

**BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND**



**AIR MOBILITY COMMAND
INSTRUCTION 36-2808**

2 MAY 2018

Certified Current 6 December 2021

Personnel

**AIR MOBILITY COMMAND
DISTINGUISHED PERSONNEL
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AMC/A1KKM

Certified by: HQ AMC/A1KK
(Patricia McDonald)

Supersedes: AMCI 36-2808,
4 November 2010

Pages: 13

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It establishes criteria and objectives for AMC-sponsored personnel awards. It applies to personnel as specified in the individual award criteria. This instruction does **not** apply to Air National Guard and US Air Force Reserve units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Ensure that all records created as a result of processes prescribed in this publication are maintained 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). 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 847s 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 AFI33-360, *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.

SUMMARY OF CHANGES

Eliminates the Key Spouse of the Year Award team award making it consistent with the Air Force level award. Eliminates references to off-duty schooling under the “Significant Self Improvement” category for the Company Grade Officer of the Year Award. Adds the AMC Diversity and Inclusion Champions of the Year Awards. Reduces the number of lines allowed on the AF Form 1206 to no more than 18 for all awards contained in this instruction. Updates terminology of who may nominate for awards as the command is currently structured. Tier waiver authorities as approved by the Inspector General Advisory Board have been included per AFI 33-360, *Publications and Forms Management*. Refer to AFI 33-360 for tier waiver authority definitions and procedures.

1.	General.....	2
2.	AMC Company Grade Officer of the Year (CGOY) Award:.....	2
3.	Airlift/Tanker Association Young Leadership Award (A/TAYLA).....	3
4.	AMC Outstanding Civilian of the Year Award.	5
5.	AMC Key Spouse of the Year Award.	7
6.	AMC Diversity & Inclusion Champions of the Year Awards.	9
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		11
Attachment 2— SAMPLE STANDARD BIOGRAPHY FORMAT		12
Attachment 3— SAMPLE PUBLIC RELEASE STATEMENT		13

1. General. This instruction places all AMC-sponsored Directorate of Manpower, Personnel, and Services awards into one instruction.

2. AMC Company Grade Officer of the Year (CGOY) Award:

2.1. **Responsible Agency.** HQ AMC/A1KKM.

2.2. **Purpose or Objective.** To recognize unique or exceptional achievement, outstanding duty performance, and extraordinary contribution to overall mission accomplishment by AMC Company Grade Officers.

2.3. **Eligibility.** All AMC officers in the grade of Second Lieutenant through Captain as of 31 December of the year prior to the award presentation.

2.4. **Description.** The award is an appropriately engraved plaque, trophy, or similar memento worthy of the recognition.

2.5. **Frequency of Award.** Annual.

2.6. **Method of Presentation.** Selectee’s unit will make presentation arrangements. Selectee’s unit will provide TDY orders and funds, when required, including commercial travel if government transportation is not available. (T-2)

2.7. **Source of Evaluation.** The AMC CGOY is selected from nominations submitted to HQ AMC/A1KKM not later than 15 February of each year. Nominating units must validate that the nominee does not have a UIF or other derogatory information prior to submission to HQ AMC/A1KKM.

2.8. **Related Directives.** None.

2.9. **Criteria.** Individuals competing for this award are considered on the basis of the following criteria:

2.9.1. **Leadership and Job Performance in Primary Duty.** Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. This could include job knowledge and leadership qualities applied to a specific Air Force problem, combat situation, or development of new techniques, procedures, or processes.

2.9.2. **Whole Airman Concept.** Show how the member developed or improved skills by membership in professional or cultural societies or associations and development of creative abilities. Show how members have demonstrated their ability as an articulate and positive spokesperson for the Air Force. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community.

2.10. **Nominating Procedures.** Each Wing, Numbered Air Force (NAF), USAF Expeditionary Center (USAF EC), Independent Group, and HQ AMC Commanders Support Staff (CSS) may nominate one officer to HQ AMC/A1KKM. Nomination letter is to be signed by the nominee's appropriate commander or vice commander/director or deputy director. **Negative replies are required.** The nomination package must contain:

2.10.1. A write-up limited to 18 lines, including headers, single-spaced, size 12-font, using the most current AF Form 1206, *Nomination for Award*. Headings should be listed on a single line with the justification beginning on the line immediately below the heading.

2.10.2. Biography (see [Attachment 2](#)), Standard Biography Format.

2.10.3. Public Release Statement (see [Attachment 3](#)).

2.11. **How Recipient is Determined.** Nomination packages are reviewed by an AMC selection board. The board considers and evaluates nominees on their own merits. Board results are subject to approval by AMC/CC. AMC/CD will approve if AMC/CC is unavailable.

2.12. **Publicity.** The HQ AMC Office of Public Affairs (HQ AMC/PA) provides maximum publicity of the AMC CGOY through the use of local and command news releases, articles in the command newspaper, commander's calls, etc.

3. **Airlift/Tanker Association Young Leadership Award (A/TAYLA).**

3.1. **Responsible Agency.** HQ AMC/A1KKM.

3.2. **Purpose or Objective.** To recognize 12 outstanding individuals who will likely become future leaders within the air mobility community.

3.3. **Eligibility.** Nominations are open to all individuals in operational and support functional areas. Nominees must meet one of the following eligibility criteria: Officer serving in the grade of Captain or below or airman serving in the grade of Technical Sergeant or below as of 31 October of eligibility year. Inclusive dates for award are 1 January to 31 December of previous year and nominee must have retainability in the Air Force through 31 December of the presentation year.

3.4. **Description.** The award includes a personalized medallion with ribbon and award display box. The awards will be presented by the Airlift/Tanker Association (A/TA) at the national convention. Recipients will also receive a 1-year membership or renewed extension to the A/TA.

3.5. **Frequency of Award.** Annual.

3.6. **Method of Presentation.** The A/TA will conduct the award ceremony for the 12 honorees during their annual convention. Nominating units will provide temporary duty orders and per diem funds to cover the cost of travel, room, food, incidentals, and registration fees. (T-2)

3.7. **Source of Evaluation.** The A/TA Young Leaders are selected by the AMC awards board. The board presidents will be the presiding Colonel filling the HQ AMC/A1K position and Chief Master Sergeant filling the HQ AMC/A1K superintendent position. AMC/CC will approve the board's results. AMC/CD will approve if AMC/CC is unavailable.

3.8. **Related Directives.** None.

3.9. **Criteria.**

3.9.1. **Scope of Responsibility and Job Performance.** Include duty title, level of organization, number of military and civilian personnel supervised (directly or indirectly), and programs and accomplishments for which nominee was directly responsible.

3.9.2. **Professional Leadership.** Nominees must have demonstrated exceptional leadership traits within the air mobility community.

3.9.3. **Leadership Image.** Nominees' personal leadership traits must be evidenced in their character, conduct, and willingness to accomplish goals and accept additional responsibility.

3.9.4. **Community Involvement.** Nominees should project their leadership skills within the local military and/or civilian community through service activities.

3.10. **Nominating Procedures.** HQ AMC Directors are authorized to submit two nomination packages, one officer and one enlisted. Each AMC Wing, NAF, USAF EC, HQ Directorate, and Independent Group is authorized to submit two nomination packages, one officer and one enlisted. Each invited MAJCOM (HQ ACC, AETC, AFMC, PACAF, USAFE, AFSOC, AFANG, and AFRC) will be allowed to submit two nomination packages, one officer and one enlisted. The appropriate commander or vice commander/director or deputy director will sign an endorsement letter nominating their members. Nomination packages are to be submitted to HQ AMC/A1KKM NLT 30 April. Negative replies are required. The nomination package must contain: (T-2)

3.10.1. A write-up limited to 18 lines, including headers, single-spaced, size 12-font, using the most current version AF Form 1206, *Nomination for Award*. Headings should be listed on a single line with the justification beginning on the line immediately below the heading.

3.10.2. Biography (see [Attachment 2](#)), standard biography format.

3.10.3. Public Release Statement (see [Attachment 3](#)).

3.10.4. An official color photograph (digital .jpg file), head and shoulders only in service dress uniform without headgear.

3.11. **How Recipient is Determined.** Nominations are reviewed by the AMC selection board. The board considers and evaluates nominees on their own merits. The 12 members selected will be presented to the A/TA membership during its annual convention. HQ AMC/A1KKM will forward, by 1 July, copies of all nomination packages and board results to the President and Secretary, A/TA, through the HQ AMC/CCX staff POC.

3.12. **Publicity.** All selectees' biographies and photographs will be published in "*The Airlift/Tanker Quarterly*." HQ AMC/PA will prepare internal and external releases on the awards process and winners to gain maximum exposure before public and command audiences.

4. AMC Outstanding Civilian of the Year Award.

4.1. **General:** The purpose of this award program is to:

4.1.1. Enhance visibility of accomplishments of command civilian employees.

4.1.2. Encourage supervisors to recognize accomplishments of their civilian employees.

4.1.3. Encourage civilian employees to strive for greater effectiveness and efficiency.

4.2. **Description of Award:** The award consists of a certificate of achievement signed by the AMC/CC (or designated representative) and an engraved memento provided by HQ AMC/A1K. Recipients also have the option of selecting a \$500.00 cash Notable Achievement Award (NAA) or a 4-working day Time-Off Award (TOA). (T-2)

4.3. Responsibilities.

4.3.1. The Personnel Programs Branch, HQ AMC/A1KK, of the Directorate of Manpower, Personnel, and Services, controls and administers the program for the command.

4.3.2. HQ AMC/A1KK reviews award nominations to ensure compliance with this instruction.

4.3.3. Empowered by the AMC/CC, the AMC monthly award review and selection board selects the award winners. The Board President will act as "tie breaker" in the event of equal scores.

4.3.4. Each nominating organization funds (when applicable), initiates, and submits appropriate papers granting an NAA or TOA for its respective winner(s) to their servicing civilian personnel section. Although it may be the winners' prerogative to

choose and determine when to use the time off, they must follow established leave requesting procedures. (T-2)

4.4. Award Categories: This program includes three individual award categories. Individuals will be nominated in the category that corresponds to the grade/position they held for the majority of the award period. (T-2)

4.4.1. Category I includes all employees in grades GS-/GG-01 through 08, WG-/WL-01 through 08, NA-/NL-/NS-01 through 08, CC-01 through 05, and NF-I and II.

4.4.2. Category II includes all employees in grades GS-/GG-09 through GS-12, WG-/WL-09 and above, WS-01 through 12, NA-09 and above, NL-/NS-09 through 12, and NF-III and IV.

4.4.3. Category III includes all employees in grades GS-/GG-/GM-13 and above, WS-/NL-/NS-13 and above, and NF-V and above.

4.5. Eligibility Requirements. All AMC appropriated fund and nonappropriated fund civilian employees, regardless of race, sex, age, religion, national origin, or disability, who meet the criteria are eligible for these awards. Each nominee must:

4.5.1. Have worked in AMC appropriated fund or non-appropriated fund position(s) throughout the entire award period (January-December). (T-2)

4.5.2. Receive an acceptable performance rating during the award period (January-December). (T-2)

4.5.3. Not have performance or disciplinary action pending. (T-2)

4.6. Nomination Procedures.

4.6.1. Nomination packages are due to HQ AMC/A1KKM in accordance with the following paragraphs NLT 1 March of each year:

4.6.1.1. Each Wing, Numbered Air Force (NAF), USAF EC, and Independent Group commanders may nominate one civilian employee in each category from civilian employees assigned and attached to their unit directly to HQ AMC/A1KKM.

4.6.1.2. The HQ AMC annual award winners are automatically submitted as the HQ AMC nominees for this award; therefore, there is no requirement to submit nominations.

4.6.2. Nomination packages consist of the most current version of AF Form 1206, *Nomination for Award*. Individuals will be nominated in the category that corresponds to the grade/position they held for the majority of the award period. Do not exceed 18 lines, including headings. Headings should be listed on a single line with the justification beginning on the line immediately below the heading. A six-line Job Description (including heading) may be included, which does not count against the 18 line total. Justification should be in bullet format, accurate and succinct, and address the subjects and criteria listed below. Only common acronyms known throughout the Air Force will be authorized. Examples (not all inclusive) are: AF, AMC, CC, TDY, AFSC, etc. Acronym lists are NOT allowed. Nominating Wing, NAF, USAF EC, and Independent Group should submit the AF Form 1206 in original electronic format to HQ AMC/A1KKM.

4.6.2.1. **Job Description:** In no more than six lines (including the header), describe the nominee's primary job responsibilities and duties. This heading is for informational purposes only and does not count against the 18 total lines used for the headings listed in paragraphs 4.6.2.2. and 4.6.2.3. below.

4.6.2.2. **Leadership and Job Performance:** Characterize the nominee's personal leadership as evidenced by character, conduct, and willingness to accomplish goals and accept additional responsibility. This could include leadership qualities applied to a specific Air Force problem or development of new techniques, procedures, or processes which resulted in increased mission effectiveness. Provide factual and substantiated examples of the nominee's significant achievements and performance above general job requirements. Describe how well your nominee improved operations; highlight any support he or she provided for special projects; explain any other outstanding services the employee provided that benefited the organization's mission. All accomplishments must have occurred during the 12-month nomination period.

4.6.2.3. **Other Significant Accomplishments/Community Efforts:** Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, additional duties, community and (or) civic activities, and family enhancement.

4.7. **Selection Process:** The AMC monthly award review and selection board will consider and evaluate nominees on their own merits. Board results are subject to approval by AMC/CC. AMC/CD will approve if AMC/CC is unavailable.

4.8. **Recognition and Publicity.**

4.8.1. Award presentations will take place at an appropriate ceremony.

4.8.2. HQ AMC/A1 will announce winners to all AMC commanders.

5. **AMC Key Spouse of the Year Award.**

5.1. **Responsible Agency.** HQ AMC/A1KKM controls and administers the program for the command.

5.2. **Purpose or Objective.** To recognize the critical role Key Spouses play in the wing/unit/organization's mission success. To enhance command Key Spouses visibility and accomplishments. To encourage units to recognize Key Spouses individual and team outstanding accomplishments and contributions to overall mission accomplishment. To encourage Key Spouses to strive for greater effectiveness and efficiency.

5.3. **Eligibility.** All AMC recognized Key Spouses who meet the criteria are eligible to be submitted for these awards. Each nominee submitted must meet the following: Have served in an AMC unit throughout the award period (1 January - 31 December) and is a current Key Spouse volunteer. The nominee must have been engaged in activities which address issues that support unit families and the unit's ability to support the mission. (T-2)

5.3.1. Units must validate Key Spouse's achievements covering the timeframe used for nomination of the award. Units must define the scope and impact of the Key Spouse involvement in the community which, tangibly or intangibly, contributed to community or group welfare, morale, or status. Include volunteer awards, certificates of

appreciation, training, etc., obtained as recognition for personal services rendered or contributions made having a direct impact on Quality of Life.

5.3.2. The award is not designed to recognize Key Spouses for a single act.

5.4. **Frequency of Award.** Annual. Inclusive period for this award is 1 January to 31 December.

5.5. **Nomination Procedures:** Each HQ AMC Directorate, Wing, NAF, USAF EC, and Independent Group commander (if applicable) may nominate one individual from their unit/organization. Nomination letter is to be signed by the nominee's appropriate commander or vice commander/director or deputy director. Negative replies are required. Nomination packages are due to HQ AMC/A1KKM NLT 15 February each year.

5.5.1. Nomination packages consist of the most current version of AF Form 1206, *Nomination for Award*. Do not exceed a total of 18 lines, including headings. Headings should be listed on a single line with the justification beginning on the line immediately below the heading. Justification should be in bullet format, accurate and succinct, and address the subjects and criteria listed below. Only common acronyms known throughout the Air Force will be authorized. Examples (not all inclusive) are: AF, AMC, CC, TDY, AFSC, etc. Acronym lists are NOT allowed. Nominating unit should submit the AF Form 1206 in original electronic format to HQ AMC/A1KKM. Nominations received after the established suspense date will not be submitted to the panel.

5.6.1.1. **Key Accomplishments.** Characterize the nominee's contributions as evidenced by character, conduct, and willingness to achieve unit goals. Provide factual and substantiated examples of the nominee's significant and unique achievements and performance of Key Spouse duties. Describe how well your nominee improved unit family cohesion. Explain any other outstanding services the employee provided that benefited the organization's mission. All accomplishments must have occurred during the 12-month nomination period.

5.6.1.2. **Other Accomplishments/Community Efforts.** Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, community and (or) civic activities.

5.6.2. Biography (see [Attachment 2](#)), standard biography format.

5.6.3. An official color photograph (digital), head and shoulders only.

5.6.4. A public release statement (see [Attachment 3](#)).

5.7. **Selection Process.** The nomination packages received will be reviewed by a three-person selection panel consisting of senior leadership officers spouses within HQ AMC. The panel considers and evaluates nominees on their own merit. The results of the panel will be approved by AMC/CC. AMC/CD will approve if AMC/CC is unavailable.

5.8. **Method of Presentation.** The Key Spouse honoree will be presented a certificate of achievement signed by the AMC/CC (or designated representative) and an engraved memento at the annual Airlift/Tanker Association Convention and Symposium normally held in late October.

5.9. Travel for Non-Military Members or Non-Department of the Air Force Civilians. Travel to the presentation ceremony is authorized for Department of the Air Force Civilians and non-military/non-Department of the Air Force Civilian recipients. When individuals who are neither military members nor Department of the Air Force civilians are selected as a recipient of these awards, authorize invitational travel so they may attend the presentation ceremony. Refer to the Joint Travel Regulation for instructions and limitations on travel reimbursements for members and employees and invitation travel orders for family members and non-Department of the Air Force civilians. Nominating unit will provide temporary duty orders and funds to cover the cost of travel, room, food, incidentals, and registration fees, if applicable, to include commercial travel if government transportation is not available. (T-2)

5.10. Publicity. HQ AMC/A1 will announce winner to all AMC commanders.

6. AMC Diversity & Inclusion Champions of the Year Awards.

6.1. Responsible Agency. HQ AMC/A1KKM controls and administers the program for the command.

6.2. Purpose or Objective. To recognize the critical role Diversity & Inclusion has in the wing/unit's mission success through the selfless contributions of Diversity Champions in the categories of individual, team, and leadership. The objective is to reward efforts in innovation, human capital development and effective working teams connected to talent management goals that will enhance organizational performance and assist in the sustainment of Diversity & Inclusion culture throughout the command. Also, to encourage Diversity Champions to strive for greater effectiveness as change agents.

6.3. Eligibility. Nominees can be either military or civilian. Each nominee submitted must meet the following: Have served within AMC throughout the award period (1 January - 31 December). Engaged in activities that support Diversity & Inclusion in the directorate/wing/unit that ultimately enhanced the mission.

6.3.1. Definition of the award categories are:

6.3.1.1. **Individual:** Base Diversity Champion, Diversity & Inclusion Working Group member, or volunteer for a special Diversity & Inclusion project.

6.3.1.2. **Team:** A team is comprised of two or more individuals who make up any joint endeavor or group, including ad hoc committees operating collaboratively on a program or initiative within the wing.

6.3.1.3. **Leadership:** instrumental to championing Diversity and Inclusion efforts in their leadership position. For enlisted E-7 and above, officer O-4 and above, and civilian GS-13 and above.

6.3.2. Directorates/wings/units must validate nominee(s) achievements covering the time frame used for nomination of the award. Directorates/wings/units must define the scope and impact of the nominee(s) involvement in the community (on or off base) that contributed to the following: talent acquisition, maximize human capital potential, cultural competency, and teamwork effectiveness. Include volunteer awards, certificates of appreciation, training, etc. obtained as recognition for services rendered or contributions made having a direct impact on the mission.

6.3.3. The award is not designed to recognize nominees for a single act.

6.4. **Frequency of Award.** Annually.

6.5. **Nomination Procedures:** Each AMC Directorate, Wing, Numbered Air Force (NAF), USAF EC, and Independent Group commander may submit one nomination for each category (nominees submitted for the individual award cannot compete for additional categories). The nomination letter is to be signed by the nominee's appropriate commander or vice commander/director or deputy director. Negative replies are required. Nomination packages are due to HQ AMC/A1KKM NLT 15 January of each year. Nomination packages must include:

6.5.1. **AF Form 1206:** Nomination packages consist of the most current version of AF Form 1206, *Nomination for Award*. Do not exceed a total of 18 lines. Justification should be in bullet format, accurate and succinct, and address the subjects and criteria listed above. Only common acronyms known throughout the Air Force will be authorized. Examples (not all inclusive) are: AF, AMC, CC, TDY, AFSC, etc. Acronym lists are NOT allowed. The nominating wing/unit should submit the AF Form 1206 in original electronic format to HQ AMC/A1KKM. Nominations received after the established suspense date will not be submitted to the panel.

6.5.2. **Biography** (see [Attachment 2](#)), standard biography format.

6.5.3. **Public Release Statement** (see [Attachment 3](#)).

6.5.4. **Official Photograph:** Color photograph, .JPG file, head and shoulders only, of the nominee. This should be accomplished through the local multi-media services activity.

6.6. **Selection Process.** The nomination packages received will be reviewed by the Headquarters Awards Board with final approval from AMC/CD within HQ AMC.

JASON M. JANAROS, Colonel, USAF
Director of Manpower, Personnel and Services

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

AFI 33-332, *Privacy Act Program*, 16 May 2011

AFI 33-360, *Publications and Forms Management*, 1 December 2015

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

ACC—Air Combat Command

AETC—Air Education and Training Command

AFGSC—Air Force Global Strike Command

AFMC—Air Force Materiel Command

AFSOC—Air Force Special Operations Command

AMC—Air Mobility Command

A/TAYLA—Airlift/Tanker Association Young Leadership Award

A/TA—Airlift/Tanker Association

ANG—Air National Guard

CGO—Company Grade Officer

CGOY—Company Grade Officer of the Year

DRU—Direct Reporting Unit

FOA—Field Operating Agency

HQ—Headquarters

NAA—Notable Achievement Award

NAF—Numbered Air Force

PACAF—Pacific Air Forces

SSN—Social Security Number

TDY—Temporary Duty

TOA—Time-Off Award

USAFE—United States Air Forces in Europe

Attachment 2**SAMPLE STANDARD BIOGRAPHY FORMAT****Figure A2.1. Sample Standard Biography Format.****CAPTAIN JOHN DOE, JR.****AFSC: 36PX, CHIEF, CUSTOMER ASSISTANCE SECTION**

Captain John Doe, Jr., is a personnel officer assigned to the 375th Support Group, Scott Air Force Base, Illinois. He is 32 years old. Captain Doe was born in Lexington, Kentucky, on 29 June 1978. He attended Central High School and excelled across the entire spectrum of school activities. As a 3-year football letterman, his exceptional performance earned him his team's coveted Patterson Award for spirit, dedication, and leadership on and off the field. After graduating from high school in 1996, Captain Doe was locally employed and served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently attended ABG College and graduated in the top third of his class.

Upon completion of Officer Training School at Lackland Air Force Base, Texas, in 2000, Captain Doe began technical training as a personnel officer at Keesler Air Force Base, Mississippi, where he was an honor graduate (March 2004). He was then assigned to Scott Air Force Base, Illinois. Captain Doe is married to the former Jane Smith. He is active in his local church, where he serves as youth counselor. He was selected as the Outstanding Company Grade Officer of the Quarter and subsequently for the year 2009 for the 375th Support Group. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

Note: *Limit the biography to one single-spaced typewritten page.*

Attachment 3

SAMPLE PUBLIC RELEASE STATEMENT

Figure A3.1. Sample Public Release Statement.

(YOUR LETTER HEAD)

DATE

MEMORANDUM FOR AMC/A1KKM

FROM: (YOUR UNIT/OFFICE SYMBOL)

Subject: Public Release Statement

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 DoD 5400.11-R, DoD Privacy Program, Disclosure of Personal Information to Other Agencies and Third Parties and guidance in Air Force Instruction 33-332, Air Force Privacy and Civil Liberties Program, Chapters 1, 2, and 6. I understand those transmitting personal information via e-mail will exercise caution and adequately safeguard it in accordance with AFI 33-332, paragraph 2.5. and subparagraphs. The announcement message or any publicity regarding the award nomination will contain no Privacy Act information other than name, rank, and base of assignment.

//signed//

MEMBER'S SIGNATURE BLOCK