

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2805

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Personnel

**SPECIAL TROPHIES AND AWARDS
PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-2829, 1 March 2016; AFI 36-2831, 13 September 2016; AFI 36-2833, 31 October 2012;
AFI 36-2834, 27 September 2010; AFI 36-2835, 17 August 2011; AFI 36-2840(I), 15 May 1998;
AFI 36-2843, 14 April 2005; AFI 36-2844, 5 June 2017; AFI 36-2845, 7 July 2015;
AFI 36-2846, 21 April 2010; AFI 36-2848, 28 April 2009; AFI 36-2855, 14 September 2015;
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AFI 36-2864, 1 June 2002; AFI 36-2868, 18 March 2009; AFI 36-2869, 21 June 2005;
AFI 36-2870, 5 August 2015; AFI 36-2871, 10 June 2016; AFI 36-2872, 30 September 2011

This Air Force Instruction (AFI) implements Department of Defense Instruction (DoDI) 1348.19, Award of Medals, Trophies, Badges, and Similar Honors in Recognition of Accomplishments, and Air Force Policy Directive (AFPD) 36-28, Awards and Decorations Programs. It has been developed in collaboration between the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1), the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), and applies to all regular Air Force members, members of Air Force Reserve, members of the Air National Guard, and Air Force civilian employees paid through appropriated funds. This publication describes Air Force special trophies and awards programs and non-Federal entity awards programs that seek Air Force input and participation. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using Air Force Form

847, Recommendation for Change of Publication; route Air Force Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the Office of Primary Responsibility for coordination, and all Major Command (MAJCOM) level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication Office of Primary Responsibility for non-tiered compliance items. 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 Air Force. This publication requires the collection or maintenance of personal information protected by the Privacy Act of 1974, authorized by Section 8013 of Title 10 United States Code, Secretary of the Air Force and Section 8014 of Title 10 United States Code, Office of the Secretary of the Air Force. The applicable Privacy Act System of Records Notice, F036 AF PC V, Awards and Decorations is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>.

SUMMARY OF CHANGES

This publication must be completely reviewed. This revision adds responsibilities (paragraph 1.1), announces the special trophies and awards online database (paragraph 1.2), standardizes the maximum lines allowed on the AF Form 1206 (paragraph 1.2), and supersedes individual functional awards instructions.

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Chapter 1

PROGRAM OVERVIEW

1.1. Roles and Responsibilities.

1.1.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR).

1.1.1.1. Provides policy oversight and advocacy of the Special Trophies and Awards Program, through the Deputy Assistant Secretary of the Air Force for Force Management Integration (SAF/MRM).

1.1.1.2. Renders final decision on all policy proposals.

1.1.2. Deputy Assistant Secretary of the Air Force for Force Management Integration (SAF/MRM). Oversees the Special Trophies and Awards Program and ensures its compliance with existing legislation and policies.

1.1.3. Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1).

1.1.3.1. Develops policy and guidance through the Director of Military Force Management Policy (AF/A1P).

1.1.3.2. Reviews and coordinates on all policy proposals.

1.1.4. Director of Military Force Management Policy (AF/A1P). Develops, coordinates, and executes policy and guidance.

1.1.4.1. Collaborates with the Office of the Secretary of Defense, other federal agencies, and non-federal entities as necessary.

1.1.4.2. Serves as the Headquarters Air Force Tier 1 waiver authority for this instruction.

1.1.5. Air Force Personnel Center (AFPC). Responsibilities in this section do not apply to functional community awards (refer to paragraph 1.1.6).

1.1.5.1. Serves as the office of primary responsibility for this publication; and disseminates submission procedures for nominations.

1.1.5.2. Provides direction, guidance and advice on the Special Trophies and Awards Program.

1.1.5.3. Manages the special trophies and awards online database and provides customer support.

1.1.5.4. Processes all policy proposals and collaborates with AF/A1P.

1.1.5.5. Manages the board process and reviews nominations for accuracy and compliance.

1.1.5.6. Coordinates and staffs board recommendations to the Secretary of the Air Force or Chief of Staff of the Air Force for endorsement and/or approval.

1.1.5.7. Maintains historical policy files.

1.1.6. Functional Area Managers. Manages their functional community awards (excludes creating new awards).

1.1.6.1. Announces annual calls for nominations to their functional communities (includes instructions and criteria, and the overall winners).

1.1.6.2. Provides written notification to the winner's military personnel flight for a Military Personnel Information Data System update and filing in the military personnel record.

1.1.6.3. Maintains currency of the special trophies and awards online database.

1.1.7. Major Commands, Direct Reporting Units and Field Operating Agencies. Nominates personnel within their command, going forward to AFPC/DP1SP, Recognitions Branch, or as indicated by the functional area managers.

1.1.8. Air Force District of Washington. Processes all nominations for Headquarters Air Force and Air Force members assigned to Department of Defense or joint agencies.

1.1.9. Commanders and Civilian Directors. Ensures the integrity of the Special Trophies and Awards Program.

1.1.10. Military Personnel Flight. Ensures the commander support staff manages, monitors and resolves issues within their assigned unit.

1.2. General Information.

1.2.1. The eligibility criteria and submission procedures for Air Force-level awards, functional community awards, and awards sponsored by Federal and non-Federal entities, are provided on the special trophies and awards online database at <https://access.afpc.af.mil/>.

1.2.2. Use AF Form 1206, Nomination for Award and limit nomination write-ups to 18 typewritten lines (to include headers), unless otherwise specified. (T-3).

1.2.3. Comments regarding completion of advanced academic degree are prohibited for all officer nominations, unless the specific award requires the advanced academic degree. (T-1).

1.2.4. Awards announced by AFPC will be earned in a competitive process. (T-1).

1.2.4.1. The 12 Outstanding Airmen of the Year and First Sergeant of the Year awards boards will be chaired by the Chief Master Sergeant of the Air Force and consist of four MAJCOM or Combatant Command level Chief Master Sergeants.

1.2.4.2. All other boards for this process will be chaired by a general officer or civilian leader equivalent.

1.3. Establishing Special Trophies and Awards Programs. Commanders at any level may establish a special trophies and awards program to recognize military and civilian members, teams, units, and organizations IAW paragraph 4.31 of AFI 65-601, Volume 1, Budget Guidance and Procedures.

1.3.1. Naming Awards.

1.3.1.1. Air Force awards may be named in honor of living or deceased Air Force military and civilian personnel who had honorable records and made significant

contributions to the Air Force or to the functional area in which the award is being established.

1.3.1.2. Air Force awards will not be named after a non-Federal entity. (T-1). The name of the non-Federal entity may be included in the award description, e.g. sponsored by YYY organization, so long as the non-Federal entity is a non-profit organization or veteran service organization.

1.3.2. **Duplicate Awards.** Do not duplicate existing awards in either name or criteria. (T-1).

1.3.3. **One-Time Awards.** A one-time award (or trophy) may be presented to an individual or team members (except contractor employees) whose achievements make a significant contribution to the effectiveness and efficiency of the Air Force. Refer to paragraph 4.31 of AFI 65-601, Volume 1, for on the spot recognition to include coins.

1.4. Recognition Items.

1.4.1. **Procurement of Recognition Items.** Commanders will authorize funds for reasonable costs, such as the purchase of trophies, plaques, certificates and other items intended primarily for presentation and having little intrinsic value. Do not authorize cash (or cash equivalent) awards. (T-0).

1.4.1.1. Use only appropriated funds for awards presented to personnel paid from appropriated funds. Use only nonappropriated funds for awards presented to personnel paid from nonappropriated funds. Do not use nonappropriated funds to supplement awards paid from appropriated funds. Refer to paragraph 4.31 of AFI 65-601, Volume 1 and AFI 34-201, Use of Nonappropriated Funds for further guidance.

1.4.1.2. Non-Federal entities that sponsor awards may donate the funds necessary to purchase all or some of the presentation items. Process such gifts, to include all donated trophies, statues and other items of personal property that relieve or supplement an Air Force responsibility to provide items for presentation to award recipients, IAW AFI 51-601, Gifts to the Department of the Air Force and/or AFI 34-201.

1.4.2. **Value of Recognition Items.** Recognition items (i.e. trophies, plaques, etc.) will not be redeemable for cash, merchandise, or services. (T-0).

1.4.2.1. The cost of recognition items will be commensurate with the significance of the achievement being recognized.

1.4.2.2. The Air Force will only permit non-Federal entities, recognized as the sponsor of an award, to pay for award recognition items (e.g., certificates, plaques and trophies) intended for bestowment on award recipients; and for maintaining (including engraving costs) a master Air Force list of award recipients. All other recognition items provided by the non-Federal entity will be processed as a gift to the Air Force.

1.5. Travel for Air Force Military or Civilian Personnel. Refer to the Joint Travel Regulation, paragraph 0309, for eligibility criteria.

1.5.1. Funding for transportation and accommodations will be provided by the award winner's unit IAW AFI 24-101, Passenger Movement. (T-1).

1.5.2. When a unit is selected to receive an award, the unit commander may attend the presentation ceremony to accept the award on behalf of the unit. Refer to the Joint Travel Regulation, paragraph 0309, for specific guidance.

1.6. Travel for Non-Military Members or Non-Air Force Civilian Employees. Refer to AFI 24-101, Passenger Movement, for eligibility criteria.

1.6.1. Invitational travel may be authorized for award recipients who are not military members or Air Force civilian employees to attend a presentation ceremony.

1.6.2. MAJCOM commanders or vice commanders may authorize spousal travel for individuals who meet the eligibility criteria provided in paragraph 2.15 of AFI 24-101.

1.6.2.1. This approval authority will not be further delegated. (T-1).

1.6.2.2. When spousal travel is approved, invitational travel authorization orders will be issued and only transportation costs will be funded; per diem or lodging will not be paid. (T-1).

1.6.2.3. Spousal travel will not be authorized in conjunction with an award presented to a unit. (T-1).

1.7. Air Force Recognition Ribbon Eligibility. AFI 36-2803, The Military Awards and Decorations Program, governs the policy for the Air Force Recognition Ribbon.

SHON J. MANASCO
Assistant Secretary of the Air Force
Manpower and Reserve Affairs

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

AFPD 36-28, Awards and Decorations Programs, 26 April 2016
AFI 24-101, Passenger Movement, 28 April 2017
AFI 33-360, Publications and Forms Management, 1 December 2015
AFI 34-201, Use of Nonappropriated Funds, 17 June 2002
AFI 36-2803_AFGM2018-01, The Military Awards and Decorations Program, 8 February 2018
AFI 51-601, Gifts to the Department of the Air Force, 26 November 2003
AFI 65-601, Volume 1, Budget Guidance and Procedures, 16 August 2012
AFMAN 33-363_AFGM2017-01, Management of Records, 2 June 2017
DoDI 1348.19, Award of Medals, Trophies, Badges, and Similar Honors in Recognition of Accomplishments, 3 February 2014
Section 8013 of Title 10 United States Code, Secretary of the Air Force
Section 8014 of Title 10 United States Code, Office of the Secretary of the Air Force
Section 1353 of Title 31 United States Code, Acceptance of Travel and Related Expenses from Non-Federal Sources
System of Records Notice F036 AFPC V, Awards and Decorations, 13 December 2012

Prescribed Forms

AF Form 1206, Nomination for Award

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AFGM—Air Force Guidance Memorandum

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

IAW—In Accordance With

MAJCOM—Major Command

Terms

The following definitions are provided for the use, implementation, and interpretation of AFI 36-2805—The definition has been cleared and defined by the Department of the Air Force.

Honorable Records—Acceptable conduct and service based on Air Force standards.

Sponsor—An organization (including commercial and non-profit entities and families of deceased military members) that pays for the cost of recognition items (including printing and engraving costs), and may, pursuant to Section 1353 of Title 31 United States Code, pay for the cost of the award recipient (or unit commander in the case of unit awards) and the spouse of the award recipient's travel to the official award presentation ceremony.

Team—A team is a group of thirty or less people, organized for a common purpose (i.e., Operational Planning Team) or an operation (e.g., bomber crew, security forces contingent, etc.) that is not constituted as an Air Force organization or unit. Excluded from this definition are Headquarters Air Force Test and Evaluation awards.