

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND  
INSTRUCTION 36-2801**



**16 APRIL 2026**

**Personnel**

**INTERNATIONAL AFFAIRS  
EXCELLENCE AWARDS**

**COMPLIANCE WITH THIS MANUAL IS MANDATORY**

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-28, *Awards Program*, by providing guidance and procedures for Air Force Materiel Command (AFMC) International Affairs (IA) Excellence Awards to encourage professionalism throughout the fields of armaments cooperation and security assistance. It prescribes policy and procedures for award nomination, selection, and presentation. To ensure a full understanding of the international award process and the terms used, users of this instruction should familiarize themselves with the guidance in Air Force Instruction (AFI) 16-110, *USAF Participation in International Armaments Cooperation (IAC) Programs*, and Defense Security Cooperation Agency (DSCA) Manual 5105.38-M, *Security Assistance Management Manual*. This instruction applies to all AFMC active-duty Air Force, Air Force Reserve, Air National Guard members, US Space Force (USSF), and civilian employees paid through appropriated or security assistance funds. This instruction does not apply to government contractors. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Submit requests for waivers through the chain of command to this Publication OPR for non-tiered compliance items. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Product*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code, Section 9013, *Secretary of the Air Force*. The use of

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

This instruction has been significantly revised and should be read in its entirety. Major changes include nomination procedures and guidelines, timelines, and examples of nomination package components.

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**1. Purpose.** These awards recognize the outstanding contributions of AFMC personnel to international affairs in armaments cooperation and security assistance, fostering strong international relationships that support U.S. national security objectives and global stability. These areas include political-military affairs, security assistance programs, security cooperation programs, technology and information transfer, disclosure policy, and attaché and security cooperation officer affairs. These international activities improve coalition warfighting capabilities and promote allied Air Force modernization, enhancing collective security and regional stability.

1.1. Armaments cooperation focuses on opportunities for armaments and logistics cooperation of various levels with allies of the United States. The efforts are characterized by international cooperation and technology transfer programs with the goal to develop, field, and support, through equitable burden sharing, the most effective means to achieve standardization and interoperability of conventional military equipment for our forces and those of our allies. Armaments cooperation includes, but is not limited to, International Cooperative Research, Development, and Acquisition programs and support, and unique cooperative military-to-military programs.

1.2. Security assistance describes a group of programs authorized by the Foreign Assistance Act of 1961, the Arms Export Control Act, and other related statutes by which the United States provides defense articles, military training, and other defense-related services, by grant, credit, cash sale, lease, or loan, to further national policies and objectives. Security assistance includes, but is not limited to, Foreign Military Sales and support, Foreign Military Financing program, International Military Education and Training, International Logistics programs and support, Building Partner Capacity programs, Air Advisors to International Partners, and program/case management.

1.3. Intent of the Awards.

1.3.1. The awards are intended to recognize individuals and teams whose exceptional and innovative contributions significantly strengthen AFMC international affairs partnerships by building, sustaining, and expanding international relationships. These efforts shape the operational environment for expeditionary, space, and cyberspace forces.

1.3.2. The awards serve as an incentive for the workforce to achieve the above goals. The awards are intended to improve workforce morale and to inspire the international support community by commemorating achievements by its workforce. The awards also reinforce the AFMC organizational goals to create an effective and efficient organization dedicated to customer support through the application of continuous improvement through innovation.

## **2. Roles and Responsibilities.**

2.1. AFMC/IA. The Director of the Air Force Security Assistance and Cooperation (AFSAC) Directorate, in the dual role of Director of AFMC International Affairs (AFMC/IA), is responsible for direction and oversight of the AFMC IA Excellence Awards Program. AFMC/IA designates the AFSAC International Policy and Programs Division (AFLCMC/WFN) as the Secretariat of the AFMC IA Excellence Awards Program and, as such, grants AFLCMC/WFN the authority and responsibility to execute the program on behalf of AFMC/IA.

2.2. AFLCMC/WFN. Acts as the Secretariat of the AFMC IA Excellence Awards Program. Executes the program as defined in this publication.

2.3. AFMC Centers. Submit up to two nominees per award category per calendar year using the templates and procedures prescribed in this publication.

**3. Award Categories.** The AFMC International Affairs Excellence Awards Program recognizes outstanding achievement to those individuals and teams in the following categories:

3.1. Individual Awards.

3.1.1. Officer (Second Lieutenant through Colonel).

3.1.2. Enlisted (Airman through Chief Master Sergeant).

3.1.3. Senior Civilian (GS-13 through GS-15, and equivalents in other pay bands).

3.1.4. Junior Civilian (GS-01 through GS-12, and equivalents in other pay bands).

3.2. Team Awards.

3.2.1. International Award for Armaments Cooperation.

3.2.2. International Award for Security Assistance.

**4. Criteria for Nomination.**

4.1. Period of Service. The awards are based on the calendar year and, therefore, only include accomplishments during the period of 1 January through 31 December of the award year.

4.2. Individual Awards. The nomination for award should not include action headings and is written in narrative-style performance statements. (See example in [Attachment 4](#)).

4.3. Team Awards. The nomination for award should not include action headings and is written in narrative-style performance statements. (See example in [Attachment 5](#)).

4.3.1. International Award for Armaments Cooperation. Unique program or system changes that enhance opportunities for standardization and interoperability with allies and provide incentives for allies to make greater investment in modern conventional military equipment. They enable economies of scale afforded by coordinated research, development, acquisition, and production support programs, and promote mutual access to, use of, and protection of the best technology developed by the United States and our allies to avoid duplication.

4.3.2. International Award for Security Assistance. Exceptional actions relating to program, case, and country management of international logistics and financial programs and systems; new initiatives and process improvements that enhance support of articles and services sold through an international program; or the reduction of costs to international customers.

4.4. Describe accomplishments, as much as possible, in quantifiable terms as to their contributions to the AFMC international affairs mission.

**5. Eligibility.** The awards are open to all AFMC military and civilian personnel, regardless of career field, whose efforts support international partners or improve resource efficiency in international activities. Eligibility extends to active-duty Air Force, Air Force Reserve and Air National Guard members, the U.S. Space Force, and civilian employees paid through appropriated

or security assistance funds. The awards are intended to inspire, motivate, and recognize Airmen below the rank of flag officer and Senior Executive Service.

5.1. An individual or team may not be nominated two years in a row for the same effort. An individual may be rewarded twice if that person is nominated for both an individual and team award. An award may be given posthumously. Nominees should not have approved separation or retirement dates during the eligibility and nomination periods.

5.2. The International Affairs Excellence Team Awards for Armaments Cooperation and Security Assistance are for members of a government-led team.

5.3. Contracted personnel are not eligible for individual or team awards. For purposes of these awards, a “team” is defined as:

5.3.1. A group of professionals, or matrixed group.

5.3.2. Process Improvement Team, Process Action Team, or an Integrated Process Team.

5.3.3. Teams are formed or chartered to improve and/or provide specific processes, products, and/or services in either armaments cooperation or security assistance. Eligible teams may cross organizational boundaries. The criteria for the team awards are the same as the individual nominations.

## 6. Nomination Procedures.

6.1. Each AFMC Center may nominate up to two individuals for each individual category and two teams for each team category (reference [paragraph 3](#)). This equates to a maximum of 12 total nominations from each AFMC Center. Each Center is responsible for establishing and conducting its own awards board (or other formal process of selecting official nominees) if there are more than two nominees in each category.

6.2. Submit completed and approved nomination packages via email to the AFMC/IA Workflow (<mailto:AFMC.IA.Workflow@us.af.mil> [AFMC.IA.Workflow@us.af.mil](mailto:AFMC.IA.Workflow@us.af.mil)). Negative replies are required. Nominations may be withdrawn before or after the submission deadline. Incomplete or inaccurate documentation will result in disqualification. Late submissions will not be accepted (refer to [Attachment 2](#) for timelines).

6.3. Each nomination package must include:

6.3.1. Cover Letter. Limited to one page and prepared using unit letterhead. “FROM:” address must have the Organization Office Symbol and Organizational Address. Individual award letters must include Nominee’s Name, Rank/Grade, AFSC/Job Series, Position/Duty Title, and brief description of nominee’s current duties and responsibilities. Team award letters must include the Team Name and a brief description of the team’s current duties and responsibilities. Please also include a phone (DSN & Commercial) and email address of an organizational administrative point of contact to address any questions or requests for information concerning the nomination package. (See example in [Attachment 3](#)).

6.3.2. DAF Form 1206, *Nomination for Award*. No more than one page (front page only), single-spaced, Times New Roman font, 12 pitch, narrative-style performance statements, in electronic PDF format, using the most current version of the DAF Form 1206, citing specific achievements. Each performance statement must stand-alone and include at least

two of the following: action, impact, and/or outcome. The OPR for each award will establish the maximum length (number of lines) when announcing the award nomination criteria; however, no award nomination may exceed one full page. The only accepted acronyms and abbreviations are those found on the USAF Acronym & Abbreviation List at:

<https://www.afpc.af.mil/Career-Management/Acronyms/>

Additional acronyms and abbreviations not listed will not be used and must be spelled out. The use of an acronym list is not permitted. (See examples in **Attachment 4** and **Attachment 5**).

6.3.3. Team Award Participant List. In a separate electronic PDF document, list each Team Member's Name, Rank/Grade, Job Series/AFSC, Duty Title, Phone (DSN & Commercial), and Office Symbol. (See example in **Attachment 6**).

6.3.4. Public Release Statement. An Air Force-approved Public Release Statement. This statement is optional for team nominations. (See example in **Attachment 7**).

6.3.5. Endorsement Letter. Must be properly staffed and signed by the Center Commander, Deputy, or Executive Director. (See example in **Attachment 8**).

6.3.6. Citation. Must be prepared using Times New Roman font, 12 pitch, in landscape format with a 1-inch top margin and 1.5-inch right and left margins. The citation must be no less than 50 words, and no more than 70 words (word limitations **do not** include the standard opening and closing statements). Citation should include specific examples of the acts, services provided, accomplishments, or achievements. For a team citation, use only the team's name, and do not list the team members in the award citation. (See example in **Attachment 9**).

6.3.7. AFMC Nomination Information Sheet. Each Nominee is required to submit the "AFMC Nominee Information Sheet." This sheet is optional for team nominations. (See example in **Attachment 10**).

**7. AFMC International Affairs Excellence Awards Board.** The AFMC International Affairs Excellence Awards Board selects award recipients based upon established selection criteria. The methodology will encompass a scoring process with a point system and weighting factors for each part of the nomination package. The Board will determine the selectees among all the Command's nominees in each category. The Chief, International Policy and Programs Division (AFLCMC/WFN), or designated consignee, chairs the Board and is responsible for identifying the Board Members. Board Members will consist of equivalent grade civilian and/or military personnel from the AFMC Command Staff and/or Centers.

7.1. The Board should consist of at least three, but no more than five members outside the Security Assistance or Armaments Cooperation communities.

7.2. The secretariat is the FMS Training and Analytics Branch, (AFLCMC/WFNS).

## **8. Awards Presentation.**

8.1. AFMC winners will receive a Certificate of Achievement and a congratulatory letter signed by the AFMC Commander, Deputy Commander, or Executive Director. AFMC individual and team winners also receive a trophy or plaque for each award category dependent on funds availability.

8.2. AFMC/IA will provide the Certificates of Achievement, congratulatory letters, and trophies/plaques to the Center Commanders for presentation to the respective winners. Winners should be announced publicly through local and base-related media.

**9. USAF International Excellence Awards.** The winners of each individual category of the AFMC International Affairs Excellence Awards will compete for the Department of the Air Force (DAF) IA Excellence Awards in their respective categories; there are no team award categories at DAF level. The same packages used for AFMC awards will be used for DAF awards, with the addition of an endorsement letter signed by the AFMC Commander, Deputy, or Executive Director.

JEFFREY T. GERAGHTY  
Brigadier General, USAF  
Director, International Affairs

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

10 USC § 9013, *Secretary of the Air Force*

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

DAFPD 36-28, *Awards Program*, 24 May 2021

DSCA 5105.38-M, *Security Assistance Management Manual*, current edition

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Product*

DAF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**AFMC**—Air Force Materiel Command

**DSCA**—Defense Security Cooperation Agency

**GS**—General Service

**IAC**—International Armaments Cooperation

**OPR**—Office of Primary Responsibility

***Office Symbols***

**AFLCMC/WFN**—International Policy and Programs Division

**AFLCMC/WFNS**—Training and Analytics Branch

**AFMC/IA**—AFMC Director of International Affairs

**SAF/IA**—Secretary of the Air Force for International Affairs

**Attachment 2**  
**AWARDS TIMELINE**

**Figure A2.1. Awards Timeline.**

<u><b>ACTION</b></u>	<u><b>DEADLINE</b></u>
<b>Call for AFMC Nominees</b>	<b>1<sup>st</sup> Week in November</b>
<b>Call for AFMC Awards Board Members</b>	<b>Last Week in January</b>
<b>Nomination Packages due to AFMC/IA</b>	<b>2<sup>nd</sup> Week in February</b>
<b>AFMC Board</b>	<b>Last Week in February</b>
<b>Staff Award Winner Packages to AFMC/CC</b> <b>Order Trophies/Plaques for AFMC Winners</b>	<b>3<sup>rd</sup> Week in March</b>
<b>Forward USAF Nominee Packages to SAF/IA</b> <b>Forward AFMC Winner Certificates, Letters, and Trophies/Plaques to AFMC Center CCs</b>	<b>3<sup>rd</sup> Week in April</b>
<b>USAF Nomination Packages due to SAF/IA</b>	<b>28 April</b>

**Attachment 3**  
**COVER LETTER**

**Figure A3.1. Cover Letter Template.**

<p><b>(Prepare on Organizational Letterhead)</b></p> <p>MEMORANDUM FOR HQ AFMC/IA</p> <p>FROM: Enter Organization Enter Organization Address Line 1 Enter Organization Address Line 2</p> <p>SUBJECT: (Year of the Award) AFMC International Affairs Excellence Award Nominee</p> <p>I nominate (Nominee Name) as the (Organization) nominee for the (Year of the Award) AFMC International Affairs Excellence Award, (Category, i.e., "Senior Civilian").</p> <p>(Nominee Rank/Grade)</p> <p>(Nominee AFSC or Job Series)</p> <p>(Nominee Position/Duty Title)</p> <p>Write a brief description of nominee's current duties and responsibilities</p> <p>My point of contact is (Organization Administrative POC Name) at (DSN and Commercial Phone Number), email: (Email Address).</p> <p style="text-align: right;">(ORGANIZATION DIRECTOR OR COMMANDER) (Signature Block Line 2) (Signature Block Line 3)</p>
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Attachment 4

DAF FORM 1206, INDIVIDUAL AWARD

Figure A4.1. DAF Form 1206 Individual Award (Sample Format).

NOMINATION FOR AWARD		
AWARD AFMC International Affairs Excellence Award	CATEGORY (If Applicable) (Ref: Para. 3.)	AWARD PERIOD 1 January - 31 December XXXX
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	MAJCOM, FLDCOM, FOA OR DRU AFMC	
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use Performance Statements IAW DAFMAN 36-2806)		
<ul style="list-style-type: none"> <li>- Limited to one page (front page only), narrative-style Performance Statements (short statements or key points)</li> <li>- Single-spaced, Times New Roman font, 12 pitch</li> </ul>		

Attachment 5

DAF FORM 1206, TEAM AWARD

Figure A5.1. DAF Form 1206 Team Award (Sample Format).

NOMINATION FOR AWARD		
AWARD AFMC International Affairs Excellence Award	CATEGORY (If Applicable) (Ref: Para. 3.)	AWARD PERIOD 1 January - 31 December XXXX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) See attached Team Award - Participant List		MAJCOM, FLDCOM, FOA OR DRU AFMC
DAFSC/DUTY TITLE See attached Team Award - Participant List	NOMINEE'S TELEPHONE (DSN & Commercial) See attached Team Award - Participant List	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use Performance Statements IAW DAFMAN 36-2806)		
<ul style="list-style-type: none"> <li>- Limited to one page (front page only), narrative-style Performance Statements (short statements or key points)</li> <li>- Single-spaced, Times New Roman font, 12 pitch</li> </ul>		

**Attachment 6**  
**TEAM AWARD - PARTICIPANT LIST**

**Figure A6.1. Team Award – Participant List (Sample).**

(Team Name) For Commendable Service in the field of (Armament Cooperation or Security Assistance) 1 January – 31 December XXXX					
Team Member's Name	Rank/ Grade	AFSC/Job Series	Duty Title	Phone (DSN & Commercial)	Office Symbol
Doe, Jonathan Q.	NH-04	XXXX	F-16 SAPM	DSN XXX-XXXX	AFLCMC/XXXX
Smith, Jane E.*			Major	XXXXXX Comm XXX-XXX AFLCMC/XXXX XXXX	Branch Chief
*Indicates Team Lead					

## Attachment 7

## PUBLIC RELEASE STATEMENT

Figure A7.1. Public Release Statement (Sample Format).

MEMORANDUM FOR HQ AFMC/IA	
FROM: (Nominee name)	
SUBJECT: PUBLIC RELEASE STATEMENT	
<p>I, _____, DO OR DO NOT (CIRCLE ONE) AGREE TO THE USE OF PRIVACY ACT INFORMATION IN THE NOMINATION. THIS INFORMATION MAY INCLUDE PRIVACY ACT INFORMATION OR PERSONALLY IDENTIFIABLE INFORMATION (PII) FOUND IN DOD 5400.11-R, DOD PRIVACY PROGRAM, DISCLOSURE OF PERSONAL INFORMATION TO OTHER AGENCIES AND THIRD PARTIES AND GUIDANCE IN AIR FORCE INSTRUCTION 33-332, AIR FORCE PRIVACY AND CIVIL LIBERTIES PROGRAM, CHAPTERS 1, 2, AND 6. I UNDERSTAND THOSE TRANSMITTING PERSONAL INFORMATION VIA EMAIL WILL EXERCISE CAUTION AND ADEQUATELY SAFEGUARD IT IN ACCORDANCE WITH AFI 33-332, PARAGRAPH 4.2. AND SUBPARAGRAPHS. THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD NOMINATION WILL CONTAIN NO PRIVACY ACT INFORMATION OTHER THAN NAME, RANK, AND BASE OF ASSIGNMENT. COORDINATION WITH THE LOCAL PUBLIC AFFAIRS OFFICE MUST BE COMPLETED PRIOR TO RELEASE TO ANY NEWS MEDIA (I.E., BASE PAPER, LOCAL PAPER, ETC.).</p>	
_____	
NOMINEE'S SIGNATURE	DATE

**Attachment 8**  
**ENDORSEMENT LETTER**

**Figure A8.1. Endorsement Letter (Sample Format).**

<p><b>(Prepare on Organizational Letterhead)</b></p> <p>MEMORANDUM FOR HQ AFMC/IA</p> <p>FROM: Enter Organization Enter Organization Address Line 1 Enter Organization Address Line 2</p> <p>SUBJECT: Endorsement for (Nominee Name)</p> <p>I endorse (Nominee Name) as the (Organization) nominee for the (Year of the Award) AFMC International Affairs Excellence Award, (Category, i.e., “Junior Civilian”).</p> <p>A records check was conducted on (DATE) and revealed no information that would bring discredit to the award or the U.S. Air Force.</p> <p style="text-align: right;">(ORGANIZATION COMMANDER) (Signature Block Line 2) (Signature Block Line 3)</p>
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**Attachment 9**  
**CITATION**

**Figure A9.1. Citation (Sample).**

<p>CITATION TO ACCOMPANY THE AWARD OF</p> <p>THE AIR FORCE INTERNATIONAL AFFAIRS EXCELLENCE AWARD FOR 20XX</p> <p>TO</p> <p>JANE DOE</p> <p>Senior Master Sergeant Jane Doe distinguished herself as Squadron Operations Superintendent, 100th Mobility Support Advisory Squadron, Joint Base McGuire-Dix-Lakehurst, New Jersey. Sergeant Doe enabled XX missions in XX Bandarian nations, training XXX aviation personnel and building aviation capacity supporting US Security Strategy. She directed the utilization of a \$2 million annual budget, building deployment teams across 33 Air Force Specialties. Additionally, she deployed as the unit's sole advisor to the Bandarian Air Chiefs Symposium, resulting in the addition of four new signatories to the Air Operations Charter. The distinctive accomplishments of Sergeant Doe reflect credit upon herself and the Department of the Air Force.</p>
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**Attachment 10**

**AFMC NOMINEE INFORMATION SHEET**

**Figure A10.1. Nominee Information Sheet (Sample).**

<u><b>Nominee Information Sheet</b></u>
<b>Name:</b>
<b>Rank/Grade:</b>
<b>Installation:</b>
<b>Wing / Unit / Office Symbol:</b>
<b>Duty Phone:</b>
<b>Email:</b>
<b>Preferred Go-By Name:</b>
<b>Work Mailing Address:</b>