Administrative Changes to AFMCI36-2817, AFMC Depot Maintenance Management (DMM) of the Year Awards

OPR: HQ AFMC/A4PT

Certifying Official: HQ AFMC/A4P

References to “HQ AFMC/A4” are hereby changed to “HQ AFMC/A4/10”.

01 AUGUST 2018
This instruction implements Air Force Instruction (AFI) 36-2805, Special Trophies and Awards. This instruction establishes the Depot Maintenance Management (DMM) Awards to encourage professionalism and expertise in managing the diverse nature of Air Force Materiel Command (AFMC) Depot Maintenance. It prescribes policy, nomination, selection procedures, and award presentation. This publication does not apply to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) and their units. This Instruction requires collecting and maintaining information protected by the Privacy Act of 1974, System of Records Notices (SORN) F033 AF B, Privacy Act Request File, and F036 AF PC Q, Personnel Data Systems (PDS), apply and can found on the Defense Privacy and Civil Liberties Division (DPCLD) website. The authority to collect and maintain the data prescribed in this instruction is 10 U.S.C 8013. 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 Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, Recommendation for Change of Publication; route AF 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 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, 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 in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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.

**SUMMARY OF CHANGES**

This revision of Air Force Materiel Command Instruction (AFMCI) 36-2817 has been substantially revised in accordance with AFI 33-360 and needs to be completely reviewed. Major changes include adding a Roles and Responsibilities chapter and addressing the organizational and management changes brought about by AFMC’s realigning to the 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, 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 changes to operations, reduce overall cost, reduce flow times, implement transformation initiatives, or demonstrate improved support to the warfighter.

   1.2.4. Individual. Outstanding 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 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 changes 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 and organizational roles and the details to execute the roles and responsibilities may be found throughout this document.

2.1.1. HQ AFMC/A4.

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/A4P.

2.1.2.1. Approximately one month prior to 15 January each year, 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.

2.1.2.2. Inform HQ AFMC/A4 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. T-2.

2.1.2.5. Finalize letters and certificates of commendation for each category for HQ AFMC/A4 signature to be presented to each award recipient.

2.1.2.6. Prepare a memorandum to be released by HQ AFMC/A4 Directorate of Logistics, Civil Engineering and Force Protection, 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/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 (NLT) 1 March. If the first falls on a weekend or holiday, the due date will be the next business day. T-2.
2.1.4.3. Upload all nomination packages to a designated SharePoint website that is accessible to HQ AFMC/A4P. Inform HQ AFMC/A4P when uploaded.

2.1.4.4. Forward a memorandum to HQ AFMC/A4P from the AFSC Command Office announcing the winners in each category NLT 1 April. If the first falls on a weekend or holiday, the due date will be the next business day. T-2.

2.1.4.5. Draft letters of commendation for each award recipient and forward to HQ AFMC/A4P.

2.1.4.6. 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 NLT the AFSC tasked date, but NLT 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 5*).

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 5*) to the AFSC Awards Program Manager.
Chapter 3  

NOMINATION INFORMATION


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 AF Form 1206. All acronyms and remarks should be included and spelled out in the accomplishments on the front page of 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/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 (1-30 pts).

3.2.1.4.2. JOB EFFICIENCY RESULTS (1-30 pts).

3.2.1.4.3. JOB KNOWLEDGE (1-30 pts).

3.2.1.4.4. OTHER CONSIDERATIONS (1-10 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 10 lines including sub-bullets); JOB EFFICIENCY RESULTS (up to 10 lines including sub-bullets); JOB KNOWLEDGE (up to 10 lines including sub-bullets); OTHER CONSIDERATIONS (up to 5 lines including sub-bullets). Bullets will be single-spaced (no blank lines will be used between sub-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 key words 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/A4P.

3.4. Presenting and Publicizing the DMM of the Year Awards.

3.4.1. Letters and Certificates of Commendation (AF Form 3034, Certificate of Commendation) will be presented to the winning recipients selected in each of the categories outlined in paragraph 1.2. of this instruction.

3.4.2. Certificates in Braille. All Air Force award certificates for blind or visually impaired award recipients must have Braille overlaid lettering as well as standard print. Local purchase authority will be used to obtain these certificates IAW AFI 36-1004, The Air Force Civilian Recognition Program.
3.4.3. The DMM of the Year Awards represent hard work, expertise and dedication to duty by the nominees and are a great achievement in the careers of the winners. The AFSC Commander, Vice Commander, or designee should present the DMM of the Year Awards to individuals or teams during an appropriate recognition forum.

DONALD E. KIRKLAND, Brigadier General, USAF
Director of Logistics, Civil Engineering
and Force Protection
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFI 36-2805, Special Trophies and Awards, 14 March 2013
AFI 33-360, Publications and Forms Management, 1 December 2015
AFMAN 33-363, Management of Records, 1 March 2008
AFPD 33-3, Information Management, 8 September 2011
AFI 36-1004, The Air Force Civilian Recognition Program, 3 December 2009

Adopted Forms
AF Form 847, Recommendation for Change of Publication
AF Form 1206, Nomination for Award
AF Form 3034, Certificate of Commendation

Abbreviations and Acronyms
AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFMC—Air Force Materiel Command
AFMCI—Air Force Materiel Command Instruction
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFSC—Air Force Sustainment Center
ALC—Air Logistics Complex
ANG—Air National Guard
DMM—Depot Maintenance Management
DPCLD—Defense Privacy and Civil Liberties Division
IAW—In Accordance With
NLT—No Later Than
OPR—Office of Primary Responsibility
PDS—Personnel Data Systems
PII—Personally Identifiable Information
POC—Point of Contact
RDS—Records Disposition Schedule
SORN—System of Records Notices
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.

<table>
<thead>
<tr>
<th>BIOGRAPHY FOR (NAME)</th>
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<tr>
<td>NICKNAME OR “GO-BY” NAME</td>
</tr>
<tr>
<td>SPOUSE: (first name only) [optional]</td>
</tr>
<tr>
<td>(AWARD TITLE)</td>
</tr>
<tr>
<td>CHILDREN: (first names only) [optional]</td>
</tr>
<tr>
<td>PROFESSIONAL ACTIVITIES AND CIVIC/SOCIAL ACTIVITIES:</td>
</tr>
<tr>
<td>HOBBIES: (List Hobbies)</td>
</tr>
<tr>
<td>LENGTH OF SERVICE: (Total years)</td>
</tr>
<tr>
<td>PRIMARY JOB FUNCTION:</td>
</tr>
</tbody>
</table>
Figure A5.1. Sample Citation.

CITATION FORMAT FOR DEPOT MAINTENANCE MANAGEMENT OF THE YEAR AWARD

CITATION TO ACCOMPANY THE AWARD OF 20XX AFMC DEPOT MAINTENANCE MANAGEMENT AWARD

OUTSTANDING DEPOT MAINTENANCE MANAGEMENT TEAM - PRODUCTION TO

E-3 ELECTRONICS MAINTENANCE TEAM

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.
Attachment 6

DEPOT MAINTENANCE MANAGEMENT AWARD

Figure A6.1. Selection Criteria Worksheet.

DMM of the Year Award Category: ____________________________________________

**Award Points.**

<table>
<thead>
<tr>
<th>AWARD</th>
<th>OC</th>
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<th>WR</th>
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<tbody>
<tr>
<td>1. Sustained Job Performance (1-30 pts)</td>
<td></td>
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<tr>
<td>2. Job Efficiency Results (1-30 pts)</td>
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</tr>
<tr>
<td>3. Job Knowledge (1-30 pts)</td>
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<td></td>
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<tr>
<td>4. Other considerations (1-10 pts)</td>
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</tr>
</tbody>
</table>

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

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

Signature: ______________________________

Date: _______________________________