

**BY ORDER OF THE COMMANDER
ARNOLD ENGINEERING
DEVELOPMENT COMPLEX**

**ARNOLD ENGINEERING
DEVELOPMENT COMPLEX
INSTRUCTION 36-2806**



11 JULY 2024

Personnel

**AEDC SPECIAL TROPHIES AND
AWARDS RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no restrictions on the release of this publication

OPR: AEDC/DPC

Certified by: AEDC/DP
(Mr. Thomas Sizemore)

Supersedes: AEDCI36-2805, 13 February 2019

Pages: 22

This publication implements and extends guidance of Department of the Air Force Manual (DAFMAN) 36-2806, *Military Awards: Criteria and Procedures*. It provides Arnold Engineering Development Complex (AEDC)-specific guidance relating to the policy and processing of specific awards in the AEDC Special Trophies and Awards Recognition Program. This instruction applies to all Military and DoD personnel currently assigned to AEDC. It also applies to all organizations, including wing staff agencies and associated units assigned to AEDC. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This manual requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, DoD Privacy and Civil Liberties Programs. The applicable SORN F036 AFPC V, Awards and Decorations, is available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. 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 Forms 847 from the field through the appropriate functional chain of command. This instruction may not be supplemented or further implemented/extended. Requests for waivers must be submitted to the OPR of the supplement listed above for consideration and approval.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. This revision includes changes to the nomination procedures, civilian award categories, quarterly/annual award incentive policy, and organizational structure changes.

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1. Overview. The primary purpose of this instruction is to outline the quarterly, semi-annual, and annual awards program for AEDC. This program recognizes outstanding achievements and contributions of Military and DoD personnel for superior job performance in a sustained outstanding manner during a particular quarter and throughout the year.

1.1. Participation in this program is limited to assigned AEDC DoD personnel (except O-6s and team awards for student hires) including geographically separated units.

1.2. At no time will sensitive, proprietary, or classified information be included in any AEDC award nomination. Ensure that material contained in nomination packages is appropriate to be reviewed by any of the board members or selecting officials.

2. Roles and Responsibilities. All those participating in the awards program selection process will ensure the confidentiality of the selection results until those results are announced by the AEDC Commander (AEDC/CC) or designee. Individuals involved in the process are expected to utilize lessons learned to help mentor others and strengthen future submissions.

2.1. Commander (AEDC/CC) responsibilities include:

2.1.1. Promote active involvement at all levels to ensure an effective, viable, and equitable nomination and selection process.

2.1.2. Ensure all award winners are recognized at an appropriate ceremony.

2.1.3. Determine the amount of time-off or cash award for each level of winner, up to the limits of the governing AFI.

2.2. Deputy Director (AEDC/DD) responsibilities include:

2.2.1. Appoint, in writing, the Chair and Board Members for the Civilian Category I/II/III and Officer Awards Board (**Attachment 3**). Ensure the process is fair with appropriate board representation from geographically separated units.

2.2.2. Ensure the awards process is completed in a timely manner and that all eligible award recipient packages are forwarded for higher level competition consideration.

2.2.3. Serve as the selecting official for the AEDC Exceptional Innovator Award.

2.2.4. Serve as the selecting official for the General Lee Gossick Team Excellence Award.

2.2.5. Approve time-off and cash awards up to the limit determined by AEDC/CC.

2.3. AEDC Technical Director (AEDC/CT) will serve as the selecting official for the AEDC Technical Achievement Award.

2.4. Contracting Chief (AFTC/PZ (Arnold)) will provide the list of quarterly/annual award nominees/winners to the AEDC Commander and Personnel Office for inclusion in the quarterly/annual award recognition ceremonies.

2.5. Superintendent (AEDC/CCC) responsibilities include:

2.5.1. Oversee the Enlisted awards program.

2.5.2. Ensure the process is fair with equal board representation from geographically separated units, as appropriate.

- 2.5.3. Ensure eligible Enlisted award recipient packages are forwarded for higher level competition.
 - 2.5.4. Serve as, or appoint, board president for each SNCO, NCO, and AMN Enlisted Board.
 - 2.5.5. Ensure thorough quality force review is accomplished for enlisted personnel and eliminate those submissions with negative quality indicators for military nominations.
 - 2.5.6. Notify AEDC Public Affairs (AEDC/PA) of selectees for appropriate action after official selection release.
 - 2.5.7. Collect all civilian and military awards and incentives for presentation to selectees.
 - 2.5.8. Ensure the quarterly/annual award ceremonies are organized to recognize award nominees. Act as the coordinating agent to arrange the quarterly/annual award ceremonies. Solicit and select a military action officer for the quarterly/annual award ceremonies.
- 2.6. Personnel Office (AEDC/DP) responsibilities include:
- 2.6.1. Solicit and receive nomination packages for all awards listed in this instruction. Refer each organization to this instruction for specific guidance on the nomination preparation.
 - 2.6.2. Set suspense dates for package submissions.
 - 2.6.3. Set suspense dates for board results to be finalized.
 - 2.6.4. Distribute nomination packages to board chairs and selecting officials.
 - 2.6.5. Facilitate selection boards and instruct board chairs and selecting officials on procedures.
 - 2.6.6. Contact nominees to inform them that they have been nominated and to request their attendance at the awards ceremony. For team nominees, contact the team leader(s) to inform them that their team has been nominated and to request their attendance at the awards ceremony.
 - 2.6.7. Initiate action to notify nominees/winners and process any time-off and/or monetary awards incentives for winners.
 - 2.6.8. Provide a list of nominees and winners to the awards ceremony action officer for inclusion in the awards ceremony script. Provide names of winners to AEDC/PA.
 - 2.6.9. Maintain the AEDC Military and Civilian quarterly/annual recognition display board in the main lobby of Building 100.
 - 2.6.10. Consolidate any non-AEDC awards given to AEDC personnel and provide to the awards ceremony action officer for possible inclusion in the awards ceremony.
 - 2.6.11. Request and obtain plaques and engraving of Appropriated Funded Civilian (APF), Military, and team awards.

2.6.12. Maintain official record copies of quarterly and annual award nominations according to records management policies and procedures in compliance with Air Force Records Information System (AFRIMS) Table 36-33 Rule 2.00, *Special honors, Trophies and Awards* at Initiating Activities. **Figure 1.**, Records Management, breaks down the installation custodians and the location of the official electronic records management drive.

Table 1. Records Management.

Required Quality Record	Custodian	Location of the Record
AF Form 1206, <i>Nomination for Award (PA)</i> Nominee Information Form Board Member Information Form	AEDC/DPC, DPM, DPR	Arnold AFB TN; DP Official E-Records
Selection Letter of Endorsement	AEDC/DPC	Arnold AFB TN; DP Official E-Records
SF Form 50, <i>Notification of Personnel Action</i>	Air Force Personnel Center (for DoD APF only)	Randolph AFB TX

2.7. Public Affairs Office (AEDC/PA) responsibilities include:

2.7.1. Ensure appropriate publicity through applicable and available media, including geographically separated units when appropriate and feasible.

2.8. Protocol Office (AEDC/CCP) responsibilities include:

2.8.1. Ensure Quarterly and Annual ceremony invitations are sent to AEDC Senior Leadership, Group Commanders/Wing Staff Agency Chiefs, nominees, and DoD workforce as applicable.

2.8.2. Reserved seating at the ceremony location.

2.8.3. Reserved parking for AEDC Leadership and/or Distinguished Visitors (DVs) in support of ceremony event.

2.8.4. Ensure event pre-brief with AEDC/CC and AEDC/DD and event POC(s) is scheduled at least 3 days prior to the ceremony date to review the script and sequence of events.

2.9. Safety Office (AEDC/SE) will administer the AEDC Safety Achievement Award program.

2.10. Services Office (AEDC/TSD/SV) responsibilities include:

2.10.1. Coordinate the AEDC Non-Appropriated Fund (NAF) Awards program.

2.10.2. Request and obtain plaques and engraving of NAF awards through the appropriate sources.

2.11. The Board President or designee responsibilities include:

2.11.1. Coordinate with board members regarding board times and location.

2.11.2. Schedule, notify board members, and administer selection boards.

- 2.11.3. Ensure board members understand the scoring system.
- 2.11.4. Distribute scoring criteria to board members provided by the award OPR.
- 2.11.5. Distribute packages for scoring and collect each board member's ranking and compile scores to determine the winner. The board process may be done electronically but an in-person board meeting is preferred.
- 2.11.6. Verify board scores in conjunction with each board member for deviations in scores and rectify them prior to selection. Oversee, review, and resolve all splits and monitor the recognition board process. Ties are not permitted; the board chair must review any ties and make the final selections. The Board President will forward results of scoring to AEDC/DP.

2.12. Award Committee Board Members responsibilities include:

- 2.12.1. Follow the instructions provided by their respective Board President.
- 2.12.2. Evaluate and score each nomination package on the criteria stated in this instruction and rank the packages (one through the total number of packages evaluated) based on their score with an emphasis placed on overall accomplishments. Evaluators are strongly encouraged to look at packages from an objective position with an emphasis on overall impacts to the Air Force, wing/base, current duty position, and self or community.

3. Board Selection.

3.1. The Civilian Award selection board will consist of personnel across the Wing and will serve on the committee for two years. 704th Test Group (704 TG), 804th Test Group (804 TG), Test Support Division (TSD), and the Chief, Complex Support (representing the AEDC Wing Staff Agencies) will each nominate at least three individuals to serve on the board.

3.1.1. The Civilian Board President will select at least four of the individuals identified in [paragraph 3.1](#) to serve on the board each quarter as well as on the Annual Award Selection Board. 704 TG and the 804 TG shall have at least one member on the board (not including the board president). The Civilian Award selection board for both quarterly and annual will consist of at least five individuals: one president and a minimum of four voting board members.

3.2. The AEDC/CCC or designee will select board presidents and members for both Enlisted and Officer Military selection boards.

3.3. The board presidents for both the military and civilian boards will determine and provide scoring guidance to their board members. Each nominee's AF Form 1206 will be reviewed and scored by the board president and all board members based on the guidance. 3.3.1. The Board President will be responsible for collecting and consolidating submissions to AEDC/DP.

4. Nomination Procedures.

4.1. Each unit selects their nominees to forward to the next appropriate level of competition. Every effort to nominate the most deserving individual within respective organizations should be made.

4.1.1. The levels of competition are branch/squadron, wing staff agency/division/group, and wing.

4.1.2. The following organizations may submit one nominee per category for consideration at the Complex level under the AEDC Quarterly/Annual/Semi-Annual Awards Program:

- 4.1.2.1. 704th Test Group
- 4.1.2.2. 804th Test Group
- 4.1.2.3. Test Support Division
- 4.1.2.4. Wing Staff Agency (via Chief, Complex Support)

4.2. Frequency. Awards covered in this instruction are presented on a quarterly, semi-annual, or annual basis as specified above. Refer to **Table 2** for consideration periods and submission deadlines for each award period.

Table 2. Award Timelines.

(All Categories Subject to Change Due to HHQ Suspense)	
Military/Civilian Quarterly/Annual Awards, Innovator Quarterly/Annual Award, Technical Achievement Quarterly/Annual Award	
	Due Electronically to AEDC/DP on date provided below
1st Quarter (1 January – 31 March)	1 st Workday of April
2nd Quarter (1 April – 30 June)	1 st Workday of July
3rd Quarter (1 July – 30 September)	1 st Workday of October
4th Quarter (1 October – 31 December)	15 th Workday of December
Annual (1 January – 31 December)	5 th Workday of January
General Gossick Team Excellence Semi-Annual	
	Due Electronically to AEDC/ DP on date provided below
1 January – 30 June	1 st Workday of July
1 July – 31 December	15 th Workday of December
Safety Achievement Annual Award	
	Due Electronically to AEDC/ DP on date provided below
Annual (1 January – 31 December)	5 th Workday of January

4.3. Eligibility. Eligibility criteria apply to all individual awards and to all team members of team awards. A single team member who does not meet the eligibility requirements will be removed from the award submission.

- 4.3.1. Nominees must be assigned to AEDC for a minimum of half the award period.

4.3.2. Nominees must be nominated in the category for which the rank was held for the majority of the award period (more than 45 days for quarterly awards and more 180 days for annual awards). See [Table 3](#). Award Categories.

Table 3. Award Categories.

CATEGORY - MILITARY	RANK/GRADE/PAY CODE	
Airman (Amn) (AD & IMA)	AB - SrA (E-1 to E-4)	
Noncommissioned Officer (NCO) (AD & IMA)	SSgt - TSgt (E-5 to E-6)	
Senior Noncommissioned Officer (SNCO) (AD & IMA)	MSgt - SMSgt (E-7 to E-9)	
Company Grade Officer (CGO) (AD & IMA)	2Lt - Capt (O-1 to O-3)	
Field Grade Officer (FGO) (AD & IMA)	Maj - Lt Col (O-4 to O-5)	
CATEGORY - CIVILIAN	RANK/GRADE/PAY CODE	
Civilian Cat I	DU 01-03	NJ 01-02
	DX 01-02	NK 01-02
	GG 01-08	NL 01-15
	GS 01-08	WG 01-09
	NA 01-15	WL 01-07
	NF 01-02	WS 01-05
	NH 01	
Civilian Cat II	DO 01	NH 02
	DR 01	NH 03 (EOCS 61-75)
	DU 04	NJ 03-04
	DX 03-04	NK 03
	GG 09-12	WG 10-14
	GS 09-12	WL 08-14
	NF 03-04	WS 06-14
Civilian Cat III	DO 02-03	
	DR 02-03	
	GG 13-14	
	GS 13-14	
	NF 05	
	NH 03 (EOCS \geq 76)	
	NH 04 (EOCS \leq 91)	
	WG, WL, WS - 15	

4.3.3. For enlisted nominees, nominees must possess an Air Force Specialty (AFS) skill level that is compatible with their grade level, unless in a retraining or upgrade status.

4.3.4. Nominees must have performed all assigned duties in an outstanding manner. Information used in the nomination packages are limited to events occurring during the period for which the nomination is made and should include specific facts, achievements and examples showing that individuals are exceptional and distinguish themselves from their peers.

4.3.5. Contractors are not permitted to participate in Air Force awards programs and will not be recognized at an Air Force awards ceremony.

4.3.6. The following conditions will render an individual (or, if part of a team award) ineligible for any award:

4.3.6.1. Student hires are not eligible to compete in either the quarterly or annual individual awards. They are to be recognized in other ways, e.g., notable achievement awards, time-off awards, or letters of appreciation. They may, however, be included in team awards if they made a significant contribution to the team for that period and meet all other eligibility requirements.

4.3.6.2. Anyone who has not completed required training commensurate with grade/position within appropriate timelines, which includes, but is not limited to CCAF, Course 14/15, required job certifications (e.g., Acquisition Professional Development Program (APDP) certification, Continuous Learning Points (CLPs), Air Force Supervisory Training, etc.).

4.3.6.3. Personnel who have reported negative quality force indicators during any portion of the award period are ineligible. For military personnel, negative quality force indicators include, but are not limited to, letters of counseling, admonishments, reprimands, Unfavorable Information File (UIF), court-martial conviction, or scores of less than 75.0 on the fitness assessment during the award period. For civilian personnel, negative quality force indicators include admonishments, reprimands, and individuals with documented performance or contribution improvement plans.

4.4. Nominations. Complete each nomination using the below criteria.

4.4.1. All nominators must ensure a thorough quality force review and eliminate those submissions with negative quality indicators for nominations.

4.4.2. All nominations (except for the Safety Award) must be submitted on the most current PDF version of the AF Form 1206, *Nomination for Award*, using performance statement format with single-spaced lines.

4.4.3. All nominee packages, to include teams, are required to submit an official photo (5x7 jpg). Photo requirements for the AEDC annual awards are subject to change based on requirements for the AFMC annual awards call.

4.4.4. All nominations should include a completed nominee information sheet (**Attachment 4**) which provides demographic data (rank, gender, race/ethnicity, etc.). Completion of this form by the nominee is voluntary. The information sheet will only be used to update HQ AFMC/A1 each quarter in accordance with the AFMC/CC Special Trophies & Awards DEI&A Guidance Memorandum. The nominee information form is not provided to board presidents or down select committees/officials at any time.

4.4.5. All nominations must be written in narrative-style Performance Statements. A Performance Statement is the Department of Air Force (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.

4.4.6. Performance Statements are plain language and avoid using uncommon acronyms and abbreviations. If using acronyms and abbreviations, only utilize those identified on the approve Air Force Acronym & Abbreviation List located online at <https://www.afpc.af.mil/Career-Management/Acronyms/>, unless noted by an approved category (e.g., ranks/tiers, office symbols, etc.).

4.4.7. All nominations must focus on significant events that occurred during the award period. Each award identifies the maximum length (number of lines) allowed on the AF Form 1206 submissions. Criteria headings must be identical to the criteria as delineated and do not count toward the maximum number of lines identified for the specific award.

4.4.8. Nominations must be submitted to AEDC/DP through the nominee's Group Commander/Division Chief/Chief, Complex Support (for the Wing Staff Agencies). Supervisors, as well as co-workers, may nominate individuals; however, all nominations must be routed through the chain of command to the nominee's respective Group Commander/Division Chief/Chief, Complex Support (for the Wing Staff Agencies). The Group Commander/Division Chief/Chief, Complex Support (for the Wing Staff Agencies) will review and provide an endorsement before electronically submitting the nomination to AEDC/DP.

4.4.9. For team nominations, team members must be included on the second page of AF Form 1206 with team leaders clearly identified. Identify the team's name in the "Rank/Name of Nominee" field on the form. Place the following statement in the "DAFSC/Duty Title" field: "See Page 2 for a list of team leaders/members." Teams can be a combination of military or civilian personnel. Team nominations will not include contractor personnel.

4.4.10. Quarterly or semi-annual award winners will not be automatically considered for the AEDC annual awards. Supervisors and nominators must update the nomination packages of the previous quarterly winners to be considered for the annual awards.

4.4.11. The AEDC military and civilian annual winners will automatically be submitted to compete in the AFTC annual awards solicitation call and must comply with the specified requirements.

4.5. Recognition. Each quarterly/annual award winner:

4.5.1. Will be recognized at the Quarterly AEDC Commander calls or Awards Ceremony.

4.5.2. Will be recognized in the High Mach.

4.5.3. Will receive a plaque pending resources.

4.5.4. May receive, pending available resources, monetary awards (cash or time-off) up to the limits listed in DODI1400.25V451_AFI36-1004, *Civilian Recognition Program*, and AFI36-3003, *Military Leave Program*, and Table 4.3..

Table 4. Quarterly/Annual Award Incentive Policy.

LEVEL	QUARTERLY MILITARY (Note: 5,6)	QUARTERLY CIVILIAN (Note: 2,4,6)	ANNUAL MILITARY (Note: 1,3,5,6)	ANNUAL CIVILIAN (Note: 1,2,3,4,6)
Sq/Det	1 Day Pass	1 Day TOA or \$250	2 Day Pass	2 Day TOA or \$400
Gp/Div/Wing Staff Agency	2 Day Pass	2 Day TOA or \$400	3 Day Pass	3 Day TOA or \$700
Wing	3 Day Pass	3 Day TOA or \$700	4 Day Pass	4 Day TOA or \$1000
AFTC			5 Day Pass (broken into two separate passes; 3 day/2 day)	5 Day TOA or \$1500
AFMC			6 Day Pass (broken into two separate 3-day passes)	5 Day TOA or \$2000

NOTES:

1. Incentives do not apply to Functional Awards or other DAF recognition programs – refer to those programs accordingly.
2. The standard Time-Off Award (TOA) day is defined as 8 hours for full-time civilian employees. The organization's Human Resource (HR) Liaison/Unit Program Coordinator, in conjunction with the awards POC, will ensure a Request for Personnel Action (RPA) is completed for each civilian award recipient.
3. Award recipients will receive only the last level achieved when given a TOA or monetary award.
4. All monetary award options listed in this table are subject to fund availability.
5. Military passes will be coordinated and approved by immediate supervisor and must be taken in accordance with DAFI 36-3003, *Military Leave Program*.
6. Group Commanders, Division Chief and Chief, Complex Support may choose a memento (i.e., trophy, plaque, certificate) to give to recipients at their level. However, the awards and incentives policy will not exceed the AEDC/CC level of awards and incentives prescribed above.
7. These incentives only apply to AEDC personnel.

5. Military, Civilian, and NAF Quarterly and Annual Awards Nomination Requirements.

5.1. Military, Civilian, and NAF Quarterly nominations are all limited to 15 lines, not including headings, and written in performance statement format focusing on significant events that occurred during the award period.

5.1.1. Please note NAF employees compete separately from Civilians and have the following two award categories: Category I – Crafts and Trades and Category II – Pay Band. The categories are comprised of groupings of like-jobs or positions.

5.1.2. Officer, Civilian, and NAF Quarterly award nominations will use the below three headings.

5.1.3. Leadership and Duty Performance (2 performance statements, 6 lines): The member's leadership and job performance in his/her primary duty, including the development of new techniques must have contributed significantly to increase mission effectiveness during period of award.

5.1.4. Significant Self-Improvement (2 performance statements, 6 lines): The member must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, etc., during the period of award.

5.1.5. Base or Community Involvement (1 performance statement, 3 lines): The member must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, etc., during the period of award.

5.2. Enlisted (Airmen, NCO, SNCO) Quarterly award nominations will use the below three headings.

5.2.1. Job Performance in Primary Duty (2 performance statements, 6 lines): Describe significant accomplishments and how well the member performed assigned duties to include primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Show how the member developed or improved skills related to primary duties, e.g., formal training, Career Development Course enrollment or completion, on-the-job training, and so forth. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received during the timeframe, e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

5.2.2. Leadership and Followership (2 performance statements, 6 lines): Define significant leadership and followership efforts outside the scope of primary duties in the unit or workplace. Describe efforts to train others, and the impact of the member's actions to create a caring, respectful, and dignified environment. Include resource utilization efforts including time management, equipment, manpower and budget. Include actions to enforce or raise personal and professional standards, including fitness, dress and appearance, customs and courtesies and professional conduct standards.

5.2.3. Whole Airman Concept (1 performance statement, 3 lines): Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any off-duty education or other personal development, e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

5.3. Military, Civilian, and NAF Annual nominations are all limited to 24 lines, not including headings, and written in performance statement format focusing on significant events that occurred during the award period. AEDC quarterly winners are not automatically considered for AEDC annual nominations; a new nomination package must be submitted. Requirements for the AEDC civilian annual awards are subject to change based on requirements set forth each year by the AFMC annual awards call. Please note NAF employees compete separately from Civilians and have the following two award categories: Category I – Crafts and Trades and Category II – Pay Band.

5.3.1. Enlisted (Airman, NCO, SNO), Civilian, and NAF Annual award nominations will use the below two headings.

5.3.2. Leadership and Job Performance in Primary Duty (6 performance statements, 18 lines): Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit, command and or mission. Include results of Air Force and MAJCOM inspections/evaluations, awards received.

5.3.3. Whole Airman Concept (2 performance statements, 6 lines): Show how the member developed or improved skills related to primary duties (e.g., formal training, career development, course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, etc.). Include any relevant or activity that significantly enhanced the member's value as a unit member.

5.4. Officer Annual nominations will use the below two headings.

5.4.1. Leadership and Job Performance in Primary Duty (6 performance statements, 18 lines): Refer to 5.3.2. for details.

5.4.2. Innovation in Job Performance (2 performance statements, 6 lines): Demonstrate how the member showed creativity in developing a new product, process, or service to meet new/current mission requirements or customer needs. The innovation directly resulted in tangible mission impact such as cost savings/avoidance, improved readiness, or mission effectiveness, and/or reduced workload, as examples. It is related to, but not the same as, invention.

6. AEDC Exceptional Innovator Award.

6.1. Description: This award recognizes an individual or team who has enhanced mission capability, improved operational performance, and achieved sustained results during the period of the award. This can be any process improvement, program development, or procedural change that either reduces cost, workforce hours, resources, or significantly enhances the capabilities for the Air Force or AEDC.

6.2. Criteria: Nominees are recognized for their significant contributions to the overall effectiveness and mission of the unit and/or AEDC. Quarterly nominations are limited to a total of 24 lines (12 performance statement), not including headers, per each area listed. Annual nominations are limited to a total of 32 lines (16 performance statements), not including headers, per each area listed ([Attachment 5](#)). The selecting official is not required to weigh the criteria but may evaluate the nomination holistically. Nominations must address the following four areas:

6.2.1. Description of the Innovation: The nomination must clearly describe the innovation, including what is new or different from the previous method, process, or program. Emphasis should be placed on how the individual or team conceived, developed, and implemented the innovation. Ideas that have not yet been implemented will not be considered.

6.2.2. Impact on Mission: The nomination must show how the individual or team impacted the mission through exceptional improvement effort results, impact of results, and include highest level of applicability. (Base, MAJCOM, Air Force, or higher.)

6.2.3. Tangible Savings: The nomination must show how the individual or team innovation saved money, time, or increased the productivity or efficiency of AEDC. In cases where exact determination of savings or improvement is not possible, reasonable estimations will be accepted.

6.2.4. Intangible Benefits: The nomination must show how the individual or team innovation impacted operations and procedures, health and safety, or welfare and morale of the unit.

7. General Lee Gossick Team Excellence Award.

7.1. Description: This award recognizes the team that embodies the Air Force core value of “Excellence in All We Do.” Through functioning as a high-performance team, nominees for this award must have demonstrated significant contributions to one or more of the AEDC mission functions.

7.2. Criteria: Nominees are recognized for their significant contributions to the overall effectiveness and mission of the unit and/or AEDC. Semi-annual nominations are limited to a total of 24 lines (2 performance statements, 6 lines), not including headers, per each area listed. This award will not be included in the annual call. All criteria will be weighted equally by the selecting official. Nominations will include the following four areas:

7.2.1. Initiative: The nomination must show how the team exceeded the normal call of duty through exceptional persistence, use of resources, and/or sacrifice.

7.2.2. Cooperation: The nomination must show how the team fostered participation of all members, communicated effectively, and worked together cohesively as a high-performing group to successfully accomplish its task.

7.2.3. Contribution and Impact: The nomination must show how the team's efforts truly made a difference. Possible areas of impact include, but are not limited to, internal customers, external customers, products, processes, or the AEDC mission.

7.2.4. Customer Focus: The nomination must show how the team met or exceeded customer or mission expectations.

8. AEDC Safety Achievement Award.

8.1. Description: The AEDC Safety Achievement Award recognizes individuals or teams for exceptional, proactive safety behavior and identifies those employees who take immediate action to control a hazardous condition which could cause injury, tirelessly promote safety in their work environment, are recognized by peers as a safety role model, and develop new processes to reduce hazardous conditions or lower the risk of a mishap in an operation or task.

8.2. Award selection criteria shall include, but is not limited to, a significant contribution to safety, a safety record review, supervisor's comments, and mission impact. All nominations will be submitted using the format shown in [Attachment 2](#). The AEDC Safety Award is presented on an annual basis. All military, DoD civilian, and NAF personnel assigned to AEDC are eligible to be nominated and may be submitted by any AEDC employee with AEDC 2-Ltr endorsement.

9. AEDC Technical Achievement Award.

9.1. Description: This award recognizes an individual or team for significant scientific and/or engineering technical accomplishment directly related to the mission of AEDC.

9.2. Criteria: Nominees are recognized for their significant technical contributions to the overall effectiveness and mission of the unit and/or AEDC. Quarterly nominations are limited to a total of 18 lines (3 performance statement, 9 lines), not including headers, per each area listed. Annual nominations are limited to a total of 30 lines (5 performance statements, 15 lines per criteria listed), not including headers. Nominations must address the following areas of interest:

9.2.1. Originality, Creativity, and Innovation: The nomination must demonstrate how the work is truly technically original, exceptional and a key contributor to advancing the state of the art in its field. Nominations that do not reflect technical work performed by the nominees will be returned without action.

9.2.2. Impact and Contribution: The nomination must demonstrate how the technical work impacts the testing and/or scientific/engineering community, especially as it pertains to the mission of AEDC.

RANDEL J. GORDON, Colonel, USAF
Commander, AEDC

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMC/CC, *Special Trophies & Awards Diversity, Equity, Inclusion & Accessibility (DEI&A) Guidance*, 23 January 2023

DODI1400.25V451_AFI 36-1004, *Civilian Recognition Program*, 18 December 2023

DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2022

10 USC § 8013

Executive Order 13478

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020, *Incorporating Change 1*, 28 July 2021

DAFI 36-3003, *Military Leave Program*, 24 August 2020

Prescribed Forms

None

Adopted Forms

AF1206, *Nomination for Award (PA)*

AF1768, *Staff Summary Sheet*

SF50, *Notification of Personnel Action*

AF847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AEDC—Arnold Engineering Development Complex

AEDCI—Arnold Engineering Development Complex Instruction

AEDCOI—Arnold Engineering Development Complex Operating Instruction

AEDC 2—Ltr—AEDC Two-Letter

AEDC STAFF DIRECTORS—(AP/DP/FM/HO/IG/IP/JA/PA/PM/SE/XP)

AF—Air Force

AFMC—Air Force Materiel Command

AFS—Air Force Specialty

AFSA—Air Force Sergeants Association

AFTC—Air Force Test Center

ALC—Arnold Lakeside Center

AMN—Airman

APDP—Acquisition Professional Development Program

APF—Appropriated Fund

Arnold AFB—Arnold Air Force Base

CGO—Company Grade Officer

CLPS—Continuous Learning Points

DAF—Department of Air Force

DAFSC—Duty Air Force Specialty Code

DoD—Department of Defense

DV—Distinguished Visitor

IAW—In Accordance With

JFC—Junior Force Council

HR—Human Resources

MAJCOM—Major Command

MIA—Missing in Action

NAF—Non-Appropriated Fund

NCO—Noncommissioned Officer

OPR—Office of Primary Responsibility

POC—Point of Contact

POW—Prisoner of War

RDS—Records Disposition Schedule

RPA—Request for Personnel Action

SNCO—Senior Noncommissioned Officer

TOA—Time off Award

UIF—Unfavorable Information File

U.S.C.—United States Code

Office Symbols

AEDC/704TG—704th Test Group

AEDC/CC—AEDC Commander

AEDC/CCC—AEDC Superintendent

AEDC/CT—AEDC Chief Technologist

AEDC/DP—AEDC Personnel

AEDC/DPC—AEDC Civilian Personnel

AEDC/DPM—AEDC Military Personnel

AEDC/DPR—AEDC Workforce Resources

AEDC/DD—AEDC Deputy Director

AEDC/CSD—Complex Support Director

AEDC/FM—Financial Management and Comptroller

AEDC/FMA—AEDC Financial Analysis

AEDC/PA—AEDC Public Affairs

AFTC/PZ (Arnold)—Contracting Execution

AEDC/SE—AEDC Safety

AEDC/TSD—Test Support Division

AEDC/TSD/SV—Test Support/Services

AEDC/XP—Plans and Programs

Attachment 2

TEMPLATE OF AEDC SAFETY ACHIEVEMENT AWARD NOMINATION

Figure A2.1. AEDC Safety Achievement Award Required Format.

<p>Name (Individual or Team): _____ Telephone Extension: _____ (If team, please provide names of individual team members and organization. Please specify team leader.)</p> <p>Organization: _____</p> <p>Duty Title: _____</p> <p>Proposed Citation: The AEDC Safety Achievement Award is presented to (individual or team name) for. . .(Not more than 25 words.) The criteria below are used in the selection process. Nominations should address each of these categories.</p> <p>Exceptional, proactive safety behavior:</p> <p>Actions taken to control hazardous condition which could cause injury:</p> <p>Promotes safety in the work environment, safety role model:</p> <p>Developed new processes to reduce hazardous conditions or lower the risk of a mishap in an operation or task:</p> <p>NOTE: Award selection criteria shall include, but is not limited to, a safety record review, supervisor’s comments, and mission impact.</p> <p>References Documenting Achievement (optional):</p> <p>Nominated by: _____ Ext: _____ Date: _____</p> <p>Title: _____</p> <p>Organization: _____</p> <p>Endorsed By: _____ Date: _____</p> <p>*Note: If award submission is for a team, list the name of the leader, telephone, and organization first, then add all other team members, telephone, and organization.</p>
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Attachment 3

TEMPLATE FOR BOARD MEMBER NOMINATION FORM

Figure A3.1. Board Member Nomination Form.

<u>BOARD MEMBER NOMINATION FORM</u>	
Name:	
Rank/Grade:	
Office Symbol:	
Duty Phone:	
Any Limited Availability (known conflicts, busy times, TDY, etc.):	
<u>Demographic Information</u> – This information is being collecting in accordance with <i>AFMC/CC's</i> Special Trophies & Awards DEI&A Guidance Memorandum, paragraph 1.C (23 Jan 23). Please note that completion of this section is optional. Choosing not to disclose this information will have no impact on your ability to participate as a board member. Information gathered here is used only by the Special Trophies and Awards Monitor to ensure that the boarding process is inclusive and transparent.	
Gender:	
Age:	
Race:	
Ethnicity:	
Additional Questions, Comments, Concerns:	

Attachment 5
NOMINATION FOR AWARD

Figure A5.1. Example of AF Form 1206 for AEDC Nomination.

NOMINATION FOR AWARD		
AWARD AEDC Exceptional Innovator Award	CATEGORY (if Applicable)	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FGA, OR DRU
DAF SECURITY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>Recognizes an individual or team who has enhanced mission capability, improved operational performance, and achieved sustained results during the period of the award. This can be any process improvement, program development, or procedural change that either reduces cost, workforce hours, or resources, or significantly enhances the capabilities for the Air Force or AEDC.</p> <p>Nominees are recognized for contributions to the overall effectiveness and mission of the unit and/or AEDC. The selecting official is not required to weight the criteria, but may evaluate the nomination holistically. The nomination must address the following four selection criteria:</p> <p>6.2.1. Description of the Innovation: The nomination must clearly describe the innovation, including what is new or different from the previous method, process, or program. Emphasis should be placed on how the individual or team conceived, developed, and implemented the innovation. Innovations that have not yet been implemented, or are not in the process of being implemented, will not be considered.</p> <p>6.2.2. Impact on Mission: The nomination must show how the individual or team impacted the mission through exceptional improvement effort results, impact of results, and include highest level of applicability. (Base, MAJCOM, Air Force, or higher).</p> <p>6.2.3. Tangible Savings: The nomination must show how the individual or team innovation saved money, time, or increased the productivity or efficiency of the AEDC. In cases where exact determination of savings or improvement is not possible, reasonable estimations will be accepted.</p> <p>6.2.4. Intangible Benefits: The nomination must show how the individual or team innovation impacted operations and procedures, health and safety, or welfare and morale of the unit.</p> <p>Nominations must be written in performance statement format and are limited to a maximum number of lines (see below).</p> <p>Quarterly Nominations = 12 performance statements /24 maximum lines.</p> <ol style="list-style-type: none"> 1. Description of the Innovation (3 performance statements, 6 lines) 2. Impact on Mission (3 performance statements, 6 lines) 3. Tangible Savings (3 performance statements, 6 lines) 4. Intangible Savings (3 performance statements, 6 lines) <p>Annual Nominations = 16 performance statements/ 32 maximum lines.</p> <ol style="list-style-type: none"> 1. Description of the Innovation (4 performance statements, 8 lines) 2. Impact on Mission (4 performance statements, 8 lines) 3. Tangible Savings (4 performance statements, 8 lines) 4. Intangible Savings (4 performance statements, 8 lines) 		