air Force Senior Leader Conference Raincross dinner.

7.8. Award Description. A silver medal, 1-3/8" in diameter, terrestrial globe, grid-lined and charged with the winged logo of the Air Force with the inscription "COMMANDER'S PUBLIC SERVICE AWARD" above, and, in the base, two sprigs of laurel. The medal set (NSN 8455-01-540-5289) consists of the medal and lapel pin and is available through the Defense Supply System. AF Form 4340, Commander's Public Service Award, will accompany the award; available through Air Force E-Publishing (<http://www.e-publishing.af.mil>).

JEFFREY T. PENNINGTON, Maj Gen, USAF
Commander

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

DODI1400.25V451_AFI36-1004, *Civilian Recognition Program*, 26 April 2019

AFPD 36-28, *Awards and Decorations Programs*, 27 June 2018

AFMAN 36-2806, *Awards and Memorialization Program*, 10 June 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 90-802, *Risk Management*, 1 April 2019

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMS—Air Force Medical Service

AFPD—Air Force Policy Directive

DAWG—Deployment Availability Working Group

IMR—Individual Medical Readiness

NORI—Nuclear ORI

OPR—Office of Primary Responsibility

ORI—Operational Readiness Inspections

PMC—partially mission capable

RM—Risk Management

UEI—Unit Effectiveness Inspections