

**BY ORDER OF THE COMMANDER
AIR FORCE RESEARCH LABORATORY
(AFRL)**

**AIR FORCE RESEARCH LABORATORY
INSTRUCTION 36-281**

20 JULY 2022



Personnel

**FELLOWS AND SCIENCE AND
ENGINEERING EARLY CAREER
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards Program*, and sets forth policy, responsibilities, eligibility and procedures for nominating and selecting AFRL Fellows and AFRL Science and Engineering Early Career Award recipients. It applies to all personnel assigned to AFRL. All existing references to USAF publications and forms are applicable to all DAF entities including the USAF and the USSF, unless specifically excluded. This publication remains applicable to AFRL organizations aligned under USSF. This publication may not be supplemented. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 through the appropriate functional chain of command. The authority to waive requirements in this publication resides with the AFRL Vice Commander. Submit requests for waivers through the chain of command to the Publication OPR for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction 33-322, *Records Management and Information Governance Program* and disposed of IAW the Air Force Records Information Management System Records Disposition Schedule. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Privacy Act System of Records Office of Personnel Management/Govt-2, Employee Performance File System Records.

SUMMARY OF CHANGES

This publication has undergone a significant revision and should be reviewed in its entirety. Changes include updating office symbols, roles and responsibilities.

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Chapter 1

AFRL FELLOWS AND SCIENCE AND ENGINEERING EARLY CAREER AWARDS PROGRAM

1.1. Overview and Roles and Responsibilities

1.1.1. The AFRL Fellows and Science and Engineering Early Career Awards (ECA) program recognizes AFRL scientists and engineers (S&Es) for achievements in research and development, engineering or technical/organizational program management while serving as a full-time Career/Career Conditional government civilian or military member of AFRL. The AFRL Fellows award recognizes AFRL S&Es for exceptional AFRL career achievements in one of three categories: research, technology development and transition or program and organizational leadership. The AFRL ECA recognizes exceptional scientific or engineering accomplishments of AFRL S&Es who have been assigned to AFRL for no more than seven years and have no more than 15 years since the award of their bachelor's degree in a science, technical, engineering or mathematics discipline. Military and civilian nominees are jointly considered for the AFRL Fellow and ECA awards without distinction

1.2. Roles and Responsibilities.

1.2.1. **AFRL Commander (AFRL/CC).** AFRL/CC is responsible for making final AFRL Fellows and AFRL Science and Engineering Early Career Award selections.

1.2.1.1. AFRL/CC will notify each AFRL Fellows awardee and will send an announcement to the entire AFRL workforce announcing the AFRL Fellows and Early Career Award recipients.

1.2.2. **AFRL Chief Technology Officer (AFRL/CT).** AFRL/CT is responsible for administration of the AFRL Fellows and Science and Engineering Early Career Awards program and will:

1.2.2.1. Establish and publicize the annual battle rhythm for the program's nomination and selection process that ensures final selections are accomplished by no later than 31 Jul each year.

1.2.2.2. Issue a call for nominations to the Chief Scientists each year based on the annual battle rhythm.

1.2.2.3. Impanel a Nomination Review Committee to review nominations and make recommendations for awards.

1.2.2.4. Chair the AFRL Fellows Nomination Review Committee.

1.2.2.5. Submit a prioritized list of recommended awardees to AFRL/CC with a brief summary of each nominee's accomplishments.

1.2.2.6. Notify each AFRL Science and Engineering Early Career Award recipient of their selection.

1.2.2.7. Serve as the OPR for the annual AFRL Fellows and Early Career Awards banquet.

1.2.2.8. Participate in the annual AFRL Fellows and Early Career Awards banquet.

1.2.3. Chief Scientists. The Chief Scientists of the Technology Directorates (TDs), the Strategic Development Planning Experimentation Office (RS), the Systems Technology Office (STO) and the 711th Human Performance Wing (711 HPW) are responsible for administration of the AFRL Fellows and Science and Engineering Early Career Awards Program candidate selection and nomination process for their organization and will:

1.2.3.1. Ensure calls for candidate nominees are issued in a timely manner upon receipt of the AFRL/CT calls for AFRL Fellows and AFRL ECA nominees.

1.2.3.2. Identify the organization's recommended nominees to the organization's director/commander for final approval before submission to AFRL/CT.

1.2.3.3. Submit the final nomination packages for AFRL Fellows and AFRL Science and Engineering Early Career Awards to AFRL/CT by the date specified in the calls for nominees.

1.2.3.4. Give an introductory presentation on each of their organization's ECA nominees to the ECA Nomination Review Committee and AFRL Fellows nominees to the AFRL Research Advisory Council.

1.2.3.5. Identify their organization's representative to the AFRL ECA Nomination Review Committee.

1.2.4. Directors/711 HPW Commander. TD Directors, RS Director, STO Director and 711 HPW Commander will be the final approval authority for their organization's nominees for the AFRL Fellows and Science and Engineering Early Career Awards before submission to AFRL/CT.

1.2.4.1. Ensure the multi-year research grant money for the AFRL Fellows and Early Career Award recipients from their organization is included in their budget and spend plan.

1.2.5. Nomination Review Committees. The Nomination Review Committees will assist AFRL/CT in determining the rank order of AFRL Fellows nominees and AFRL Science and Engineering Early Career Award nominees.

1.2.5.1. The AFRL Fellows Nomination Review Committee shall consist of AFRL Research Advisory Council members but may also include current AFRL Fellows, senior-level management, and distinguished academia and/or industry S&Es, as deemed appropriate by AFRL/CT.

1.2.5.2. The Science and Engineering Early Career Award Nomination Review Committee shall consist of one representative from each TD, RS, STO and 711 HPW.

1.2.5.2.1. Representatives to the Committee will be senior AFRL S&Es (ST, DR-V or DR-IV) and will be selected based on the following prioritized criteria:

1.2.5.2.1.1. Current AFRL Fellow

1.2.5.2.1.2. Top Secret (SCI / SAP) clearance

1.2.5.2.1.3. Top Secret clearance

1.2.5.2.1.4. Secret clearance,

1.2.5.2.2. Since Air Force Office of Scientific Research (AFOSR) does not have early career S&Es and therefore no nominees, the AFOSR Chief Scientist shall Chair the Committee. In the event the AFOSR Chief Scientist is not available to Chair the Committee, AFRL/CT will appoint an AFRL Senior Scientist (ST) to serve as the Chair.

1.2.6. Chair, AFRL Science and Engineering Early Career Award Nomination Review Committee. The Chair of the Science and Engineering Early Career Award Nomination Review Committee is responsible for:

1.2.6.1. Managing the Science and Engineering Early Career Award Nomination Review Committee meetings.

1.2.6.2. Presenting the recommended ranking of all AFRL Science and Engineering Early Career Award nominees by the Nomination Review Committee to the AFRL Research Advisory Council.

1.2.7. AFRL Research Advisory Council. The AFRL Research Advisory Council (RAC) is responsible for serving as the AFRL Fellows Nomination Review Committee to assist AFRL/CT with the final ranking of AFRL Fellows nominees and determining the number of AFRL Fellows awards to recommend to AFRL/CC each year. The RAC will also review and approve the ranking of the AFRL Science and Engineering Early Career Award Nomination Review Committee for ECA nominees and assist AFRL/CT in determining the number of ECA awards to recommend to AFRL/CC each year.

1.2.8. RAC Secretariat. The RAC Secretariat is responsible for assisting AFRL/CT and the RAC with the administration of the AFRL Fellows and ECA program.

1.2.9. AFRL Commander's Action Group (AFRL/CCX). AFRL/CCX is responsible for the planning and execution of the annual AFRL Fellow and Early Career Awards banquet and will:

1.2.9.1. Appoint an AFRL/CCX staff member to serve as the AFRL Fellows and ECA Banquet Planning Team Lead.

1.2.9.2. Provide status updates to AFRL/CT on banquet planning activities.

1.2.10. AFRL Fellows and ECA Banquet Planning Team Lead. The lead for the banquet planning team is the primary OPR for all planning and execution activities for the banquet.

Chapter 2

AFRL FELLOWS PROGRAM NOMINATION, ASSESSMENT AND SELECTION

2.1. AFRL Fellows Nomination. Any member of AFRL may suggest someone as a candidate to be considered for AFRL Fellow nomination through the candidate's home organization.

2.1.1. Each TD, RS, STO and 711 HPW may submit up to two nominees each year for the AFRL Fellows award based on the nomination information and eligibility criteria shown **Table 2.1** and will define the process by which it will consider candidates for nomination. The nominee's organization will complete the nomination package on their nominees based on the requirements specified in this instruction and in the official Call for Nominees. If an organization submits two AFRL Fellows nominees, both are eligible for AFRL Fellows awards.

Table 2.1. AFRL Fellows Nomination Information and Eligibility Criteria.

<p>Nomination Categories</p>	<p>Research Achievements Technology Development and Transition Achievements Program and Organizational Leadership Achievements</p>
<p>Nomination Package Requirements (see Attachment 2 for required formats)</p>	<p>AFRL Fellows Nomination Sheet Current and Complete Curriculum Vitae AFRL Fellows Recommendation Sheets from External Endorsers (5 max) Official Photograph Three-slide introductory presentation</p>
<p>Eligibility Criteria</p>	<p>Military and full-time government Career/Career Conditional civilian S&Es assigned to AFRL for the past three consecutive years and having at least seven years active Federal service are eligible for the award. The seven years of active Federal service may include up to the allowable four years as an Intergovernmental Personnel Act employee within AFRL. Any time spent in AFRL thru a government and/or contracted internship or fellowship does not count toward the three years of consecutive assignment in AFRL or the seven years of active Federal service. The work being recognized in the nomination must have been performed as a full-time government Career/Career Conditional civilian or military member assigned to AFRL or its predecessor laboratories. Any work referenced in any section of the nomination package, including the nominee’s Curriculum Vitae (CV), that occurred outside of the nominee being a full-time AFRL government Career/Career Conditional employee must be identified as such. All Professional Technical Staff (PTS) grade structures are eligible. Directors/Commanders and Chief Scientists are only eligible for Fellows awards based on accomplishments prior to their appointments to these positions. A Director/Commander must be nominated by another AFRL Director/Commander A Chief Scientist must be nominated by an AFRL Director/Commander</p>

2.2. AFRL Fellows Nomination Package. The Fellows nomination package will be unclassified and may be Distribution A or Controlled Unclassified Information – Distribution D. A separate classified addendum may be submitted per **paragraph 2.2.1.1**. Contents of the nomination package will be prepared as specified in this instruction and will include the items shown below. The elements of the nomination package will be saved as separate files and saved with the applicable file names as indicated below:

2.2.1. AFRL Fellows Nomination Sheet. See example in [Figure A2.1](#) The narrative for the nomination sheet should clearly describe the nominee's accomplishments that have occurred as the result of work the nominee performed as a government civilian or military member of AFRL. The narrative should specifically address the mandatory and elective scoring factors for the nominee's achievement category. Sections of the narrative that address the scoring factors should be labeled as such. Save the file with the following naming convention: YYYY AFRL Fellow Nomination Sheet – Nominee's First and Last Name – Organization office symbol – Example: "2022 AFRL Fellow Nomination Sheet – John Doe – RD.docx".

2.2.1.1. A classified addendum (maximum of two pages) may be submitted to support an AFRL Fellow nomination. The addendum should be provided at the lowest level classification possible to effectively convey the nominee's accomplishments. An organization planning to submit a classified addendum must notify AFRL/CT of the classification level of the addendum. Such notice shall occur as soon as the classification level of the addendum is known but not later than 30 workdays prior to the due date for nominations.

2.2.1.1.1. For a Fellow nomination addendum that will be classified at collateral levels (SECRET or TOP SECRET), the nominating organization shall provide the classified addendum to each appropriately cleared member of the AFRL Fellows Nomination Review Committee via appropriate channels after submitting the unclassified portion of the nomination. The nominating organization is responsible for notifying committee members of how and when they plan to provide the classified addendum.

2.2.1.1.2. For a Fellow nomination addendum that will be classified at the SCI or SAP level, the nominating organization shall provide AFRL/CT a list of requested clearance levels through proper channels. The timeline for providing the required clearance levels is the same as described in [paragraph 2.2.1.1](#) AFRL/CT may then elect to meet with the nominating organization to negotiate and discuss which levels will be used in the assessments of the nomination.

2.2.1.1.2.1. For a SCI or SAP level Fellow addendum, AFRL/CT will identify and appoint at least three appropriately cleared people to the AFRL Fellows Nomination Review Committee. If three cleared reviewers are not available from within AFRL, AFRL/CT may seek qualified reviewers from outside AFRL. Once appointed, a reviewer must review and score all AFRL Fellows nomination packages.

2.2.1.1.2.2. Each AFRL Fellow committee member cleared to review the SCI or SAP addendum shall work with the nominating organization to determine a time and place to review the classified addendum.

2.2.2. AFRL Fellows Nomination Signature Sheet. See example [Figure A2.2](#) The nominee must provide an electronic signature certifying they have read and understand the Privacy Act Statement. The nominee's supervisor must provide an electronic signature certifying the nominee has no disciplinary or adverse actions. The nominee's Chief Scientist must provide an electronic signature certifying they have reviewed the nomination and believe it to be accurate and true to best of their knowledge. Save the file with the following naming convention: YYYY AFRL Fellow Nomination Signature Sheet – Nominee First and Last Name – Organization office symbol – Example: "2022 AFRL Fellow Nomination Signature Sheet - John Doe – RD.pdf."

2.2.3. Current and Complete Curriculum Vitae. Submit the nominee's current Curriculum Vitae (CV). The CV may be submitted in any format but must cover the nominee's entire S&T career, including before AFRL government employment. All text of the CV that contains information depicting the nominee's **career** as an **AFRL** government employee must be in **bold text**. All text of the CV that contains information depicting the nominee's career outside of an AFRL government employment must be in regular non-bolded text. Save the file with the following naming convention: YYYY AFRL Fellow Nominee CV – Nominee's First and Last Name – Organization office symbol – Example: "2022 AFRL Fellow Nominee CV – John Doe – RD.docx"

2.2.4. AFRL Fellow Recommendation Sheets. See example in [Figure A2.3](#).

2.2.4.1. Up to five (5) AFRL Fellow Recommendation Sheets from sources external to AFRL may be used to support the nomination package. To obtain the recommendations, the nominee should contact people who do not currently work in AFRL to determine who is willing to support their nomination by completing an AFRL Fellow Recommendation Sheet. It is recommended that 8-10 people be contacted to submit a recommendation. The nominee shall provide the names, titles, email addresses and telephone numbers for those willing to complete a recommendation to the RAC Secretariat. The RAC Secretariat will send an email to each external source with the AFRL Fellow Recommendation Sheet and instructions for completing and returning the recommendation.

2.2.4.1.1. Classified endorsements are discouraged, but if needed to properly endorse the nominee, they may be provided through appropriate channels. Classified endorsements shall be handled similarly to classified addendums ([paragraph 2.2.1.1](#)).

2.2.4.2. The RAC Secretariat is responsible for receiving the completed recommendation sheets and will provide all the recommendations received for each nominee to the nominee's Chief Scientist who will select the five recommendations to be included with the nomination package.

2.2.5. Official Photo. The photo must be a professional, current digital image of the nominee from the original source file and must be at least 5"x7" in JPEG format at 300dpi. The background of the photo must include the U.S. flag over the nominee's right shoulder. A civilian nominee must be in business attire. A military nominee must be in Service Dress. It is strongly recommended nominees contact their local Public Affairs office to schedule an appointment for an official photo. The official photo needs to follow the naming convention: 2022 AFRL Fellow Nominee Official Photo – Nominee's First and Last Name – Organization Office Symbol. Example: "2022 AFRL Fellows Nominee Official Photo – John Doe – RD.jpg"

2.2.6. Three-slide introductory presentation. See example at [Figure A2.4](#) for required format. Save the file with the following naming convention: 2022 AFRL Fellow Nominee Intro – Nominee's First and Last Name – Organization Office Symbol. Example: "2022 AFRL Fellows Nominee Intro – John Doe – RD.pptx".

2.2.7. Three-slide introductory presentation. See example at [Figure A2.4](#) for required format. Save the file with the following naming convention: 2022 AFRL Fellow Nominee Intro – Nominee's First and Last Name – Organization Office Symbol. Example: "2022 AFRL Fellows Nominee Intro – John Doe – RD.pptx"

2.3. AFRL Fellows Nominee Assessment and Award Selection . AFRL Fellows nominees will be evaluated based on assessment factors applicable to the nominee’s achievement category as shown in **Table 2.2**. Specifics of the assessment factors are included on the AFRL Fellows Nominee Assessment Sheets, Figures **A3.1-A3.3**. Each nominee is evaluated based on four assessment factors. Three of the assessment factors are mandatory. The fourth assessment factor is an elective factor selected by the nominating organization.

Table 2.2. AFRL Fellows Assessment Factors.

Assessment Factors	Research Achievements	Technology Development and Transition Achievements	Program and Organizational Leadership Achievements
Communications and Reporting	Mandatory	Elective	Elective
R&D Business Development	Elective	Mandatory	Mandatory
Technical Problem Solving	Mandatory	Elective	Elective
Technology Transition and Transfer	Elective	Mandatory	Elective
Corporate Resource Management	Elective	Elective	Mandatory
External Recommendation	Mandatory	Mandatory	Mandatory

2.3.1. The AFRL Fellows Nominee Review Committee receives an introductory presentation on each Fellows nominee by the nominating organization’s Chief Scientist before independently evaluating the nominees using the AFRL Fellows Nominee Assessment Sheets, **Figure A3.1-A3.3.**

2.3.1.1. The RAC, as the primary members of the AFRL Fellows Nomination Review Committee, will assist AFRL/CT in rank-ordering the nominees and determining the number of AFRL Fellows to recommend to AFRL/CC who will make the final selections.

2.3.1.1.1. As a guide for determining the number of awards to recommend, the RAC will use a range of 0.2-0.3 percent of the total assigned PTS at the time of selection. The selection rate may fall below 0.2 percent but will not exceed 0.3 percent without unanimous agreement among all RAC members. In addition, total active Fellows will not exceed 4 percent of the PTS at the time of selection.

2.3.1.1.2. Current AFRL S&Es who were previously awarded Fellows status as a member of either Armstrong Laboratory, Wright Laboratory, Philips Laboratory, Rome Laboratory, or the Air Force Office of Scientific Research, and any Fellows of their predecessor organizations, are current Fellows of AFRL and will be tallied under the limiting quota for active AFRL Fellows.

2.3.1.1.3. Emeritus Fellows. Upon an honorable retirement, reassignment, or resignation, AFRL Fellows become AFRL Emeritus Fellows and will not be tallied under the limiting quota for active AFRL Fellows.

2.4. Ceremony and Awards . AFRL Fellows selectees are honored at a special ceremony each year where they receive an AFRL Fellows Medallion and desk-top memento to recognize their Fellows status. The photos and accomplishments of newly selected Fellows are displayed in the lobby of AFRL Headquarters until the next year's awardees are inducted. The names of all AFRL Fellows, by year inducted, are also prominently displayed in the AFRL Headquarters building. Each new AFRL Fellow also receives a two-year, \$300,000 (\$150,000 per year) research grant funded by their home organization.

2.4.1. AFRL Fellows are also eligible for a Special Act or Service Award (civilian) or Scientific Achievement Award (military) in accordance with applicable Air Force directives and continue to receive consideration for other AFRL monetary and honorary awards.

Chapter 3

AFRL SCIENCE AND ENGINEERING EARLY CAREER AWARD NOMINATION, ASSESSMENT AND SELECTION

3.1. AFRL Science and Engineering Early Career Award Nomination. Any member of AFRL may suggest someone as a candidate to be considered for AFRL Early Career Award nomination through the candidate's home organization.

3.1.1. Each TD, RS, STO and 711 HPW may submit two nominees, either civilian or military, each year for the AFRL Early Career Award based on the nomination information and eligibility criteria shown in **Table 3.1** and will define the process by which it will consider candidates for AFRL Science and Engineering Early Career Award nomination. The nominee's organization will complete the nomination package on their nominees based on the requirements specified in this instruction and in the official Call for Nominees. If an organization submits two AFRL ECA nominees, both may receive the award.

Table 3.1. AFRL Science and Engineering Early Career Award Nomination Information and Eligibility Criteria.

Nomination Categories	Bench S&E
Achievement Categories	Research
Nomination Package Requirements (see Attachment 2 for required formats)	AFRL S&E Early Career Award Nomination Sheet Current and Complete Curriculum Vitae AFRL S&E Early Career Award Nominee Recommendation Sheet (5 max) Three-slide Introductory Presentation Official Photograph
Eligibility Criteria	Military and full-time Career or Career Conditional government civilian S&Es assigned to AFRL for no more than seven total years with no more than 15 years since the award date of their bachelor's degree in a science, technical, engineering or mathematics discipline are eligible. Any time spent in AFRL thru a government and/or contracted internship or fellowship does not count toward the seven years of assignment in AFRL. The AFRL start date for nominees shall correspond to the start date of full-time government employment recorded in official Civilian Personnel Office records for government civilians and the reporting date recorded in Military Personnel records for military members. Eligibility is measured as of 1 January in the calendar year of the nomination. The Chief Scientist of the submitting organization will verify the eligibility of the organization's nominees prior to submission. AFRL/CT is the final decision authority on eligibility. The work being recognized in the nomination must have been performed as a military member or full-time Career/Career Conditional government employee at AFRL. Any work referenced in any section of the nomination package, including the nominee's CV, that occurred outside of the nominee being a full-time AFRL government Career/Career Conditional employee must be identified as such.

3.2. AFRL ECA Nomination Package. The ECA nomination package contents will be unclassified and may be Distribution A or Controlled Unclassified Information – Distribution D. A separate classified addendum may be submitted per [paragraph 3.2.1.1](#). Contents of the nomination package will be prepared as specified in this instruction and will include the items shown below. The elements of the nomination package will be saved as separate files and with the applicable file names as indicated below.

3.2.1. AFRL S&E ECA Nomination Sheet. See example in [Figure A2.5](#). The narrative for the nomination sheet should clearly describe the nominee's accomplishments that have occurred as the result of work the nominee performed as a government civilian or military member of AFRL. Save the file with the following naming convention: YYYY AFRL ECA Nomination Sheet – Nominee's First and Last Name – Organization office symbol – Example: "2022 AFRL ECA Nomination Sheet – John Doe – RD.docx".

3.2.1.1. A classified addendum (maximum of two pages) may be submitted to support the AFRL S&E ECA Nomination Sheet. The addendum should be provided at the lowest level classification possible that will effectively convey the nominee's accomplishments. An organization planning to submit a classified addendum must notify AFRL/CT of the classification level of the addendum. Such notice shall occur as soon as the classification level of the addendum is known but not later than 30 workdays prior to the due date for nominations. Failure to provide timely notice may prevent the addendum from being reviewed by the appropriately cleared Committee members.

3.2.1.1.1. For an ECA nomination addendum that will be classified at collateral levels (SECRET or TOP SECRET), the nominating organization shall provide the classified addendum to each appropriately cleared member of the AFRL S&E ECA Nomination Review Committee via appropriate channels after submitting the unclassified portion of the nomination. The nominating organization is responsible for notifying the Chair of the ECA Nomination Review Committee of how and when they plan to provide the classified addendum.

3.2.1.1.2. For an ECA nomination that will be classified at the SCI or SAP levels, the nominating organization shall provide AFRL/CT a list of requested clearance levels through proper channels. The timeline for providing the required clearance levels is the same as described in [paragraph 3.2.1.1](#). AFRL/CT may then elect to meet with the nominating organization to negotiate and discuss which levels will be used in the assessments of the nomination.

3.2.1.1.2.1. For SCI or SAP level ECA addendums, AFRL/CT shall identify and appoint at least three appropriately cleared people to the AFRL S&E ECA Nomination Review Committee. If three cleared reviewers are not available from within AFRL, AFRL/CT may seek qualified reviewers from outside AFRL. Once appointed, a reviewer must review and score all AFRL S&E ECA nomination packages.

3.2.1.1.2.2. Each AFRL ECA committee member cleared to review the SCI or SAP addendum shall work with the nominating organization to determine a time and place to review the classified addendum.

3.2.2. AFRL ECA Nomination Signature Sheet. See example [Figure A2.6](#). The nominee must provide an electronic signature certifying they have read and understand the Privacy Act Statement. The nominee's supervisor must provide an electronic signature certifying the nominee has no disciplinary or adverse actions. The nominee's Chief Scientist must provide an electronic signature certifying they have reviewed the nomination and believe it to be accurate and true to best of their knowledge. Save the file with the following naming convention: YYYY AFRL ECA Nomination Signature Sheet – Nominee First and Last Name – Organization office symbol – Example: “2022 AFRL ECA Nomination Signature Sheet - John Doe – RD.pdf.”

3.2.3. Current and Complete Curriculum Vitae. Submit the nominee's current Curriculum Vitae (CV). The CV may be submitted in any format but must cover the nominee's entire S&T career, including before AFRL government employment. **All text** of the CV that contains information depicting the nominee's **career** as an **AFRL** government **employee** must be in **bold text**. All text of the CV that contains information depicting the nominee's career outside of AFRL government employment must be in regular non-bolded text. Save the file with the following naming convention: YYYY AFRL ECA Nominee CV – Nominee's First and Last Name – Organization office symbol – Example: "2022 AFRL ECA Nominee CV – John Doe – RD.docx".

3.2.4. AFRL Early Career Award Recommendation Sheet. See example in [Figure A2.7](#) Up to five AFRL Science and Engineering Early Career Award Recommendation Sheets from sources external to AFRL may be submitted with the nomination package. It is recommended that the nominee should contact 8-10 people who do not currently work in AFRL to determine who is willing to support their nomination by completing an AFRL Science and Engineering Early Career Award Recommendation Sheet. The nominee shall provide the name, title, email address and telephone number for those willing to complete a recommendation to the RAC Secretariat. The RAC Secretariat will send an email to each external source with the recommendation sheet and instructions for completing and returning the recommendation.

3.2.4.1. Classified endorsements are discouraged, but if needed to properly endorse the nominee, they may be provided through appropriate channels. Classified endorsements shall be handled similarly to classified addendums ([paragraph 3.2.1.1](#)).

3.2.4.2. The RAC Secretariat is responsible for receiving the completed recommendation sheets and will provide all the recommendations received for each nominee to the nominee's Chief Scientist who will select the five recommendations to be included with the nomination package.

3.2.5. Official Photo. The photo must be a professional, current digital image of the nominee from the original source file and must be at least 5"x7" in JPEG format at 300dpi. The background of the photo must include the U.S. flag over the nominee's right shoulder. A civilian nominee must be in business attire. A military nominee must be in Service Dress. It is strongly recommended nominees contact their local Public Affairs office to schedule an appointment for an official photo. The official photo needs to follow the naming convention: 2022 AFRL ECA Nominee Official Photo – Nominee's First and Last Name – Organization Office Symbol. Example: "2022 AFRL ECA Nominee Official Photo – John Doe – RD.jpg"

3.2.6. Three-slide introductory presentation. See example at [Figure A2.8](#) for required format. Save the file with the following naming convention: 2022 AFRL ECA Nominee Intro – Nominee's First and Last Name – Organization Office Symbol. Example: "2022 AFRL ECA Nominee Intro – John Doe – RD.pptx".

3.3. Nominee Assessment and Selection. AFRL Science and Engineering Early Career Award nominees will be evaluated based on the assessment factors shown in the AFRL Science and Engineering Early Career Award Nominee Assessment Sheet in [Figure A3.4](#).

3.3.1. The Chief Scientist of the nominating organization will give a three-slide intro presentation on their nominee(s) to the ECA Nomination Review Committee.

3.3.2. After the nominee presentations, the Nominee Review Committee will independently review and score the nomination packages.

3.3.3. After the independent reviews are completed, the Committee will meet to discuss their ranking of the nominees and the results of the Committee's total assessment will provide a rank-ordered list of all nominees to AFRL/CT.

3.3.4. Award Selection. The Chair of the AFRL Science and Engineering Early Career Award Nominee Review Committee will provide the Committee's nominee ranking to AFRL/CT and will brief the RAC at the first available opportunity.

3.3.4.1. The RAC will review the ECA ranking and determine the number of ECA awards to recommend to AFRL/CC.

3.3.4.1.1. As a guide for determining the number of awards to recommend, the RAC will use a range of 30-50 percent of the nominees. The selection rate may fall below 30 percent but will not exceed 50 percent without unanimous agreement among all RAC members.

3.3.4.2. After approval by the RAC, AFRL/CT will present the nominee ranking and the RAC recommended number of awards to AFRL/CC who will make the final selections.

3.4. Ceremony and Awards. AFRL Science and Engineering Early Career Award selectees are honored at a special ceremony each year. Each new AFRL Science and Engineering Early Career Award selectee receives a special memento signifying their selection. The photos and accomplishments of newly awarded ECA recipients are displayed in the lobby of AFRL Headquarters until the next year's recipients are awarded. Each recipient receives a \$100,000/year research grant, renewable for up to an additional two years (as long as they continue research as an AFRL employee). The research grant is funded by the recipient's home organization.

3.4.1. AFOSR will provide \$200,000/year to fund ECA basic research grants. AFRL/CT in coordination with the AFOSR Chief Scientist will determine how the ECA basic research grant funding is dispersed. Any amount of ECA basic research grant funding provided to a recipient becomes part of the total of their research grant.

HEATHER L. PRINGLE
Major General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

DAFPD—Department of the Air Force Policy Directive

AFOSR—Air Force Office of Scientific Research

AFRL—Air Force Research Laboratory

CV—Curriculum Vitae

ECA—Early Career Awards

HPW—Human Performance Wing

OPR—Office Of Primary Responsibility

PTS—Professional Technical Staff

RAC—Research Advisory Council

RS—Strategic Developmental Planning Experimentation Office

S&E—Scientists and Engineers

SAP—Special Access Program

SCI—Sensitive Compartmented Information

ST—Senior Scientist

STO—Systems Technology Office

TD—Technology Directorate

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

Terms

Air Force Research Laboratory (AFRL)—As one integrated lab, AFRL seamlessly supports the Science & Technology needs of two services: the Air Force and the Space Force.

Bench S&E—Fellows personnel category

Controlled Unclassified Information—Unclassified information that requires safeguarding or dissemination controls, pursuant to and consistent with applicable law, regulations, and Government-wide policies.

Curriculum Vitae (CV)—Brief account of a person's education, qualifications, and previous occupations, typically sent with a job application; a résumé.

External Endorser—People who do not currently work in AFRL and have first-hand knowledge of the nominated individual

Office of Primary Responsibility (OPR)—The originating office for a publication; the author of the publication is an individual within the OPR. OPRs are solely responsible for the accuracy, currency, and integrity of their publications and forms.

Official Photograph—Considered "head and shoulders photos" in which the subject is positioned beside a U.S. flag in front of a gray or light blue background. These photos will be used award recognition and public release. Nominated member must be in business attire (civilian) or service dress (military).

Program and Organizational Leadership Achievements—One of three Fellows nomination categories with three mandatory assessment factors and one of three elective factors.

Research Achievements—One of three Fellows nomination categories with three mandatory assessment factors and one of three elective factors.

Technology Development and Transition Achievements—One of three Fellows nomination categories with three mandatory assessment factors and one of three elective factors.

Technology Directorate (TD)—AFRL technology directorates include: Aerospace Systems Directorate (RQ), Air Force Office of Scientific Research (AFOSR), Directed Energy Directorate (RD), Information Directorate (RI), Materials and Manufacturing Directorate (RX), Munitions Directorate (RW), Sensors Directorate (RY), Space Vehicles Directorate (RV). [Note: Airman Systems directorate (RH) is also a technology directorate but is subordinate to 711 HPW].

SECTION 2.0: CHIEF SCIENTIST'S IMPACT STATEMENT FOR NOMINEE'S WORK

Provide an assessment of the impact of the results of the work performed by the nominee while assigned to AFRL.

Approximately 3,650 characters and spaces at 10.5 point Calibri type

SECTION 3.0: NOMINATION SUMMARY (Bulletized lists highlighting major accomplishments)

Must be from the results of work performed while assigned to AFRL as a Government employee

Mandatory Scoring Factor 1: Select

- Approximately 1,550 characters and spaces at 10.5 point Calibri type

Mandatory Scoring Factor 2: Select

- Approximately 1,550 characters and spaces at 10.5 point Calibri type

SECTION 3.0: NOMINATION SUMMARY (Bulletized lists of major accomplishments) continued	
Elective Scoring Factor: Select	
<ul style="list-style-type: none">• Approximately 1,550 characters and spaces at 10.5 point Calibri type	
SECTION 4.0: NOMINATION NARRATIVE OF ACCOMPLISHMENTS	
<small>Must be from the results of work performed while assigned to AFRL as a Government employee</small>	
Approximately 5,600 characters and spaces at 10.5 point Calibri type	

SECTION 4.0: NOMINATION NARRATIVE OF ACCOMPLISHMENTS (continued)

Must be from the results of work performed while assigned to AFRL as a Government employee

Approximately 7,500 characters and spaces at 10.5 point Calibri type

[Empty text box for nomination narrative]

SECTION 4.0: NOMINATION NARRATIVE OF ACCOMPLISHMENTS (continued)

Must be from the results of work performed while assigned to AFRL as a Government employee

Approximately 7,500 characters and spaces at 10.5 point Calibri type

SECTION 7.0: TOP 10 AWARDS		
Title of Award	Year Awarded	Level of Award
Approximately 90 characters and spaces at 10.5 point Calibri type		

SECTION 8.0: SUMMARY BIOS OF PEOPLE PROVIDING RECOMMENDATIONS <small>(Include Name, Title and Key Elements of Bio)</small>
Approximately 1,400 characters and spaces at 10 point Calibri type
Approximately 1,400 characters and spaces at 10 point Calibri type
Approximately 1,400 characters and spaces at 10 point Calibri type
Approximately 1,400 characters and spaces at 10 point Calibri type
Approximately 1,400 characters and spaces at 10 point Calibri type

Section 9.0: eSignatures is a separate PDF file.

Figure A2.2. Example AFRL Fellows Nomination Signature Sheet.

AIR FORCE RESEARCH LABORATORY 2022 AFRL Fellow Nomination Signature Sheet	
Nominee Name:	
SECTION 9: NOMINEE PRIVACY ACT STATEMENT & CERTIFICATION	
<i>The solicitation of personal information for USAF-endorsed recognition programs is subject to the Privacy Act of 1974 and is authorized by Federal Statutes. The principal purpose for this information is to provide publicity and recognition through military and/or civilian news media inherent to the recognition program. Routine uses may be made of the information and/or photographs by commanders and award selection board members at any level of command, by officials of private organizations sponsoring award programs, and by officials representing the military, and/or by civilian news media. Furnishing the information is voluntary; failure to provide the information may result in ending this consideration for recognition.</i>	
NOMINEE: BY MY SIGNATURE BELOW I CERTIFY THAT I HAVE READ THE PRIVACY ACT STATEMENT ABOVE AND I DO AUTHORIZE RELEASE OF PERSONAL INFORMATION AND USE OF PHOTOGRAPH(S) FOR THE AFRL FELLOW AWARD. I GIVE PERMISSION TO USE MY NAME, GRADE, DUTY TITLE, AND BASE OF ASSIGNMENT IN THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD. I HAVE ALSO REVIEWED THE NOMINATION IN ITS ENTIRITY AND THE INFORMATION PRESENTED IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE AND ALL THE INFORMATION PRESENTED OF THE AFRL FELLOW NOMINATION SHEET IS LIMITED TO THE RESULTS OF WORK PERFORMED WHILE I WAS A GOVERNMENT EMPLOYEE OF AFRL.	Nominee eSignature
SECTION 9.1 SUPERVISOR AND CHIEF SCIENTIST CERTIFICATIONS	
SUPERVISOR: BY MY SIGNATURE I CERTIFY THAT THE OFFICIAL RECORDS OF THE NOMINEE DO NOT CONTAIN ANY DISCIPLINARY OR ADVERSE ACTIONS DURING THE INCLUSIVE DATES OF THE PROPOSED AWARD AND NONE ARE PENDING. I HAVE ALSO REVIEWED THE AFRL FELLOW NOMINATION SHEET AND CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION PRESENTED IS LIMITED TO THE RESULTS OF WORK THE NOMINEE PERFORMED AS A GOVERNMENT EMPLOYEE OF AFRL.	Supervisor eSignature
CHIEF SCIENTIST: BY MY SIGNATURE BELOW I CERTIFY THAT I HAVE REVIEWED THIS NOMINATION IN ITS ENTIRITY AND THE INFORMATION PRESENTED IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE AND THE INFORMATION PRESENTED ON THE AFRL FELLOW NOMINATION SHEET IS LIMITED TO THE RESULTS OF WORK THE NOMINEE PERFORMED AS A GOVERNMENT EMPLOYEE OF AFRL.	Chief Scientist eSignature

Nominee: (1) Open PDF document; (2) Click on Nominee eSignature box*; (3) When digital signature appears, click on "Sign"; (4) Save the document with the name "2022 AFRL Fellow Nomination Signature Sheet – Signed by Nominee Name (Example: 2022 AFRL Fellow Nomination Signature Sheet – Signed by Nominee Joan Doe); (5) Email the signed document to supervisor.


Supervisor: (1) Open PDF document; (2) Click on Supervisor eSignature box*; (3) When digital signature appears, click on "Sign"; (4) Save the document with the name "2022 AFRL Fellow Nomination Signature Sheet – Signed by Supervisor Name (Example: 2022 AFRL Fellow Nomination Signature Sheet – Signed by Supervisor John Doe); (5) Email the signed document to the organization's Chief Scientist.

Chief Scientist: (1) Open PDF document; (2) Click on Chief Scientist eSignature box*; (3) When digital signature appears, click on "Sign"; (4) Save the document with the name "2022 AFRL ECA Nomination Signature Sheet – Signed by Chief Scientist Chief Scientist Name (Example: 2022 AFRL Fellow Nomination Signature Sheet – Signed by Chief Scientist Jane Doe); (5) Email the signed document to RsSchAdvCouncil@us.af.mil.

***Note:** If the electronic signature boxes do not appear when the document opens, click on "Enable All Features" at the upper right of the screen.

Figure A2.3. Example AFRL Fellows Nominee Recommendation Sheet.

CONTROLLED UNCLASSIFIED INFORMATION: When filled out this document contains personal or privileged information.
Unauthorized disclosure of this information may result in CIVIL and/or CRIMINAL penalties

		Recommendation for 2022 AFRL Fellow Nominee	
Nominee's Name:		Nominee's Org:	
Recommendation From:		Recommender's Phone*:	
Recommender's Org:			
Recommender's Title:			
I support this nomination for the AFRL Fellows award and provide the information below as my recommendation for the nominee to receive the award.			
1. How long have you known the nominee?			
2. Briefly describe the capacity in which you became aware of the nominee's work:			
3. Describe the nominee's accomplishments for which you have personal knowledge:			
4. Describe the significance of the nominee's accomplishments on the Air Force and S&T Community:			
If you wish to provide additional comments on any of the items, please use the Continuation Sheet.			

Thank you for providing your recommendation. No signature is required. For that reason, the recommendation sheet must be returned from your email to RsSchAdvCouncil@us.af.mil. To be considered, your recommendation must be received by **May 20, 2022**.
*Phone number will only be used if there are questions concerning your recommendation.

CONTROLLED UNCLASSIFIED INFORMATION: When filled out this document contains personal or privileged information.
Unauthorized disclosure of this information may result in CIVIL and/or CRIMINAL penalties



**Recommendation for
2022 AFRL Fellow Nominee**

CONTINUATION SHEET

A large, empty rectangular box intended for the continuation of the recommendation text.

Thank you for providing your recommendation. No signature is required. For that reason, the recommendation sheet must be returned from your email to RschAdvCouncil@us.af.mil. To be considered, your recommendation must be received by **May 20, 2022**.

*Phone number will only be used if there are questions concerning your recommendation.

Figure A2.4. Example AFRL Fellows Nominee Introductory Presentation.

AFRL		2020 AFRL Fellows Nomination	
Nomination Info		Career Overview	
Name:		19XX-19XX	
Organization:		19XX-19XX	
S&E Category:		19XX-19XX	
Achievement Category:		19XX-19XX	
Yrs at AFRL:		19XX-19XX	
Yrs AFRL Gov's S&E:		19XX-19XX	
Yrs Gov's S&E:		19XX-19XX	
Publications, Presentations & Patents		Professional Society Involvement	
Referenced Publications:			
Non-Referenced Publications:			
Invited Presentations:			
Patents:			
External Recommendations			
Name	Title	Key Quote	

AFRL	Accomplishments/Impact
<ul style="list-style-type: none"> • Accomplishment <ul style="list-style-type: none"> – Impact • Accomplishment <ul style="list-style-type: none"> – Impact 	

AFRL	Accomplishments/Impact
<ul style="list-style-type: none"> • Accomplishment <ul style="list-style-type: none"> – Impact • Accomplishment <ul style="list-style-type: none"> – Impact 	

A2.2. AFRL Science and Engineering Early Career Award. Figures A2.5 thru [Figure A2.8](#) show examples of the AFRL ECA nomination package contents. For CV follow the instructions in [paragraph 3.3.2](#).

SECTION 5: CHIEF SCIENTIST'S IMPACT STATEMENT FOR NOMINEE'S WORK

Provide an assessment of the impact of the results of the work performed by the nominee while assigned to AFRL as a Government employee

This section has approximately 2700 characters and spaces in 10.5 pt Calabri

SECTION 6: NOMINATION SUMMARY (Bulletized lists of major accomplishments)

Must be from the results of work performed while assigned to AFRL as a Government employee

- This section has approximately 1500 characters and spaces in 10.5 pt Calabri

SECTION 7: NOMINATION NARRATIVE OF ACCOMPLISHMENTS

Must be from the results of work performed while assigned to AFRL as a Government employee

This section has approximately 2200 characters and spaces in 10.5 pt Calabri

SECTION 7: NOMINATION NARRATIVE OF ACCOMPLISHMENTS (continued)

Must be from the results of work performed while assigned to AFRL as a Government employee

This section has approximately 7600 characters and spaces in 10.5 pt Calabri

SECTION 7: NOMINATION NARRATIVE OF ACCOMPLISHMENTS (continued)

Must be from the results of work performed while assigned to AFRL as a Government employee

This section has approximately 7600 characters and spaces in 10.5 pt Calabri

SECTION 8: SUMMARY BIOS OF PEOPLE PROVIDING RECOMMENDATIONS <small>(Include Name, Title and Key Elements of Bio)</small>
Each of these sections has approximately 1600 characters and spaces in 10 pt Calabri

Section 9: eSignatures is a separate PDF file.

Figure A2.6. AFRL ECA Nomination Signature Sheet.

AIR FORCE RESEARCH LABORATORY 2022 Early Career Award Nomination Signature Sheet	
Nominee Name: _____	
SECTION 9: NOMINEE PRIVACY ACT STATEMENT & CERTIFICATION	
<i>The solicitation of personal information for DAF-endorsed recognition programs is subject to the Privacy Act of 1974 and is authorized by Federal Statutes. The principal purpose for this information is to provide publicity and recognition through military and/or civilian news media inherent to the recognition program. Routine uses may be made of the information and/or photographs by commanders and award selection board members at any level of command, by officials of private organizations sponsoring award programs, and by officials representing the military, and/or by civilian news media. Furnishing the information is voluntary; failure to provide the information may result in ending this consideration for recognition.</i>	
NOMINEE: BY MY SIGNATURE BELOW I CERTIFY THAT I HAVE READ THE PRIVACY ACT STATEMENT ABOVE AND I DO AUTHORIZE RELEASE OF PERSONAL INFORMATION AND USE OF PHOTOGRAPH(S) FOR THE AFRL EARLY CAREER AWARD. I GIVE PERMISSION TO USE MY NAME, GRADE, DUTY TITLE, AND BASE OF ASSIGNMENT IN THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD. I HAVE ALSO REVIEWED THE NOMINATION IN ITS ENTIRITY AND THE INFORMATION PRESENTED IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE AND ALL THE INFORMATION PRESENTED OF THE AFRL ECA NOMINATION SHEET IS LIMITED TO THE RESULTS OF WORK PERFORMED WHILE I WAS A GOVERNMENT EMPLOYEE OF AFRL.	Nominee eSignature _____
SECTION 9.1 SUPERVISOR AND CHIEF SCIENTIST CERTIFICATIONS	
SUPERVISOR: BY MY SIGNATURE I CERTIFY THAT THE OFFICIAL RECORDS OF THE NOMINEE DO NOT CONTAIN ANY DISCIPLINARY OR ADVERSE ACTIONS DURING THE INCLUSIVE DATES OF THE PROPOSED AWARD AND NONE ARE PENDING. I HAVE ALSO REVIEWED THE AFRL ECA NOMINATION SHEET AND CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION PRESENTED IS LIMITED TO THE RESULTS OF WORK THE NOMINEE PERFORMED AS A GOVERNMENT EMPLOYEE OF AFRL.	Supervisor eSignature _____
CHIEF SCIENTIST: BY MY SIGNATURE BELOW I CERTIFY THAT I HAVE REVIEWED THIS NOMINATION IN ITS ENTIRITY AND THE INFORMATION PRESENTED IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE AND THE INFORMATION PRESENTED ON THE AFRL ECA NOMINATION SHEET IS LIMITED TO THE RESULTS OF WORK THE NOMINEE PERFORMED AS A GOVERNMENT EMPLOYEE OF AFRL.	Chief Scientist eSignature _____

Nominee: (1) Open PDF document; (2) Click on Nominee eSignature box*; (3) When digital signature appears, click on "Sign"; (4) Save the document with the name "2022 AFRL ECA Nomination Signature Sheet – Signed by Nominee Name (Example: 2022 AFRL ECA Nomination Signature Sheet – Signed by Nominee Joan Doe); (5) Email the signed document to supervisor.


Supervisor: (1) Open PDF document; (2) Click on Supervisor eSignature box*; (3) When digital signature appears, click on "Sign"; (4) Save the document with the name "2022 AFRL ECA Nomination Signature Sheet – Signed by Supervisor Name (Example: 2022 AFRL ECA Nomination Signature Sheet – Signed by Supervisor Jane Doe); (5) Email the signed document to the organization's Chief Scientist.

Chief Scientist: (1) Open PDF document; (2) Click on Chief Scientist eSignature box*; (3) When digital signature appears, click on "Sign"; (4) Save the document with the name "2022 AFRL ECA Nomination Signature Sheet - Nominees First and Last Name - Organizational office symbol – (Example: "2022 AFRL ECA Nomination Signature Page - John Doe - RY"

***Note:** If the electronic signature boxes do not appear when the document opens, click on "Enable All Features" at the upper right of the screen.

Figure A2.7. AFRL ECA Recommendation Sheet (page 1).

CONTROLLED UNCLASSIFIED INFORMATION: When filled out this document contains personal or privileged information.
Unauthorized disclosure of this information may result in CIVIL and/or CRIMINAL penalties

		Recommendation for 2022 AFRL Early Career Award Nominee	
Nominee's Name:		Nominee's Org:	
Recommendation From:		Recommender's Phone*:	
Recommender's Org:			
Recommender's Title:			
I support this nomination for the AFRL Early Career Award and provide the information below as my recommendation for the nominee to receive the award.			
1. How long have you known the nominee?			
2. Briefly describe the capacity in which you became aware of the nominee's efforts:			
3. Describe the nominee's efforts of which you have personal knowledge:			
4. Describe the significance of the nominee's efforts on the Air Force and S&T Community:			

If you wish to provide additional comments on any of the items, please use the Continuation Sheet.

Thank you for providing your recommendation. No signature is required. For that reason, the recommendation sheet must be returned from your email to RsSchAdvCouncil@us.af.mil. To be considered, your recommendation must be received by **April 15, 2022**.

*Phone number will only be used if there are questions concerning your recommendation.

CONTROLLED UNCLASSIFIED INFORMATION: When filled out this document contains personal or privileged information.
Unauthorized disclosure of this information may result in CIVIL and/or CRIMINAL penalties



**Recommendation for
2021 AFRL Early Career Award Nominee**

CONTINUATION SHEET

[Empty box for recommendation text]

Thank you for providing your recommendation. No signature is required. For that reason, the recommendation sheet must be returned from your email to RschAdvCouncil@us.af.mil. To be considered, your recommendation must be received by **April 15, 2022**.

*Phone number will only be used if there are questions concerning your recommendation.

Figure A2.8. Example AFRL Science and Engineering Early Career Award Nominee Intro Presentation.

AFRL		2020 AFRL Early Career Award Nomination	
Nomination Info		Career Overview	
Name:		19XX-Present	
Organization:		19XX-19XX	
Yrs at AFRL:		19XX-19XX	
Yrs AFRL Sec's S&E:		19XX-19XX	
Yrs Sec's S&E:		19XX-19XX	
Publications, Presentations & Patents		Professional Society Involvement	
Referenced Publications:			
Non-Referenced Publications:			
Included Presentations:			
Patents:			
External Recommendations			
Name	Title	Key Quote	
AFRL Accomplishments/Impact			
<ul style="list-style-type: none"> • Accomplishment <ul style="list-style-type: none"> - Impact • Accomplishment <ul style="list-style-type: none"> - Impact 			
AFRL Accomplishments/Impact			
<ul style="list-style-type: none"> • Accomplishment <ul style="list-style-type: none"> - Impact • Accomplishment <ul style="list-style-type: none"> - Impact 			

Attachment 3

AFRL FELLOWS NOMINEE ASSESSMENT SHEETS

Figure A3.1. AFRL Fellows Nominee Assessment Sheet for Research Achievements.

AFRL Fellows Nominee Assessment Sheet – Page 1 of 2
RESEARCH CATEGORY

Nominee:			
Reviewer:			
MANDATORY: Communications & Reporting			
0-14 Points Good	15-24 Points Outstanding	25-30 Points Exceptional	Score
<ul style="list-style-type: none"> Writes or is Major Contributing Author for (referenced) Journal Papers Writes or is Major Contributing Author for Technical Reports Effective Preparation and Briefing on Multiple Programs or Subjects Prepares and Delivers Briefings & Presentations to Scientific and/or Government Audiences 	<ul style="list-style-type: none"> Lead Author on Major Scientific (referenced) Journal Papers Lead Author for Numerous Important Reports Prepares and briefs important programs or subjects Nationally recognized speaker as subject matter expert Briefs high level agency or laboratory leadership 	<ul style="list-style-type: none"> Lead or Sole Author on Recognized Landmark Journal (referenced) Paper Lead or Sole Author for Major National Study Report Inventions, Disclosures & Patents with national impact Internationally recognized speaker as subject matter expert Briefs national leadership 	
MANDATORY: Technical Problem Solving			
0-14 Points Good	15-24 Points Outstanding	25-30 Points Exceptional	Score
<ul style="list-style-type: none"> Significant technical impact Known For Innovations Developed Analysis/Design Tools Strong Technical Publication Record Some Patents Manages Strong Basic Research Portfolio (OSR) Maintains good TD relations (OSR) 	<ul style="list-style-type: none"> National Authority Numerous publications Major Productivity Enhancements Major Analysis/Design Tools Some Honors and Awards Patents with Significant Impact Potential Manages Outstanding Basic Research Portfolio (OSR) Maintains excellent TD ties (OSR) 	<ul style="list-style-type: none"> International Authority Publications with National and International Significance Major Impact on Scientific or Technical Knowledge Base Major Honors and Awards Patents with Major System Impact Potential Shows exceptional leadership in defining and developing critical basic research program 	
MANDATORY: Quality of Endorsements			
0-7 Points Good	8-14 Points Outstanding	15-20 Points Exceptional	Score
Strong Endorsements	Mix of Exceptional and Strong Endorsements	All Endorsements Exceptional	
ELECTIVE: Corporate Resource Management			
0-7 Points Good	8-14 Points Outstanding	15-20 Points Exceptional	Score
<ul style="list-style-type: none"> Program Manager Well Known for Cost Effective Management Developed New Management Tool Led Local Professional Society Committee or Board 	<ul style="list-style-type: none"> Major Program Manager Significant Innovator Participated in Formation of Science & Technology Policy Member of National Committee or Board 	<ul style="list-style-type: none"> Led Major National Programs Led Formation of Science & Technology Policy Led National Board or equivalent Directs Complex Program Planning & Coordination 	

AFRL Fellows Nominee Assessment Sheet – Page 2 of 2
RESEARCH CATEGORY

ELECTIVE: Technology Transition & Transfer		8-14 Points	15-20 Points	Score
0-7 Points		8-14 Points	15-20 Points	
Good <ul style="list-style-type: none"> Develops Demos and Interacts Independently With Internal/External Customers Team Member for Partnership Implementations for TT&T Evaluates and Incorporates Appropriate Outside Technology in Individual/Team Activities 		Outstanding <ul style="list-style-type: none"> Key Participant in Multiple High Impact Technology Transitions & Transfers Demonstrated Leadership for Tech Transitions & Transfers Develops Customer Base and Expands Opportunities for TT&T * TT&R Leadership Recognized by Others 	Exceptional <ul style="list-style-type: none"> Responsible for Multiple High Impact Technology Transitions & Transfers Recognized Authority for Tech Transitions & Transfers Initiates Major New Partnership Vehicles (ATDs, MOUs, etc) Creates Environment to Widely Exploit both National and International Technologies 	
ELECTIVE: R&D Business Development		8-14 Points	15-20 Points	Score
0-7 Points		8-14 Points	15-20 Points	
Good <ul style="list-style-type: none"> Established Important Customer Alliances Develops Feasible Research Strategies for New Technical Activities Pursues New Near-term Business Opportunities Through Proposals 		Outstanding <ul style="list-style-type: none"> Participates in Major Program Planning & Coordination Participated in Strategic Planning & Prioritization Study/Process Generates Consistent Customer Alliances for a Broad Technical Area 	Exceptional <ul style="list-style-type: none"> Led Key Strategic Planning & Prioritization Study/Process Creates Significant Customer Alliances for a Broad Technical Area Secures Significant Long-Term Program Support in Critical Technical Area 	
TOTAL SCORE				0.00

Summary Evaluation: The nominee is fully qualified for AFRL Fellow status.

The nominee is not fully qualified for AFRL Fellow status.

 Reviewer's Signature

 Reviewer Comments

Figure A3.2. AFRL Fellows Nominee Assessment Sheet for Technology Development and Transition Achievements.

AFRL Fellows Nominee Assessment Sheet – Page 1 of 2 TECHNOLOGY DEVELOPMENT & TRANSITION CATEGORY			
Nominee:			
Reviewer:			
MANDATORY: Technology Transition & Transfer			
0-14 Points	15-24 Points	25-30 Points	Score
Good	Outstanding	Exceptional	
<ul style="list-style-type: none"> Develops Demos and Interacts Independently With Internal/External Customers Team Member for Partnership Implementations for TT&T Evaluates and Incorporates Appropriate Outside Technology in Individual/Team Activities 	<ul style="list-style-type: none"> Key Participant in Multiple High Impact Technology Transitions & Transfers Demonstrated Leadership for Tech Transitions & Transfers Develops Customer Base and Expands Opportunities for TT&T TT&R Leadership Recognized by Others 	<ul style="list-style-type: none"> Responsible for Multiple High Impact Technology Transitions & Transfers Recognized Authority for Tech Transitions & Transfers Initiates Major New Partnership Vehicles (ATDs, MOUs, etc) Creates Environment to Widely Exploit both National and International Technologies 	
MANDATORY: R&D Business Development			
0-14 Points	15-24 Points	25-30 Points	Score
Good	Outstanding	Exceptional	
<ul style="list-style-type: none"> Established Important Customer Alliances Develops Feasible Research Strategies for New Technical Activities Pursues New Near-term Business Opportunities Through Proposals 	<ul style="list-style-type: none"> Participates in Major Program Planning & Coordination Participated in Strategic Planning & Prioritization Study/Process Generates Consistent Customer Alliances for a Broad Technical Area 	<ul style="list-style-type: none"> Led Key Strategic Planning & Prioritization Study/Process Creates Significant Customer Alliances for a Broad Technical Area Secures Significant Long-Term Program Support in Critical Technical Area 	
MANDATORY: Quality of Endorsements			
0-7 Points	8-14 Points	15-20 Points	Score
Good	Outstanding	Exceptional	
Strong Endorsements	Mix of Exceptional and Strong Endorsements	All Endorsements Exceptional	
ELECTIVE: Communications & Reporting			
0-7 Points	8-14 Points	15-20 Points	Score
Good	Outstanding	Exceptional	
<ul style="list-style-type: none"> Writes or is Major Contributing Author for (refereed) Journal Papers Writes or is Major Contributing Author for Technical Reports Effective Preparation and Briefing on Multiple Programs or Subjects Prepares and Delivers Briefings & Presentations to Scientific and/or Government Audiences 	<ul style="list-style-type: none"> Lead Author on Major Scientific (refereed) Journal Papers Lead Author for Numerous Important Reports Prepares and briefs important programs or subjects Nationally recognized speaker as subject matter expert Briefs high level agency or laboratory leadership 	<ul style="list-style-type: none"> Lead or Sole Author on Recognized Landmark Journal (refereed) Paper Lead or Sole Author for Major National Study Report Inventions, Disclosures & Patents with national impact Internationally recognized speaker as subject matter expert Briefs national leadership 	

AFRL Fellows Nominee Assessment Sheet – Page 2 of 2
TECHNOLOGY DEVELOPMENT & TRANSITION CATEGORY

ELECTIVE: Technical Problem Solving	8-14 Points Outstanding	15-20 Points Exceptional	Score
<ul style="list-style-type: none"> • Significant technical impact • Known For Innovations • Developed Analysis/Design Tools • Strong Technical Publication Record • Some Patents • Manages Strong Basic Research Portfolio (OSR) • Maintains good TD relations (OSR) 	<ul style="list-style-type: none"> • National Authority • Numerous publications • Major Productivity Enhancements • Major Analysis/Design Tools • Some Honors and Awards • Patents with Significant Impact Potential • Manages Outstanding Basic Research Portfolio (OSR) • Maintains excellent TD ties (OSR) 	<ul style="list-style-type: none"> • International Authority • Publications with National and International Significance • Major Impact on Scientific or Technical Knowledge Base • Major Honors and Awards • Patents with Major System Impact Potential • Shows exceptional leadership in defining and developing critical basic research program 	
ELECTIVE: R&D Business Development			
<ul style="list-style-type: none"> • Established Important Customer Alliances • Develops Feasible Research Strategies for New Technical Activities • Pursues New Near-term Business Opportunities Through Proposals 	<ul style="list-style-type: none"> • Participates in Major Program Planning & Coordination • Participated in Strategic Planning & Prioritization Study/Process • Generates Consistent Customer Alliances for a Broad Technical Area 	<ul style="list-style-type: none"> • Led Key Strategic Planning & Prioritization Study/Process • Creates Significant Customer Alliances for a Broad Technical Area • Secures Significant Long-Term Program Support in Critical Technical Area 	
TOTAL SCORE			0.00

Summary Evaluation: The nominee is fully qualified for AFRL Fellow status.

The nominee is not fully qualified for AFRL Fellow status.

Reviewer's Signature

Reviewer Comments

Figure A3.3. AFRL Fellows Nominee Assessment Sheet for Program and Organizational Leadership Achievements

AFRL Fellows Nominee Assessment Sheet – Page 1 of 2
PROGRAM & ORGANIZATIONAL LEADERSHIP CATEGORY

Nominee:				
Reviewer:				
MANDATORY: Corporate Resource Management				
0-14 Points		15-24 Points		25-30 Points
Good		Outstanding		Exceptional
<ul style="list-style-type: none"> Program Manager Well Known for Cost Effective Management Developed New Management Tool Led Local Professional Society Committee or Board 		<ul style="list-style-type: none"> Major Program Manager Significant Innovator Participated in Formation of Science & Technology Policy Member of National Committee or Board 		<ul style="list-style-type: none"> Led Major National Programs Led Formation of Science & Technology Policy Led National Board or equivalent Directs Complex Program Planning & Coordination
MANDATORY: R&D Business Development				
0-14 Points		15-24 Points		25-30 Points
Good		Outstanding		Exceptional
<ul style="list-style-type: none"> Established Important Customer Alliances Develops Feasible Research Strategies for New Technical Activities Pursues New Near-term Business Opportunities Through Proposals 		<ul style="list-style-type: none"> Participates in Major Program Planning & Coordination Participated in Strategic Planning & Prioritization Study/Process Generates Consistent Customer Alliances for a Broad Technical Area 		<ul style="list-style-type: none"> Led Key Strategic Planning & Prioritization Study/Process Creates Significant Customer Alliances for a Broad Technical Area Secures Significant Long-Term Program Support in Critical Technical Area
MANDATORY: Quality of Endorsements				
0-7 Points		8-14 Points		15-20 Points
Good		Outstanding		Exceptional
Strong Endorsements		Mix of Exceptional and Strong Endorsements		All Endorsements Exceptional
ELECTIVE: Communications & Reporting				
0-7 Points		8-14 Points		15-20 Points
Good		Outstanding		Exceptional
<ul style="list-style-type: none"> Writes or is Major Contributing Author for (refereed) Journal Papers Writes or is Major Contributing Author for Technical Reports Effective Preparation and Briefing on Multiple Programs or Subjects Prepares and Delivers Briefings & Presentations to Scientific and/or Government Audiences 		<ul style="list-style-type: none"> Lead Author on Major Scientific (refereed) Journal Papers Lead Author for Numerous Important Reports Prepares and briefs important programs or subjects Nationally recognized speaker as subject matter expert Briefs high level agency or laboratory leadership 		<ul style="list-style-type: none"> Lead or Sole Author on Recognized Landmark Journal (refereed) Paper Lead or Sole Author for Major National Study Report Inventions, Disclosures & Patents with national impact Internationally recognized speaker as subject matter expert Briefs national leadership

AFRL Fellows Nominee Assessment Sheet – Page 2 of 2
 PROGRAM & ORGANIZATIONAL LEADERSHIP CATEGORY

ELECTIVE: Technical Problem Solving		Score
0-7 Points	8-14 Points	15-20 Points
Good	Outstanding	Exceptional
<ul style="list-style-type: none"> Significant technical impact Known For Innovations Developed Analysis/Design Tools Strong Technical Publication Record Some Patents Manages Strong Basic Research Portfolio (OSR) Maintains good TD relations (OSR) 	<ul style="list-style-type: none"> National Authority Numerous publications Major Productivity Enhancements Major Analysis/Design Tools Some Honors and Awards Patents with Significant Impact Potential Manages Outstanding Basic Research Portfolio (OSR) Maintains excellent TD ties (OSR) 	<ul style="list-style-type: none"> International Authority Publications with National and International Significance Major Impact on Scientific or Technical Knowledge Base Major Honors and Awards Patents with Major System Impact Potential Shows exceptional leadership in defining and developing critical basic research program
ELECTIVE: Technology Transition & Transfer		Score
0-7 Points	8-14 Points	15-20 Points
Good	Outstanding	Exceptional
<ul style="list-style-type: none"> Develops Demos and Interacts Independently With Internal/External Customers Team Member for Partnership Implementations for TT&T Evaluates and Incorporates Appropriate Outside Technology in Individual/Team Activities 	<ul style="list-style-type: none"> Key Participant in Multiple High Impact Technology Transitions & Transfers Demonstrated Leadership for Tech Transitions & Transfers Develops Customer Base and Expands Opportunities for TT&T TT&R Leadership Recognized by Others 	<ul style="list-style-type: none"> Responsible for Multiple High Impact Technology Transitions & Transfers Recognized Authority for Tech Transitions & Transfers Initiates Major New Partnership Vehicles (ATDs, MOUs, etc) Creates Environment to Widely Exploit both National and International Technologies

TOTAL SCORE

Summary Evaluation: The nominee is fully qualified for AFRL Fellow status.

The nominee is not fully qualified for AFRL Fellow status.

 Reviewer's Signature

<p>_____ Reviewer Comments</p>

Figure A3.4. AFRL ECA Nominee Assessment Sheet.

AFRL Early Career Award Nominee Assessment Sheet								
Nominee	Qty	Scoring Factor 1	Scoring Factor 2	Scoring Factor 3	Scoring Factor 4	Scoring Factor 5	Total Score	
		Significance and Impact of Research Achievements	External Recommendations	Professional Memberships	Publications & Presentations	Awards and Honors		
		(Max score - 30 points)	(Max Score- 20 points)	(Max Score- 10 points)	(Max score - 10 points)	(Max Score- 10 points)		
		<5pts - Weak	1-7 pts - Good	1-3 pts - Good	1-3 pts - Good	1-3 pts - Good		
		26-35 pts - Good	8-10 pts - Outstanding	4-7 pts - Outstanding	4-7 pts - Outstanding	4-7 pts - Outstanding		
		26-40 pts - Outstanding	15-20 pts - Exceptional	8-10 pts - Exceptional	8-10 pts - Exceptional	8-10 pts - Exceptional		
41-50 pts - Exceptional								
Considerations	Considerations	Considerations	Considerations	Considerations				
The originality of the research, technical contributions, team leadership, expanding the current state of the art, and impact to the Air Force.	Note where the letter of support is coming from, the position held by the person writing it, i.e. Professor vs. Department Head	Note types of organizations and positions held within the organization, i.e. President, Secretary, Treasurer, Session Chair/ata, Conference, Planning Committee, etc.	Note based just on raw numbers but on the quality of the journals for publication and the conference for presentations	Note type of award, local chapter, national award or international award				
		0.00	0.00	0.00	0.00	0.00	0.00	
Comments:								