

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

**AIR MOBILITY COMMAND
INSTRUCTION 36-2808**



6 JULY 2023

Incorporating Change 1, 17 OCTOBER 2023

Personnel

**AIR MOBILITY COMMAND
DISTINGUISHED PERSONNEL AWARDS
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: Air Mobility Command Awards and
Decorations (AMC/A1KKM)

Certified by: AMC/A1KKM
(GS-14 John Blaha)

Supersedes: AMCI36-2808, 2 May 2018

Pages: 13

This instruction implements Department of Air Force Policy Directive (DAFPD) 36-28, *Awards Programs*. It established criteria and objectives for the Air Mobility Command (AMC) sponsored personnel awards. This publication applies to AMC personnel and civilian employees as specified in the individual award criteria. This instruction does not apply to Air National Guard, US Air Force Reserve, and U.S. Space Force units. The applicable System of Record Notice(s) F036 AFPC V, *Awards and Decoration* is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C., Sec 9013, Secretary of the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, 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 DAF Form 847, *Recommendation for Change of Publication*. route DAF Form 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, T-2 or T-3”) following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers

through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include elimination of the AMC Key Spouse of the Year Award and AMC Diversity & Inclusion Champions of the Year Award. Effective 1 October 2022, bullet-style writing is no longer authorized on the AF Form 1206, Nomination for Award. All nominations must be written in narrative-style Performance Statements. A Performance Statement is the DAF narrative-style of writing designed to communicate performance and achieve greater clarity to the broadest audience. Each Performance Statement must be a stand-alone sentence and include at least two of the following: action, impact, and/or outcome. No award nomination 1206 may exceed one full page. *This interim change revises AMCI 36-2808 by adding guidance for the AMC Phoenix Warrior Sponsor of the Year Award ([paragraph 5](#)).

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

2. Air Mobility Command Company Grade Officer of the Year (CGOY) Award:

- 2.1. Responsible Agency. Air Mobility Command Awards and Decorations (AMC/A1KKM).
- 2.2. Purpose or Objective. To recognize unique or exceptional achievement, outstanding duty performance, and extraordinary contribution to overall mission accomplishment by Air Mobility Command Company Grade Officers (CGO).
- 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 temporary duty (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 AMC/A1KKM not later than 1 March of each year. Nominating units must validate that the nominee does not have an Unfavorable Information File (UIF) or other derogatory information prior to submission to 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. Numbered Air Force (NAF), USAF Expeditionary Center (USAF EC), 618 Air Operations Center (618 AOC), and Air Mobility Command Commanders Support Staff (AMC/CSS) may nominate one officer to Air Mobility Command Awards and Decorations (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 headings and 16 standalone performance statements, 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 performance statements 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](#)).

2.10.4. Endorsement letter signed by the appropriate commander/vice commander, or Director/deputy director. All nomination packages must include in the endorsement letter, a statement which reads "A review of the official personnel record was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force during the award period." Nominating unit must validate that the nominee doesn't have any UIFs or derogatory information prior to submission to AMC/A1KKM.

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 Air Mobility Command Commander (AMC/CC). Air Mobility Command Deputy Commander (AMC/CD) will approve if AMC/CC is unavailable.

2.12. Publicity. The Air Mobility Command Office of Public Affairs (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. 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 Air Mobility Command Personnel Division (AMC/A1K) position and Chief Master Sergeant filling the 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. Individuals competing for this award are considered on the basis of the following 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. Headquarters Air Mobility Command Directors are authorized to submit two nomination packages, one officer and one enlisted. Each AMC Wing, Numbered Air Force (NAF), United States Air Force Expeditionary Center (USAF EC), Air Mobility Command Directorate, and Independent Group is authorized to submit two nomination packages, one officer and one enlisted. Each invited MAJCOM (Major Command) (Air Combat Command (ACC), Air Education and Training Command (AETC), Air Force Materiel Command (AFMC), Pacific Air Forces (PACAF), United States Air Forces in Europe (USAFE), Air Force Special Operations Command (AFSOC), Air Force Air National Guard (AFANG), Air Force Global Strike Command (AFGSC), and Air Force Reserve Command (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 AMC/A1KKM NLT 30 April. Negative replies are required. The nomination package must contain: (T-2)

3.10.1. A write-up limited to 14 standalone performance statements plus 4 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 performance statements 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. AMC/A1KKM will forward, by 1 July, copies of all nomination packages and board results to the President and Secretary, A/TA, through the Air Mobility Command Commander's Action Group (AMC/CCX) staff POC.

3.12. Publicity. All selectees' biographies and photographs will be published in "*The Airlift/Tanker Quarterly*." Headquarters Air Mobility Command Officer of Public Affairs (AMC/PA) will prepare internal and external releases on the awards process and winners to gain maximum exposure before public and command audiences.

4. Air Mobility Command 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 the Command Chief's Office. 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, AMC/A1KK, of the Directorate of Manpower, Personnel, and Services, controls and administers the program for the command.

4.3.2. 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 a 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 AMC/A1KKM in accordance with the following paragraphs NLT 1 March of each year:

4.6.1.1. Numbered Air Force (NAF), USAF Expeditionary Center (USAF EC), and 618 Air Operations Center (618 AOC) may nominate one civilian employee in each category from civilian employees assigned and attached to their unit directly to AMC/A1KKM.

4.6.1.2. The AMC annual award winners are automatically submitted as the 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 one full page including w headings and 16 standalone performance statements. Headings should be listed on a single line with the performance statements beginning on the line immediately below the heading. A six-line Job Description no more than 6 lines (including headers) may be included. Performance statements should be in a narrative 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: Air Force (AF), Air Mobility Command (AMC), Air Mobility Command Commander (AMC/CC), Temporary Duty (TDY), Air Force Sustainment Center (AFSC), etc. Acronym lists are NOT allowed. NAF, USAF EC, and 618 AOC should submit the AF Form 1206 in original electronic format to 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.

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 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. AMC/CC will announce winners to all AMC commanders.

5. AMC Phoenix Warrior Sponsor 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 Phoenix Warrior Sponsors play in the wing/unit/organization's mission success. To enhance command Phoenix Warrior Sponsors visibility and accomplishments. To encourage units to recognize Phoenix Warrior Sponsors

individual and team outstanding accomplishments and contributions to overall mission accomplishment. To encourage Phoenix Warrior Sponsors to strive for greater effectiveness and efficiency.

5.3. Eligibility. All AMC recognized Phoenix Warrior Sponsors who meet the criteria are eligible to be submitted for this award. 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 Phoenix Warrior Sponsor. The nominee must have been engaged in activities to ease the transition for inbound service members or civilians and their families.

5.3.1. Units must validate Phoenix Warrior Sponsor's achievements covering the timeframe used for nomination of the award. Units must define the scope and impact of the Phoenix Warrior Sponsor's involvement in which, tangibly or intangibly, contributed to wing/unit/organizations welfare, morale, or productivity. Include certifications of training obtained for further contributions that had a direct impact on Quality of Life.

5.3.2. The award **is not** designed to recognize Phoenix Warrior Sponsors for a single act.

5.4. Description. Certificate of achievement signed by the AMC/CC (or designated representative).

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

5.6. 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.

5.6.1. 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 narrative 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 wing/unit/organization goals. Provide factual and substantiated examples of the nominee's significant and unique achievements and performance of Phoenix Warrior Sponsor duties. Describe how well nominee improved family cohesion. Explain any other outstanding services the Phoenix Warrior Sponsor provided that benefited the 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, 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 and enlisted 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 Phoenix Warrior Sponsor honoree will be presented a certificate of achievement signed by the AMC/CC (or designated representative).

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. Headquarters Air Mobility Command, Manpower, Personnel, and Services (AMC/A1) will announce winner to all AMC commanders.

JASON R. DELAMATER, Colonel, USAF
Director of Manpower, Personnel and Services

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

10 USC § 9013, *Secretary of the Air Force*

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

AFI 33-322, *Records Management and Information Governance Program*, 28 Jul 2021

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

Prescribed Forms

None

Adopted Forms

AF Form 1206, *Nomination for Award*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

A/TA—Airlift/Tanker Association

A/TAYLA—Airlift/Tanker Association Young Leadership Award

ACC—Air Combat Command

AETC—Air Education and Training Command

AF—Air Force

AFANG—Air Force Air National Guard

AFGSC—Air Force Global Strike Command

AFMC—Air Force Materiel Command

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSOC—Air Force Special Operations Command

AMC—Air Mobility Command

ANG—Air National Guard

CGO—Company Grade Officer

CGOY—Company Grade Officer of the Year

DAF—Department of the Air Force

DAFMAN—Department of the Air Force Manual

DRU—Direct Reporting Unit

FOA—Field Operating Agency
HQ—Headquarters
NAA—Notable Achievement Award
NAF—Numbered Air Force
OPR—Office of Primary Responsibility
PACAF—Pacific Air Forces
RDS—Records Disposition Schedule
SSN—Social Security Number
TDY—Temporary Duty
TOA—Time-Off Award
UIF—Unfavorable Information File
USAFE—United States Air Forces in Europe

Office Symbols

618 AOC—618 Air Operations Center
AF/JA—Air Force Judge Advocate
AMC/CC—Air Mobility Command Commander
AMC/CD—Air Mobility Command Deputy Commander
AMC/CCX—Air Mobility Command Commander’s Action Group
AMC/CSS—Air Mobility Command Commanders Support Staff
AMC/PA—Air Mobility Command Officer of Public Affairs
AMC/A1—Air Mobility Command Director of Manpower, Personnel, and Services
AMC/A1K—Air Mobility Command Personnel Division
AMC/A1KK—Air Mobility Command Personnel Programs Branch
AMC/A1KKM—Air Mobility Command Awards and Decorations
USAF EC—United States Air Force Expeditionary Center

Attachment 2**SAMPLE STANDARD BIOGRAPHY FORMAT****Figure A2.1. Sample Standard Biography Format.**

BIOGRAPHY

SENIOR AIRMAN JOHN Q. DOE

Air Force Specialty Code: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland Air Force Base, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones Air Force Base, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration.

Notes:

1. Double-space between the nominee's name and Air Force Specialty Code.
2. Single-space the narrative portion of the biography.
3. Do not use acronyms.

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