

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

**AIR FORCE MATERIEL COMMAND
INSTRUCTION 36-2808**



26 OCTOBER 2018

Personnel

**SCIENCE, ENGINEERING AND
TECHNICAL MANAGEMENT AWARDS**

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This instruction implements AFI 36-2805, *Special Trophies and Awards Programs*. It states the purpose of each Air Force Materiel Command (AFMC) Science, Engineering and Technical Management (SE&TM) award, defines the eligibility, and prescribes nomination, selection, and presentation process. This publication does not apply to the Air National Guard and the Air Force Reserve Command and their units. Units may further supplement this instruction, as required. Unit supplements cannot be less restrictive than this supplement. If supplemented, send a copy to HQ AFMC/A3V for coordination and approval prior to issue. The authorities to waive wing/unit level requirements in this publication are hereby identified as T-2. See AFI 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 through the publication Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the publication 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.

SUMMARY OF CHANGES

This document has been revised to include changes in the Air Force (AF) Science, Technology, Engineering and Mathematics awards. Team nominations must include a team name. The nomination format has been changed to the AF Form 1206, bullet format, with a maximum of 18 lines including headers. Individuals assigned to an acquisition coded position must be current in their Continuous Learning points in order to be nominated for an SE&TM award. Winning team leaders will receive a certificate. The Obenland award clarified.

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1. General Information and Nomination Procedures.

1.1. General Information. This instruction establishes the annual AFMC SE&TM awards for individuals and teams. The awards provide annual recognition for exemplary contributions and dedication to the SE&TM community; accomplishments are affirmed through 19 awards in two categories. SE&TM and Sponsored Awards. All awards consist of a minimum of a plaque (funds permitting) and certificate from HQ AFMC/EN. A Civilian Achievement Award or a recommendation for the military Air Force Achievement Medal (or appropriate award) will be completed by each Center for award winners. Teams are presented with one plaque (funds permitting) and individual certificates. The use of government funds, if available, is authorized for the procurement of plaques.

1.2. Nominating Procedures. All awards except “Career Achievement” will cover the previous calendar year. All nominations are to include a cover sheet, AF Form 1206, *Nomination for Award*, addressing each criteria element, and a citation, all unclassified, to accompany the award. Page 2 of the AF Form 1206 can be used for acronyms. Accomplishments being recognized must have been performed in the nominating organization. Submissions are limited to one nomination per category per Center. An individual may only be nominated for one award category, but can also be nominated for a team award; however, the accomplishments being recognized must be different. All nomination packages are to be submitted electronically via e-mail with each nomination being a separate document. The SE&TM Center Senior Functional must endorse Center submissions. Endorsements can be provided electronically. Packages will not be evaluated without the proper endorsements. The endorser approves all the Center’s nominations.

Packages not meeting the proper award criteria, or submitted for incorrect categories will be returned without further action.

1.2.1. Cover Sheet. Clearly state the award for which the package is being submitted. If the nomination is for a team, the cover sheet should include the team name, team leader and the primary team members' name, middle initial; grade or rank; AF Specialty Code or occupational series; and office symbol. Team packages will recognize primary members only. Teams should not exceed 25 members, and members can be listed on an additional page. Any additional members can be recognized at the Center level. The same coversheet will be used for all nominees, see [Attachment 2](#).

1.2.2. Justification. Accomplishments must be addressed through the evaluation criteria elements; do not provide additional justification statements. See paragraph [2.1.1](#), [2.1.2](#) and [2.1.3](#) for criteria headers.

1.2.3. Citation. A short unclassified citation (100 words) must accompany the award. The citation will be prepared on a separate page. See [Attachment 3](#).

1.2.4. Format. Packages are to be prepared on the AF Form 1206; bullet format using Times New Roman 12 pitch; single-spaced; not to exceed 18 lines including headers. For Team Awards, one additional page is allowed to list team members. Acronyms may be submitted on Page 2 of the AF Form 1206. Packages submitted should consist of AF Form 1206 and a single word document containing the cover sheet and citation.

1.2.5. **Special Note** : Years of experience is defined as the number of years the individual has worked in a specific technical area. This includes time worked as a non-government employee.

2. Evaluation Criteria.

2.1. **Evaluation Criteria.** The following criteria will be used to evaluate all Scientist/Engineer and sponsored award nomination packages; the Scientist and Educator Award has its own criteria, refer to paragraph [3.3.6](#).

2.1.1. Operational Impact: Explain the nominee's efforts to support AF warfighters by assuring the capability and safety over the lifecycle of AF systems through the development and management of engineering policy, processes and infrastructure (human resources, tools, equipment, etc.) necessary for system development, production, support and disposal. Describe the development and/or implementation of new system(s) to satisfy emerging mission requirements for new/enhanced capabilities. Describe the substantial improvement in AF processes, operational concepts, or force structure, e.g., improved use of resources or effectiveness through the application of scientific or analytical techniques. Address the effects on cost, schedule, and performance (including supportability). If there is no dollar value, identify the significant and tangible impact the accomplishments had upon the SE&TM community. Describe the enhanced/increased performance (e.g., improving or exceeding the operational performance requirements or aiding operational effectiveness). Describe the benefits and support of both the SE&TM community and our external customers. (40 pts)

2.1.2. Innovative Improvements: Explain how new and/or improved products and services were designed, introduced and implemented. Describe how innovative processes

and techniques were developed which enhanced the unit's mission. Describe how revolutionary ideas, processes or techniques were developed to resolve an on-going problem, process improvements, process reform, and leading change. (40 pts)

2.1.3. Customer Focus: Explain how the nominee demonstrated customer focus and quality values as part of day-to-day leadership and management accomplishments. Describe the increased capability or significant cost savings due to new or enhanced processes/systems and substantial schedule reductions to benefit the customer, as well as customer satisfaction. (20 pts)

3. Award Category and Eligibility Criteria.

3.1. **Award Eligibility.** Individuals assigned to an acquisition coded position must be current in their Continuous Learning points in order to be nominated for an SE&TM award. Foreign exchange officers or civilians are not eligible to compete for the individual or team awards.

3.1.1. Individual award categories: All AFMC military (enlisted and officer) or federal civilian employees (full and part-time), are eligible for nomination. Reservists and Individual Mobilization Augmentees (IMA) Officers can be nominated for the Reservist and IMA category and as part of a team.

3.1.2. Team award categories: All AFMC military (enlisted and officer) or federal civilian employees (full and part-time are eligible). Reservists and IMA officers can be nominated when part of a team. Contractors can be nominated when part of a team. Nominee's duties must directly support the SE&TM function. This program does not apply to the Air National Guard or USAF Reserve units or members. SE&TM personnel, as listed below, are eligible for the SE&TM awards.

3.2. Award Categories.

3.2.1. Junior Military Scientist/Engineer. Recognizes technical contributions to the research, development, sustainment, testing and advancement for AF weapons systems. Nominees must hold an engineering or science duty Air Force Specialty Code (AFSC) and have less than 6 years of Scientist/Engineering experience. Winner in this category will be forwarded as a nominee for the AF Outstanding Scientist/Engineer Awards.

3.2.2. Mid-Career Military Scientist/Engineer. Recognizes technical contributions to the research, development, sustainment, testing and advancement for AF weapons systems. Nominees must hold an engineering or science duty AFSC and have between 6 to 16 years of Scientist/Engineering experience. Winner in this category will be forwarded as a nominee for the AF Outstanding Scientist/Engineer Awards.

3.2.3. Senior Military Scientist/Engineer. Recognizes technical contributions to the research, development, sustainment, testing and advancement for AF weapons systems. Nominees must hold an engineering or science duty AFSC and have greater than 16 years of Scientist/ Engineering experience. Winner in this category will be forwarded as a nominee for the AF Outstanding Scientist/Engineer Awards.

3.2.4. Junior Civilian Scientist/Engineer. Recognizes technical contributions to the research, development, sustainment, testing and advancement for AF weapons systems. Nominees must hold an engineering or science occupational series and have less than 10

years of Scientist/ Engineering experience. Winner in this category will be forwarded as a nominee for the AF Outstanding Scientist/ Engineer Awards.

3.2.5. Mid-Career Civilian Scientist/Engineer. Recognizes technical contributions to the research, development, sustainment, testing and advancement for AF weapons systems. Nominees must hold an engineering or science occupational series and have between 10 to 20 years of Scientist/ Engineering experience. Winner in this category will be forwarded as a nominee for the AF Outstanding Scientist/ Engineer Awards.

3.2.6. Senior Civilian Scientist/ Engineer. Recognizes technical contributions to the research, development, sustainment, testing and advancement for AF weapons systems. Nominees must hold an engineering or science occupational series and have greater than 20 years of Scientist/ Engineering experience. Winner in this category will be forwarded as a nominee for the AF Outstanding Scientist/Engineer Awards.

3.2.7. Critical Engineering Position. Recognizes noteworthy application of leadership skills that significantly aided organizational effectiveness and customer satisfaction in systems engineering management or test and evaluation. Nominees must hold an engineering duty AFSC or occupational series and be in positions of Lead Engineer, Chief Engineer, Technical Director, Director of Engineering (functional staff or program office) or Science & Technology Chief Engineer. Nominees must occupy a Critical Engineering Position to qualify in accordance with AFMCI 62-202, *Criteria for Critical Engineering Positions*, and appear on the Critical Engineering Position list provided by HQ AFMC/ENR.

3.2.8. Technical Management. Recognizes outstanding contributions or achievements in support of the SE&TM community. Nominees must be working in Production, Manufacturing, Quality Assurance, Data Management, Configuration Management, Operational Research, Test and Evaluation, Program Management, Analysis, Mathematics, Research and Development, or Environmental, Safety and Occupational Health.

3.2.9. Technical Management – Team. Recognizes outstanding team contributions or achievements in support of the SE&TM community. Team members must be working in Production, Manufacturing, Quality Assurance, Data Management, Configuration Management, Operational Research, Test and Evaluation, Program Management, Analysis, Mathematics, Research and Development, or Environmental, Safety and Occupational Health.

3.2.10. Engineering Technician. Recognizes outstanding contributions or achievements in support of the SE&TM community. Nominees must be working in an engineering technician occupational series (0802, 0856, 0895) or equivalent duty AFSC. Winner in this category will be forwarded as a nominee for the AF Outstanding Scientist/Engineer Awards.

3.2.11. Career Achievement. Recognizes continuous outstanding performance of a federal Science/Engineer civilian employee. Nominees for this award must have at least 15 years government service in an SE&TM supporting function. Accomplishments are to highlight the nominee's career, not just the current calendar year.

3.2.12. Reservist/Individual Mobilization Augmentee. Recognizes technical contributions to the research, development, sustainment, testing and advancement for AF weapon systems. Nominees must hold a science/engineering officer duty AFSC.

3.2.13. Support. Recognizes non-managerial personnel who support the SE&TM community. Nominees must meet the “support” definition and be the grade/rank of GS-13/Major/ or Equivalent and below: Individuals working in non-engineering/non-technical management AFSCs or occupational series such as Human Resources, Financial Management, Manpower Management or Administration.

3.2.14. HQ AFMC/EN Director’s Award. Recognizes the individual or team who made the most significant contribution this year in the AFMC SE&TM community. The winner will be chosen from the nomination packages received in all categories of the SE&TM awards or at the Director’s discretion. A separate nomination should not be submitted for this category. The winner will be announced along with the winners of the other SE&TM awards.

3.3. Sponsored SE&TM Awards. The next four SE&TM awards are individually sponsored. Two awards are sponsored by previous Commanders of the former Air Force Systems Command; one is sponsored by a previous Commander of the AFMC, and one by the family of a military member killed in action in Vietnam which includes a monetary award. Sponsored award categories are as follows:

3.3.1. General James Ferguson Engineering Award. Named after General James Ferguson, Commander of the former Air Force Systems Command from September 1966 to August 1970.

3.3.1.1. Recognizes an outstanding AFMC engineer in the rank/grade of Major/GS-13/or Equivalent and or below. Nominee must illustrate how resourcefulness was used to make or encourage significant contributions in solving technical engineering problems.

3.3.2. General Bernard P. Randolph Engineering Team Award. Named after General Bernard P. Randolph, Commander of the former Air Force Systems Command from July 1987 to March 1990. General Randolph was responsible for establishing a renewed interest in the application of a team approach to engineering.

3.3.2.1. Recognizes an engineering team, consisting of at least two engineers, whose contributions have achieved significant cost savings due to new or enhanced processes, increased mission capabilities, or substantially increased performance life cycles. The award includes a team inscription on the Randolph trophy on display in HQ AFMC/EN. The winner in this category will be boarded along with the winner of the Scientist Team award and the down select will be forwarded as a nominee for the AF Outstanding Scientist/Engineer Awards.

3.3.3. General Lester L. Lyles Award. Named after General Lester L. Lyles, Commander of AFMC from April 2000 to August 2003. This award acknowledges General Lyles’ contributions to the Science and Engineering (S&E) workforce. General Lyles highlighted the value of S&Es, stressed the importance of the S&E capability in supporting the warfighter and strongly advocated preserving that capability. Teams are eligible for this award.

3.3.3.1. Recognizes a strong advocate for recruiting, retaining, developing and effectively managing the military and civilian scientific and engineering workforce.

3.3.4. Captain Roland R. Obenland Engineering Memorial Award. Named after Captain Roland R. Obenland who was killed in action in Vietnam on 18 May 1968 during a close-air support mission in an F-100. Prior to his assignment in Vietnam, Captain Obenland was a project officer on the development of the Precision Recovery Including Maneuvering Entry (PRIME) re-entry vehicle.

3.3.4.1. Recognizes a company grade engineering officer with less than 7 years of total active commissioned service. The award focuses on exemplary dedication and contribution to the AF through advancements in technology development or significant improvement through re-engineering projects. This award includes a gift from the Obenland family.

3.3.5. Outstanding Scientist Team Award. This award recognizes the efforts and achievements of the top United States Air Force scientist(s) who make noteworthy and/or significant contributions to technology and/or solving technical problems in sustainment, testing, training, or advancement of AF weapon systems. The team may be comprised of all levels of experience and employment: AF commissioned officer (Active Duty, Reserve, IMA), AF government civilians, and support contractors. The winner in this category will be boarded along with the winner of the General Bernard P. Randolph Team award and the down select will be forwarded as a nominee for the AF Outstanding Scientist/Engineer Awards.

3.3.6. Outstanding Science and Engineering Educator Award. This award recognizes the efforts and achievements of the top USAF instructor in the science and engineering fields whose contributions and performance best characterize the principles of excellence in science and engineering education. AF military members (active duty), and civilians, all AF specialty coded and occupational series, involved in some form of scientific or engineering academic instruction, may compete for this award.

3.3.6.1. Evaluation Criteria

3.3.6.2. Academic. Classroom teaching excellence (35 points), development of course syllabi and instructional material (20 points), student feedback (20 points) and contributions to Science and Engineering (15 points).

3.3.6.3. Optional Criteria. Research activity (both educational and disciplinary research). Describe impact of research on S&E education (10 points). Publication(s), professional society awards pertinent to discipline and courses taught. Evidence provided for these criteria must be pertinent to the scientific or engineering discipline and/or course being taught. This criterion may not be applicable to all scientific and engineering instructors. However, additional points to the overall score of the individual's package will be given for this criterion.

3.4. Selection, Notification and Presentation – All Awards.

3.4.1. Selection. HQ AFMC/EN will assemble a panel comprised of senior SE&TM representatives from across the Command to review the nomination packages. Panel members will be granted access to the HQ AFMC/EN Awards CoP or Share Point where

all nominations packages will be downloaded. They will be asked to rate and rank each package against the evaluation criteria. Evaluation forms will be returned to HQ AFMC/EN for final winner determination.

3.4.2. Notification. HQ AFMC/EN will send an official winner announcement letter to the Center Commanders, the Engineering Council members, and winner's supervisor through their two-letter chain of command, as well as the Award Managers. This letter will also serve as notification of non-selection.

3.4.3. Presentation. Each Center will receive a certificate for the winners from the HQ AFMC/EN Director. Team leaders and members will receive a certificate. Centers are asked to recognize winners in a forum of their choice.

GAIL P. FOREST, SES
Director, Engineering and Technical Management

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2805, *Special Trophies and Awards Programs*, 21 Jun 2018

AFMCI 62-202, *Criteria for Critical Engineering Positions*, 27 Oct 2016

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AF—Air Force

AFMC—Air Force Materiel Command

AFSC—Air Force Specialty Code

IMA—Individual Mobilization Augmentee

OPR—Office of Primary Responsibility

PRIME—Precision Recovery Including Maneuvering Entry

S&E—Scientist and Engineer

SE&TM—Science, Engineering and Technical Management

Attachment 2**SE&TM AWARD NOMINATION COVER SHEET****Table A2.1. Sample SE&TM Award Nomination Cover Sheet**

(Nominee's Last Name)

NOMINATION FOR: (NAME SPECIFIC AWARD CATEGORY)

NOMINEE OR TEAM CHIEF INFORMATION

NAME: (First, MI, Last – designation, Mr. Ms. Dr.)

GO BY NAME: - must include!

GRADE/RANK:

NOMINEE DUTY PHONE: (provide both DSN and commercial number)

DUTY AFSC/OCCUPATIONAL SERIES:

DUTY TITLE:

YEARS OF SCIENCE, ENGINEERING or TECHNICAL EXPERIENCE: (Years of experience is defined as the number of years the individual has worked in a specific technical area. This includes time worked as a non-government employee.)

ORGANIZATION NAME:

OFFICE SYMBOL:

EMAIL ADDRESS:

COMPLETE MAILING ADDRESS:

SUPERVISOR INFORMATION

NAME:

RANK/GRADE:

DUTY PHONE: (provide both DSN and commercial number)

OFFICE SYMBOL:

MAILING ADDRESS:

EMAIL ADDRESS:

TEAM MEMBERS: (provide all requested information for each team member)

Can use a separate sheet of paper to list team members (will not count as part of the three pages)

List only the primary team members to reduce size of team lists.

FULL NAME To appear on certificate	GRADE/ RANK	Mr./Ms./ Dr.	AFSC/ SERIES	OFFICE SYMBOL	DSN

CRITERIA ELEMENTS FOR ALL AWARDS: Should be addressed on AF For 1206

Attachment 3**CITATION FORMAT****Table A3.1. Sample Citation Format**

Nominee's Last Name

HQ AFMC SCIENCE/ENGINEER AND TECHNICAL MANAGEMENT AWARDS

(STATE NOMINEE'S NAME AND AWARD CATEGORY)

The (state calendar year) Air Force Materiel Command (state name of award) is presented to (nominee or team name), (individual's position title, if applicable), (organization), (center), (city and state). From (date) through (date), (nominee or team name), (Three to four sentences, not to exceed 100 words, that highlight specific achievements and are suitable to be read at the awards presentation ceremony). The superior performance of (nominee or team name), reflects great credit upon (himself/herself/themselves), the Air Force Materiel Command, and the United States Air Force.

(This is the information that will be read with the award presentation).