

**BY ORDER OF THE COMMANDER
AIR FORCE SUSTAINMENT CENTER**

**AIR FORCE SUSTAINMENT CENTER
INSTRUCTION 36-2801**

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Personnel

AWARDS AND RECOGNITION



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This instruction implements Air Force Instruction (AFI) 36-2803, The Air Force Military Awards and Decorations Program. This instruction defines responsibilities and establishes procedures for the Air Force Sustainment Center's (AFSC) process for administering honorary, functional, and federal/nonfederal awards. This guidance applies to military and civilian personnel across AFSC. The provisions of this instruction apply to all organizations within the AFSC. This instruction does not apply to the Air National Guard (ANG), nor the Air Force Reserve Command (AFRC). Ensure 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 (IAW) the Air Force Records Information Management System Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route AF Form 847s through the appropriate chain of command to AFSC/DP.

SUMMARY OF CHANGES

This revision incorporates the addition of Acquisition Demonstration broadbands in relation to award nominees and perspective board members and adds Individual Mobilization Augmentees (IMAs) categories.

Chapter 1

GENERAL INFORMATION

1.1. Overview. The Air Force Sustainment Center (AFSC) awards program is intended to recognize civilian and military personnel for their accomplishments and commitment to excellence. The AFSC workforce is our strongest asset and achieving critical missions could not be accomplished without them. Recognizing and rewarding personnel plays a vital role in a strong and successful workforce. This instruction defines responsibilities and establishes procedures for administering honorary, functional, and federal/nonfederal awards. For additional information on specific awards, see AFI 36-1004, *The Air Force Civilian Recognition Program*, and AFI 36-2805, *Special Trophies and Awards*.

1.2. Scope. This guide defines awards criteria, qualifications, nominations, selection process across the AFSC.

1.3. Point of Contact. Direct questions concerning the AFSC Awards Program to AFSC/DZP. Email the AFSC/DZP Workflow AFSC/[DZP.Workflow@us.af.mil](mailto:AFSC/DZP.Workflow@us.af.mil)

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. AFSC/DZP. AFSC/DZP is the Awards Program Manager for AFSC. AFSC/DZP will:

2.1.1. Manage award solicitations submitted in the Senior Officer Communication Coordination Electronic Resource (SOCCER) system from Air Force Materiel Command (AFMC).

2.1.1.1. Assign Office(s) of Coordinating Responsibility (OCR) to AFSC organizations and update the SOCCER with nomination requirements/suspense date.

2.1.1.2. If required, will request a change of Office of Primary Responsibility (OPR) through AFSC Workflow.

2.1.1.3. Correspond with AFMC if additional information or clarification is required and provide feedback to organizational award liaison(s).

2.1.2. Coordinate and process honorary and length of service awards that require AFSC and/or AFMC-level approval.

2.1.3. Solicit award nomination board members from AFSC units.

2.1.4. Train and provide award requirements to AFSC organizational award liaisons.

2.1.5. Manage AFSC Awards SharePoint Site.

2.1.5.1. Ensure organizational award liaisons are given access to the AFSC Awards SharePoint Site and provide training as needed.

2.1.5.2. Update award criteria, suspense dates, and package uploads and ensure additional requirements are accurately reflected on the site.

2.1.5.3. Update award winners when notification is received.

2.1.6. Process Awards.

2.1.6.1. Review submissions and ensure nominations are complete.

2.1.6.2. Forward enlisted nominations to AFSC/CCC for review/coordination prior to submission of Electronic Staff Summary Sheet (eSSS).

2.1.6.3. Generate eSSS and route through the appropriate chain of command to obtain approval and submission of AFSC award nomination(s).

2.1.6.4. Provide guidance and assistance on processing length of service awards (40, 50, and 60 years), and any honorary awards requiring AFSC-level or above approval.

2.2. Senior Leaders and Managers.

2.2.1. Recognize accomplishments and contributions made by our civilian and military workforce.

2.2.2. Appoint awards liaison(s) within their organization and notify AFSC/DZP of selectee.

2.2.3. Provide panel members to board nominations.

2.3. Air Force Personnel Center (AFPC).

- 2.3.1. Provide guidance on monetary and time-off incentive awards for all serviced employees.
- 2.3.2. Maintain a list of designated organizational award liaisons.
- 2.3.3. Process requests for personnel action on all time-off and monetary awards.

2.4. Civilian Personnel Flight (CPF).

- 2.4.1. Provide guidance and assistance on processing length of service awards (10, 20, and 30 years).
- 2.4.2. Assist with submission of honorary awards requiring AFSC-level or below approval.
- 2.4.3. Maintain an adequate supply of medals for serviced population as stipulated in AFI 36-1004.

2.5. Air Force Sustainment Center Command Chief (AFSC/CCC).

- 2.5.1. Coordinate on Enlisted award submissions.
- 2.5.2. Provide panel member names to AFSC/DZP to board enlisted nominations, when required.
- 2.5.3. Secure annual award trophies for AFSC recipients.

2.6. Organizational Award Liaisons.

- 2.6.1. Establish, maintain, promote, administer, and process awards for their organization's program.
- 2.6.2. Forward questions or information requiring clarification for specific awards to AFSC/DZP or the CPF as appropriate.
- 2.6.3. Review award packages to confirm nominee(s) meet award criteria. Ensure packages are accurate, contain all required documents as indicated on tasking, and ready to be submitted for further competition.
- 2.6.4. Upload nominations or annotate a negative response onto the AFSC Award SharePoint site for all awards that are tasked through the SOCCER system.
- 2.6.5. Order and maintain stock of medal sets, presentation folders and certificates for honorary awards and decorations approved for personnel in their organization.

2.7. Award Selection Boards. With the exception for the procedures identified in [Chapter 4](#), Annual Awards, the following will be the board responsibilities.

- 2.7.1. Board members for civilian and officer categories will typically be comprised of GS-14/ NH-04/Major and above personnel.
- 2.7.2. All boards will consist of at least three members and each board member will be at least equivalent or one rank/pay-grade above the highest-ranking nominee in any category.
- 2.7.3. AFSC/CCC will provide names of enlisted panel members to AFSC/DZP to board enlisted nominations, if requested.
- 2.7.4. Board members for functional awards will include subject matter experts.

2.7.5. Once panel members have been determined, AFSC/DZP will forward nominations to be rated, along with a score sheet, and any other relevant information to include the suspense date.

2.7.6. AFSC/DZP will tally score sheets to determine AFSC nominee(s).

2.8. Notification of AFSC or Higher Level Nominees.

2.8.1. Unless special notification is requested by AFSC/CC/CA/CV/DS/CCC, AFSC/DZP will inform the workflows and organizational awards liaisons, who submitted a nomination, of the AFSC nominee(s) going forward for further competition.

2.8.2. AFSC/DZP will upload winners onto the AFSC Awards SharePoint Site to provide a reference of past award winners.

2.8.3. Upon notification of the AFMC or higher level award winners, AFSC Awards Manager will notify AFSC workflow, appropriate leadership and the organizational awards liaison(s) of outcome and then upload winners onto the AFSC Awards SharePoint Site. It will be left to the discretion of the wing/complex/directorate CC/CL to provide a congratulatory letter to notify the nominee of their selection.

2.8.4. AFSC/DZP will notify all AFSC nominees that will be forwarded to the MAJCOM-level via their organizational awards liaison. It will be left to the discretion of the wing/directorate CC/CL to provide a congratulatory letter to notify the nominee of their selection.

2.8.5. If an AFSC nominee wins at AFMC or higher-level, they will receive a congratulatory letter from AFSC/CC/CA.

2.9. Civilian Employees. Update self-certified non-monetary awards through Defense Civilian Personnel Data System (DCPDS) My Biz self-service module under the Pay, Leave, and Benefits option.

Chapter 3

AWARDS

3.1. Annual Awards. All AFSC organizations will participate in an awards recognition program. In addition to organizational and installation awards program, AFSC Annual Awards Program is defined in [chapter 4](#).

3.2. Federal/Nonfederal Awards. Federal/Nonfederal awards are usually tasked from Headquarters Air Force Material Command (HQ AFMC) through the SOCCER system and are processed IAW applicable regulations and/or guidance. AFSC/DZP will task organizations through the SOCCER system for nominations, advise on requirements/eligibilities, and establish suspense dates.

3.3. Functional Awards. Functional awards are processed IAW applicable regulations and are typically tasked directly to the organizations and not through the AFSC Awards Program Manager. Organizational Award Liaison(s) will advise AFSC/DZP of award winners at the HQ AFMC or higher level to publish onto the AFSC Awards SharePoint Site.

3.4. Honorary Awards. Honorary awards are to be processed IAW AFI 36-1004. Approval authorities are listed in Table 5.1. Awards requiring AFSC-level coordination or approval must be submitted on eSSS through organization chain of command to AFSC/DZP for further coordination, approval, and processing. AFSC/DZP and/or the CPF will provide assistance as needed.

3.5. Military Awards, Decorations and Trophies. Military Awards, Decorations and Special Trophies are to be processed IAW AFI 36-2803, and AFI 36-2805. AFSC/DSH is responsible for the processing and requirements for formal military decorations. AFSC/DPDF will provide support and advice to the Senior Raters for military decorations in accordance with AFI 36-2803.

3.6. Monetary Awards. IAW AFI 36-1004, each activity should budget a percentage of its annual civilian pay budget to cover monetary awards given for accomplishments outside of normal performance evaluation recognition (to include Notable Achievement Awards and Special Act or Service Awards). Unit resource advisors/managers must validate funds are available. Additional information for approval authority can be found in AFI 36-1004.

3.7. Time-Off Awards. Time-Off Awards are to be processed IAW AFI 36-1004, and AFPC *Awards Guidance for LCC Bases & HAF OL*. Management must take special care to ensure the employee is not rewarded twice for the same performance.

3.7.1. Immediate supervisors may approve a time off award (TOA) up to one working day without review and approval of a higher official. An award in excess of one day must be approved by the employee's second-level supervisor.

3.7.2. The maximum amount of time-off that may be approved for any single contribution is 40 hours. Employees working a typical 80-hour pay period may be awarded a total time-off of 80 hours during any leave year.

3.7.3. Awarded time-off should be scheduled within 90 calendar days after the effective date of the award. Employees forfeit any time-off not used within one year from the effective date. Unused time-off awards are not transferred from the Air Force to another Department of Defense (DoD) component or to another Federal agency. In addition, employees coming from another DoD department or Federal agency may not transfer a TOA to the Air Force.

3.7.4. Time-off award Request for Personnel Action (RPAs) will be processed by the organizations and should follow the guidance in *AFPC Awards Guidance for LCC Bases & HAF OL*.

Chapter 4

AFSC ANNUAL AWARDS PROGRAM

4.1. Criteria: The Annual AFSC Awards Program is to recognize AFSC's best. Award nominees must demonstrate superior and sustained performance during the period from 1 January through 31 December. One Category Award winner will be selected from the nine AFSC organizational units (OC-ALC, OO-ALC, WR-ALC, 72 ABW, 75 ABW, 78 ABW, 448 SCMW, 635 SCOW and Home and Staff [Home and Staff includes all of the two letter Directorates]).

4.1.1. AFSC members may be nominated for awards in the following categories:

4.1.1.1. Military Award Categories:

4.1.1.1.1. AMN (E-1 through E-4).

4.1.1.1.2. NCO (E-5 through E-6).

4.1.1.1.3. SNCO (E-7 through E-8).

4.1.1.1.4. First Sergeant: (E-7 through E-9).

4.1.1.1.5. CGO (O-1 through O-3).

4.1.1.1.6. FGO (O-4 through O-5).

4.1.1.2. Civilian Categories:

4.1.1.2.1. Category I: GS-01 through GS-08; Acquisition Demonstration: NH-01; NJ-01 through NJ-02; NK-01 through NK-02; Federal Wage System: WG-01 through WG-09; WL-01 through WL-07; WS-01 through WS-05; Non-appropriated Fund: NF-01 through NF-02.

4.1.1.2.2. Category II: GS-09 through GS-12; Acquisition Demonstration: NH-02 through NH-03 (Tier 1); NJ-03 through NJ-04; NK-03; Federal Wage System: WG-10 through WG-14; WL-08 through WL-14; WS-06 through WS-14; Non-appropriated Fund: NF-03 through NF-04.

4.1.1.2.3. Category III: GS-13 through GS-14; Acquisition Demonstration: NH-03 (Tier 2), NH-04 (Tier 1 and 2); WG, WL, WS 15; Non-appropriated Fund: NF-05.

4.1.1.3. Individual Mobilization Augmentee (IMA) Categories:

4.1.1.3.1. IMA AMN (E-1 through E-4).

4.1.1.3.2. IMA NCO (E-5 through E-6).

4.1.1.3.3. IMA SNCO (E-7 through E-9).

4.1.1.3.4. IMA CGO (O-1 through O-3).

4.1.1.3.5. IMA FGO (O-4 through O-5).

4.2. Eligibility:

4.2.1. Military nominees must:

4.2.1.1. Be recommended by a commander/director or designated representative.

4.2.1.2. Not be enrolled in the Fitness Improvement, the Body Composition, or the Fit-For-Life Program and must currently meet the minimum requirements (composite score of equal to or greater than 75) on the Air Force Fitness Assessment.

4.2.1.3. Not have an unfavorable information file or be on a control roster during the award period.

4.2.1.4. Not have a court-martial conviction or be pending Article 15 action during the award period.

4.2.1.5. Assigned to the organization for at least six months of the award period (IMAs ONLY).

4.2.1.6. Be nominated in the category of award corresponding to the grade held for the majority of the award period. For example, if a member held the grade of TSgt for seven months of the award period and is then promoted to MSgt, nominate the member in the NCO category.

4.2.2. Civilian nominees must:

4.2.2.1. Be recommended by a commander/director or designated representative.

4.2.2.2. Not have a disciplinary or adverse action during the award period.

4.2.2.3. Assigned to the organization for at least six months of the award period.

4.2.3. Individual Mobilization Augmentee nominees must:

4.2.3.1. Be recommended by a commander/director or designated representative.

4.2.3.2. Not be enrolled in the Fitness Improvement, the Body Composition, or the Fit-For-Life Program and must currently meet the minimum requirements (composite score of equal to or greater than 75) on the Air Force Fitness Assessment.

4.2.3.3. Not have an unfavorable information file or be on a control roster during the awards period.

4.3. Nomination Process: AFSC/DZP will task AFSC organizations based on AFMC's Annual Excellence Awards call for nominations. AFSC/CCC will solicit nominations from AFSC organizations for the 12 Outstanding Airmen of the Year (OAY) and First Sergeant of the Year awards.

4.3.1. Nominations will include the following:

4.3.1.1. Endorsement Memorandum: Organizations must submit letter to identify nominees by name and award category. The memorandum must state that validation with the nominee's unit was accomplished ensuring that the nominee does not have any derogatory information, also stating verbatim that **"A review of the official personnel record was conducted on (date) and revealed no information that would bring discredit to award or the United States Air Force during the award period."**

4.3.1.2. AF Form 1206 (pdf): Nomination write-ups are limited to 18 lines in bullet format, single-spaced/typed/12 Font, and two headers that stand alone (Leadership and Job Performance in Primary Duty and Whole Airman Concept (Enlisted/Civilian Only), and Leadership and Job Performance in Primary Duty and Innovation in Job Performance

(Officer Only), using the current AF Form 1206 (pdf). Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is not permitted. (Template can be found on the AFSC Awards SharePoint site). The latest version is available at <http://www.e-publishing.af.mil>.

4.3.1.3. A signed Public Release Statement. (Template can be found on the AFSC Awards SharePoint site at AFSC Award Library - AF Forms).

4.3.1.4. A biography, limited to one, single-spaced typewritten page. (Template can be found on the AFSC Awards SharePoint site at AFSC Award Library - AF Forms).

4.3.1.5. A citation, limited to 50-70 key words (not including opening and closing statements), that provides specific examples of leadership and job performance; significant self-improvement; and base or community involvement. (Template can be found on the AFSC Awards SharePoint site at AFSC Award Library – AF Forms).

4.3.1.6. Official photo(s) as defined in AFMC's Annual Excellence Awards call for nominations.

4.4. Selection Process:

4.4.1. AFSC/DZP will assemble an electronic selection board for officers and civilian categories when multiple submissions are received in a particular category.

4.4.1.1. Board President for civilian categories will be AFSC/CA or AFSC/DS.

4.4.1.2. Board President for military categories is as follows:

4.4.1.2.1. AFSC/CCC for all enlisted categories.

4.4.1.2.2. AFSC/CV for all officer categories.

4.4.1.3. Boards will consist of 5 members: AFSC/DZP will request board members through AFSC organization's workflow accounts. AFSC/CCC will conduct the boards for the 12 Outstanding Airman of the Year nominations.

4.4.1.4. Board members for civilian and officer categories will typically be comprised of GS-14/NH-04/Lt Col and above and be at least equivalent or one rank/pay-grade above the highest-ranking nominee in any category.

4.4.1.5. Once board members have been determined, AFSC/DZP will forward nominations, score sheet, and any other relevant information to include the suspense date.

4.4.1.6. Once the board member scores all the nominations, he/she will forward their completed score sheet to AFSC/DZP for compiling and determining the AFSC winner(s).

4.4.1.7. AFSC/DZP will forward final tally sheets to the respective board president for review/approval.

4.4.2. AFSC/CCC will conduct the board for enlisted awards.

4.4.2.1. Receive nominations for the Airman, NCO, SNCO and First Sergeant award categories from the AFSC Awards SharePoint site.

4.4.2.2. Solicit and assign members to an enlisted selection board.

4.4.2.3. Submit names of Airman, NCO, and SNCO category winners to AFSC/DZP to update the AFSC Awards SharePoint site.

DONALD E. KIRKLAND,
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Commander

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

AFI 36-1004, The Air Force Civilian Recognition Program, 29 August 2016

AFI 36-2803, The Air Force Military Awards and Decorations Program, 18 December 2013

AFI 36-2805, Special Trophies and Awards, 21 June 2018

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

AFPC *Awards Guidance for LCC Bases & HAF OL*, February 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFPC—Air Force Personnel Center

AFSC—Air Force Sustainment Center

AMN—Airman

CA—Executive Director

CC—Commander

CCC—Command Chief

CGO—Company Grade Officer

CL—Civilian Leader

CPF—Civilian Personnel Flight

CV—Vice Commander

DCPDS—Defense Civilian Personnel Data System

DZP—Personnel Programs Division

DS—Director of Staff

eSSS—Electronic Staff Summary Sheet

FGO—Field Grade Officer

GS—General Schedule

HAF—Headquarters, Air Force

IAW—In Accordance With

LCC—Large Civilian Center

NCO—Non Commissioned Officer

NH—Business Management & Technical Management Profession

NJ—Technical Management Support

NK—Administrative Support

OCR—Office of Coordinating Responsibility

OL—Operating Location

RPA—Request for Personnel Action

SNCO—Senior Non Commissioned Officer

SOCCER—Senior Officer Communication Coordination Electronic Resource

TOA—Time-off Award

WG—Wage Grade

WL—Work Leader

WS—Work Supervisor