

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

**AIR FORCE MATERIEL COMMAND
INSTRUCTION 36-2817**



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Personnel

**AFMC DEPOT MAINTENANCE
MANAGEMENT (DMM) OF THE YEAR
AWARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DAFMAN 36-2806, *Military Awards: Criteria and Procedures*. This instruction establishes the Depot Maintenance Management (DMM) Awards to encourage professionalism and expertise in managing the diverse nature of AFMC Depot Maintenance. It prescribes instruction, nomination, selection procedures, and award presentation. This publication only applies to Depot Maintenance units of the Air Force Sustainment Center within HQ Air Force Materiel Command. This publication does not apply to USSF, ANG, or AFRC. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C., See 9013, Secretary of the Air Force. The applicable System of Records Notices F033 AF B, *Privacy Act Request File* and F036 AF PC Q, *Personnel Data Systems*, are available: <https://dpcl.d.defense.gov/privacy/SORNS.aspx>. Privacy Act statements required by AFPD 33-3, *Information Management*, are in the body of each form or document, or in a separate statement accompanying each document. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination 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 DAFMAN 90-161, *Publishing Processes and Procedures*, 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 OPR for non-tiered compliance items. Ensure that all

records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

SUMMARY OF CHANGES

This revision of AFMCI 36-2817 has been substantially revised in accordance with DAFMAN 90-161 and needs to be completely reviewed. Major changes include changing award criteria point totals and addressing the organizational and management changes brought about by AFMC's realigning to the five (later six) center construct.

Chapter 1

PROGRAM OVERVIEW

1.1. Purpose of the Awards. The Depot Maintenance Management Awards recognize contributions of Air Force Sustainment Center (AFSC) Air Logistics Complex (ALC) individuals and teams to further Depot Maintenance Management and acknowledge their outstanding contributions to AFMC, the AF and the Department of Defense.

1.2. Awards to be Presented.

1.2.1. Individual. Outstanding Depot Maintenance Manager (General Officer, Senior Executive Service, Col/O-6, NH-04/GS-15, or equivalent). This award recognizes the innovations and efforts of the depot maintenance personnel who implement depot maintenance tenets and make significant improvements to the depot maintenance operation. Eligible considerations include improvements in the overall process which advance communication and information flow, optimize operations, reduce overall depot maintenance cost, implement transformation initiatives, or demonstrate improved depot maintenance support to the warfighter.

1.2.2. Individual. Outstanding Depot Maintenance Member - Production (Lt Col/O-5 and below, NH-04/GS-14 and below, or equivalent). This award recognizes individual contributions made by depot maintenance personnel directly related to the production and maintenance of depot aircraft or end items. Eligible considerations include anyone directly involved with both production and improvements in the overall depot maintenance processes and practices that optimize operations, reduce overall depot maintenance cost, reduce flow times, implement transformation initiatives, or demonstrate improved support to the warfighter.

1.2.3. Individual. Outstanding Depot Maintenance Member - Non-Production (Lt Col/O-5 and below, NH-04/GS-14 and below, or equivalent). This award recognizes individual contributions made by depot maintenance personnel not directly related to supporting the production of depot aircraft or end items. Eligible considerations include improvements in the overall depot maintenance process that make significant improvements to operations, reduce overall cost, reduce flow times, implement transformation initiatives, or demonstrate improved support to the warfighter.

1.2.4. Individual. Outstanding Depot Wage Grade/Enlisted Maintenance Member - Production (Federal Wage System employees to include Wage Grade, Wage Leaders, Wage Supervisors, enlisted military members). This award recognizes individual contributions made by depot maintenance personnel directly related to the production and maintenance of depot aircraft or end items. Eligible considerations include direct involvement with production, improvements in the overall process and practices that optimize operations, reduce overall cost, reduce flow times, or demonstrate improved support to the warfighter.

1.2.5. Individual. Outstanding Depot Wage Grade/Enlisted Maintenance Member - Non-Production (Federal Wage System employees to include Wage Grade, Wage Leaders, Wage Supervisors, enlisted military members). This award recognizes individual contributions made by depot maintenance personnel not directly related to the production and maintenance of depot aircraft or end items. Eligible considerations include improvements to operations that

reduce overall cost, reduce flow times, implement transformation initiatives, or demonstrate improved support to the warfighter.

1.2.6. Group. Outstanding Depot Maintenance Management Team - Production. Any team composed of military and/or civilian employees whose official duties or assignments include direct support to DMM. This award recognizes team contributions made by depot maintenance personnel directly related to the production of depot aircraft or end items. Eligible considerations include direct involvement with production and improvements in the overall process and practices that optimize operations, reduce overall cost, reduce flow times, or demonstrate improved support to the warfighter.

1.2.7. Group. Outstanding Depot Maintenance Management Team - Non-Production. Any team composed of military and/or civilian employees whose official duties or assignments include direct support to DMM. This award recognizes team contributions made by depot maintenance personnel not directly related to the production of depot aircraft or end items. Eligible considerations include improvements in the overall depot maintenance process, which make significant improvements to the operation that reduces overall cost, reduces flow times, implements transformation initiatives, or demonstrates improved support to the warfighter.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. General. This chapter outlines responsibilities for leaders and key players in the DMM of the Year awards program. This chapter is not meant to be all inclusive; additional complementary, functional, organizational roles, and the details to execute the roles and responsibilities may be found throughout this document.

2.1.1. HQ AFMC/A4/10.

2.1.1.1. Sign all letters and certificates of commendation to be presented to the award recipients.

2.1.1.2. Release an official memo announcing the annual DMM of the Year Award recipients.

2.1.2. HQ AFMC/A4/10/A4P.

2.1.2.1. Send task notification to the AFSC Awards Office to request nominees for the annual DMM of the Year Awards and re-iterate the package due dates per this instruction approximately one month prior to 15 January each year.

2.1.2.2. Inform HQ AFMC/A4/10 of AFSC's award recipients.

2.1.2.3. Ensure adequate funding is budgeted each year for the purchase of the awards trophies.

2.1.2.4. Order the trophies for each award category.

2.1.2.5. Prepare a memorandum to be released by HQ AFMC/A4/10 Directorate of Logistics, Civil Engineering, Force Protection and Nuclear Integration, to AFMC that formally announces the DMM of the Year winners in each category.

2.1.3. AFSC Commander / Vice Commander.

2.1.3.1. Chair the DMM Selection Board or designate a senior ranking individual to chair on their behalf.

2.1.3.2. Release memo to HQ AFMC/A4/10/A4P announcing the individuals selected to receive the DMM of the Year Awards.

2.1.4. AFSC Awards Program Manager.

2.1.4.1. Task each ALC Awards Office to submit nominations in each category for the DMM Awards and determine an appropriate timeline for the ALCs suspense to comply with the submission.

2.1.4.2. Convene an award selection board to review, score, and process nomination packages to determine the winner in each category no later than 1 March. If the first falls on a weekend or holiday, the due date will be the next business day.

2.1.4.3. Forward a memorandum to HQ AFMC/A4/10/A4P from the AFSC Command Office announcing the winners in each category no later than 1 April. If the first falls on a weekend or holiday, the due date will be the next business day.

2.1.4.4. Coordinate a timeframe with the ALC Awards points of contact (POC) to ensure each award is scheduled for presentation during an official recognition forum.

2.1.5. ALC Awards POC.

2.1.5.1. Ensure nomination packages are prepared by their local organizations.

2.1.5.2. Compile and forward the nomination packages to the AFSC Awards Program Manager no later than the AFSC tasked date, but no later than 1 March. If the first falls on a weekend or holiday, the due date will be the next business day.

2.1.5.3. The ALC DMM of the Year award nomination packages will include a transmittal memorandum signed by the Complex Commander or Vice Commander/Director.

2.1.5.4. Coordinate with the appropriate ALC organization(s) to ensure each DMM of the Year award is presented during an official recognition forum.

2.1.6. DMM of the Year Awards Selection Board.

2.1.6.1. Review, evaluate, and score each nomination package using the selection criteria worksheet ([Attachment 6](#)).

2.1.6.2. Ensure the board determines a clear winner for each category. Ties or other concerns must be remedied during the boarding process.

2.1.6.3. Provide the signed DMM Selection Criteria Worksheets (see [Attachment 6](#)) to the AFSC Awards Program Manager.

Chapter 3

NOMINATION INFORMATION

3.1. Criteria for Nomination.

- 3.1.1. The period of award is the calendar year preceding solicitation of nominees.
- 3.1.2. Past DMM of the Year Award winners are ineligible for competition in the same project or workload to which they were previously awarded. **(T-2)**

3.2. Nomination Procedures.

3.2.1. The DMM of the Year Award nomination packages will be completed and submitted in accordance with the following guidelines.

3.2.1.1. Use AF Form 1206, *Nomination for Award*, to submit nominee accomplishments. The form can be found on the Air Force e-Publishing site. Individual and team specific accomplishments are limited to the front page of the AF Form 1206. All acronyms and remarks should be included and spelled out on back page of the AF Form 1206.

3.2.1.2. The back page of the AF Form 1206 will be used to list team members' detailed information (name, job title, office symbol) and specifically identify the overall team leader. The two pages for the team nominee packages will be printed on individual pages.

3.2.1.3. AF Form 1206 information must be complete and accurate. Contact HQ AFMC/A4/10/A4P DMM of the Year Awards POC if additional information is needed.

3.2.1.4. In the "Specific Accomplishments" block of the AF Form 1206, use the following titles for the major headings:

3.2.1.4.1. SUSTAINED JOB PERFORMANCE (1-15 pts).

3.2.1.4.2. JOB EFFICIENCY RESULTS (1-15 pts).

3.2.1.4.3. JOB KNOWLEDGE (1-15 pts).

3.2.1.4.4. OTHER CONSIDERATIONS (1-5 pts).

3.2.1.5. Bullet statements will be used.

3.2.1.5.1. The following format guidelines apply: Up to thirty-nine (39) total lines allowed, including the four major headings; SUSTAINED JOB PERFORMANCE (up to 11 lines; major heading plus 10 bullets); JOB EFFICIENCY RESULTS (up to 11 lines; major heading plus 10 bullets); JOB KNOWLEDGE (up to 11 lines; major heading plus 10 bullets); OTHER CONSIDERATIONS (up to 6 lines; major heading plus 5 bullets). Bullets will be single-spaced (no blank lines will be used between bullets). One blank space will be used between each major heading section. **(T-2)**

3.2.1.5.2. Bullet statements should be written in a style that describes a particular action, its result, and its impact to the unit, ALC, AFSC, AFMC, the AF or beyond.

3.2.2. Award packages must not contain classified data/information. Organizations must screen all submissions for classified data. Packages determined to have classified data will be removed from the competition.

3.2.3. Nominee's permission for award submission is required. The attached Privacy Act Statement (see [Attachment 2](#)) and Statement of Release (see [Attachment 3](#)) must be signed and dated by the nominee and accompany the nomination package.

3.2.4. A biography is required for individual awards (see [Attachment 4](#)).

3.2.5. A citation is required for each award package and will be double-spaced in the landscape format. Limit the citation to 100-125 words, including opening and closing statements, which properly describes the individual or team accomplishments or achievements (see [Attachment 5](#)).

3.2.6. No more than one nominee in each of the seven DMM of the Year Award categories may be submitted by an ALC.

3.2.7. No more than one winner in each of the seven DMM of the Year Award categories can be named by AFSC.

3.2.8. The transmittal memorandum announcing each of the DMM of the Year Award winners should be signed by the AFSC Commander, Vice Commander, or equivalent designee (electronic signatures are acceptable).

3.3. Selection Board Procedures and Composition.

3.3.1. AFSC DMM of the Year Selection Board. The AFSC Commander, Vice Commander, or designee, will chair the DMM Awards Selection Board.

3.3.2. The board will consist of three to five members selected by the AFSC Commander, Vice Commander, or designee.

3.3.3. The Selection Board will meet as scheduled by the board chair and conduct business when a quorum is present.

3.3.4. The Chair, if a designee, will provide a list of the named individuals selected in each category to the AFSC Commander/Vice Commander for final review and approval prior to announcing the selections to HQ AFMC/A4/10/A4P.

C. MCCAULEY VON HOFFMAN, Major General,
USAF
Director of Logistics, Civil Engineering,
Force Protection and Nuclear Integration

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFPD 33-3, *Information Management*, 8 September 2011

DAFMAN 36-2806, *Awards and Memorialization Program*, 27 October 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

Adopted Forms

AF Form 1206, *Nomination for Award*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFSC—Air Force Sustainment Center

ALC—Air Logistics Complex

DMM—Depot Maintenance Management

Office Symbols

AFMC/A4/10—Air Force Materiel Command Directorate of Logistics, Civil Engineering, Force Protection, and Nuclear Integration

AFMC/A4P—Air Force Materiel Command Resource Integration Division

AFMC/A4PT—Air Force Materiel Command Workforce Development Branch

Attachment 2

SAMPLE PRIVACY ACT STATEMENT

Figure A2.1. Sample Privacy Act Statement.

AUTHORITY: Public Law 93-579, Title 5, USC, Section 552a, Title 32, CFR, Section 806b), 5 USC 301 and 10 USC 8012.

PURPOSE: To provide publicity and recognition through military and/or civilian news media inherent to the recognition program.

ROUTINE USES: Information and/or photographs may be used by command and award selection board members at any level of command, by officials of private organizations sponsoring award programs, and by information officials representing the military and/or civilian news media.

DISCLOSURE: Disclosure is voluntary. However, failure to provide the information will result in ending this consideration for recognition.

I HAVE READ THE ABOVE STATEMENT AND I DO AUTHORIZE RELEASE OF THE PERSONAL INFORMATION AND USE OF PHOTOGRAPH(S) FOR THE SPECIFIC AWARD BELOW. I AGREE TO GIVE PERMISSION TO USE MY NAME, GRADE, DUTY TITLE, AND BASE OF ASSIGNMENT IN THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD

TYPE OR PRINT NAME OF AWARD CATEGORY (if applicable)

Signature of Nominee:

Date:

TYPE OR PRINT NOMINEE'S NAME

Attachment 3

STATEMENT OF RELEASE TEMPLATE

Figure A3.1. Statement of Release Template.

SUBJECT: Statement of Release

1. I do or do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include Privacy Act Information or Personally Identifiable Information (PII) found in AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, Chapter 6, Disclosing Records to Third Parties. I understand those transmitting personal information via email will exercise caution and adequately safeguard it IAW AFI 33-332, paragraphs 2.2.4., subparagraphs, and 2.2.5. The announcement message or any publicity regarding the award nomination will contain no Privacy Act information other than name, rank, and base of assignment.

2. Disclosure Statement: Voluntary, if permission is not granted, it will not preclude member, who is signing below, from award competition.

FIRST NAME M.I. LAST NAME
GRADE, DAF
Duty Title

Attachment 4
SAMPLE FORMAT BIOGRAPHY

Figure A4.1. Sample Format Biography.

<p>BIOGRAPHY FOR (NAME)</p> <p>NICKNAME OR "GO-BY" NAME SPOUSE: (first name only) [optional] (AWARDTITLE) CHILDREN: (first names only) [optional] PROFESSIONAL ACTIVITIES AND CIVIC/SOCIAL ACTIVITIES: HOBBIES: (List Hobbies) LENGTH OF SERVICE: (Total years)</p> <p>PRIMARY JOB FUNCTION:</p>
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Attachment 5
SAMPLE CITATION

Figure A5.1. Sample Citation.

<p>CITATION FORMAT FOR DEPOT MAINTENANCE MANAGEMENT OF THE YEAR AWARD</p> <p>CITATION TO ACCOMPANY THE AWARD OF 20XX AFMC DEPOT MAINTENANCE MANAGEMENT AWARD</p> <p>OUTSTANDING DEPOT MAINTENANCE MANAGEMENT TEAM - PRODUCTION TO</p> <p>E-3 ELECTRONICS MAINTENANCE TEAM</p> <p>The E-3 Electronics Maintenance Team, 566th Electronics Maintenance Squadron, 402d Electronics Maintenance Group, Warner Robins Air Logistics Complex, Air Force Sustainment Center, Robins Air Force Base, Georgia, distinguished themselves from 1 January to 31 December 20XX, by executing the Air Force “Art of the Possible” and making record strides in production, quality, and automatic test equipment support. The team guaranteed mission readiness through process improvements, close coordination with outside partners, and a devotion to meeting customer demands. A disciplined, flexible force realized 143-percent labor efficiency; production of 908 shop replaceable units; and zero quality deficiency reports. The distinctive accomplishments of the E-3 Electronics Maintenance Team reflect great credit upon themselves, the Air Force Sustainment Center, Air Force Materiel Command, and the United States Air Force.</p>
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Attachment 6

DEPOT MAINTENANCE MANAGEMENT AWARD

Figure A6.1. Selection Criteria Worksheet.

DMM of the Year Award Category: _____

Award Points.

AWARD	OC	OO	WR
1. Sustained Job Performance (1-15)			
2. Job Efficiency Results (1-15)			
3. Job Knowledge (1-15)			
4. Other Considerations (1-5)			

Name of individual or team being nominated (printed): _____

DMM of the Year Awards Selection Board Chair Name (printed): _____

Signature: _____

Date: _____