

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-2805**

30 NOVEMBER 2022



Personnel

**MALHAM M. WAKIN CHARACTER
AND LEADERSHIP DEVELOPMENT
AWARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Patrick W. Bennett)

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-28, *Awards Programs*, by establishing procedures to recognize significant contributions and deeds, which exemplify good character. It governs all responsibilities and procedures to this special award as defined in Air Force manual (AFMAN) 36-2806, *Awards and Memorialization Program*, and lists criteria for selecting award winners. It applies to all personnel who are or have been assigned to the United States Air Force Academy (USAFA). This publication applies to the Regular Air Force, Space Force, civilian, and contractor personnel who prepare, manage, review, certify, approve, or use publications and forms. This publication does not apply to Air Force Reserve Command (AFRC) units nor the Air National Guard (ANG). Refer recommended changes and conflicts between this and other publications to USAFA/AC, 2300 Cadet Drive, Suite 300, USAF Academy CO 80840, on Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*. This publication may not be supplemented or further implemented/extended. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See 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. The waiver authority for non-tiered requirements in this publication is the (USAFA/AC). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This revision 1) updates the OPR, 2) changes the nomination format from bullet to narrative, 3) changes the gradable criteria, 4) eliminates the requirement to have one representative from each mission element, 5) eliminates the rank requirement for the award board, and 6) adds a timeline for the complete award process ([Attachment 4](#)).

1. Purpose.

1.1. The USAFA Malham M. Wakin Character and Leadership Development Award offers the institution an official means of recognizing a current or former USAFA permanent party member who has fostered character and leadership development consistent with the Center for Character and Leadership Development (CCLD) conceptual framework by living honorably, lifting others to their best possible self and elevating performance to a noble and common purpose. The annual award covers the period of 1 January-31 December.

1.2. The award honors Brigadier General Malham M. Wakin, USAF, Retired, who served as Vice-Dean and Permanent Professor of the Philosophy and Fine Arts Department at USAFA from 1959 – 1995.

2. Nominating and Selection Procedures.

2.1. In the fall semester year prior to the award year, the Center for Character and Leadership Development (CCLD) will solicit nominees from the USAFA community at large via a USAFA-wide e-staff package in Task Management Tool (TMT).

2.2. In early January, the Director, Deputy Director, or Permanent Professor, USAFA Center for Character and Leadership Development (USAFA/AC) will preside over an awards board to rank order the nominations. The awards board will consist of a group of Mission Element (ME) representatives. CCLD will determine the composition of the board.

2.3. The USAFA/AC or designated CCLD representative will submit the top three nomination write-ups with their award selection recommendation to USAFA/CC for final approval. USAFA/CC will make the final selection of the award recipient by 31 January of each award year.

2.4. Nominations are open to all USAFA assigned personnel, both past and present military and civilian individuals.

2.4.1. Cadets are not eligible for this award (refer to the Outstanding Cadet in Character Award, USAFAI 36-2809, *USAF Academy Cadet Awards Program*).

2.4.2. Nominations should be in narrative format with a minimum of one sentence in each of the rated categories (see [para 2.5](#)).

2.4.3. A squadron commander, department head, or directorate/division chief must endorse nominations. An example nomination is at [Attachment 2](#).

2.4.4. Nomination packages should include a bio of the nominee without a photo. There is no format requirement for the bio.

2.5. The rated categories for consideration:

2.5.1. Lives Honorably by Consistently Practicing the Virtues Embodied in the AF Core Values

2.5.2. Lifts others to Their Best Possible Selves

2.5.3. Elevates Performance Toward a Common and Noble Purpose

2.6. See Attachment 3 for details of the award board procedure.

3. Funding.

3.1. This award has been endowed by the USAFA Class of 1974 with approximately \$1,000 per year authorized in gift funds for reasonable associated costs such as mementos, and some travel expenses for award recipient and spouse, and meals for all those associated with the presentation of the award.

3.2. These costs include trophies, plaques, emblems, certificates, and similar items that are designed for display purposes. Refer to AFI 65-601, Volume 1, *Budget Guidance and Procedures*, and AFI 51-506, *Gifts to the Department of the Air Force and Air Force from Domestic and Foreign Sources*, paras 4-6 for further guidance.

3.3. Employee-recipients should contact their local ethics counselor, if selected.

3.3.1. Awards of cash or investment interests of any amount, or awards with an aggregate value (including any item incident to the award, other than free attendance at the presentation event) in excess of \$200 require a written determination from agency ethics official that the award is part of an established program of recognition made on a regular basis pursuant to written standards. (5 C.F.R. § 2635.204(d)).

4. Travel.

4.1. If the recipient is a member of the Department of Defense, he or she may travel to the presentation ceremonies at government expense if no longer assigned to USAFA.

4.2. Funded travel of an award recipient's spouse, nonmilitary member, or non-Department of the Air Force civilian must be authorized in accordance with Joint Travel Regulation.

4.3. Employee-recipients should contact their local ethics counselor, if selected.

4.3.1. Awards of cash or investment interests of any amount, or awards with an aggregate value (including any item incident to the award, other than free attendance at the presentation event) in excess of \$200 require a written determination from agency ethics official that the award is part of an established program of recognition made on a regular basis pursuant to written standards. (5 C.F.R. § 2635.204(d)).

5. Presentation. Award presentation will be made during the annual National Character and Leadership Symposium by the Superintendent (USAFA/CC) and/or any of the following representatives: the CCLD Permanent Professor, Director, or Deputy Director.

KURT A. WENDT, Colonel, USAF
Director, Center for Character and Leadership
Development

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

DAFMAN 90-161, *Publishing Processes and Procedures*, 14 April 2022

AFMAN36-2806, *Awards and Memorialization Program*, 10 June 2019

AFI 51-506, *Gifts to the Department of the Air Force and Air Force from Domestic and Foreign Sources*, 16 April 2019

AFI 65-601V1, *Budget Guidance and Procedures*, 24 Oct 2018

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

DAFPD 36-28, *Awards Programs*, 23 May 2021

USAF AI 36-2809, *USAF Academy Cadet Awards Program*, 24 Oct 2018

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AF—Air Force

CCLD—Center for Character and Leadership Development

TMT—Task Management Tool

USAF—United States Air Force

USAF A—United States Air Force Academy

USAF A/CC—USAF A Superintendent

Attachment 2

A2. WAKIN AWARD NOMINATION EXAMPLE (AF FORM 1206)

Award Title: MALHAM M. WAKIN CHARACTER/LEADERSHIP

Award Period: 1 January-31 December (current year)

Rank/Name of Unit Commander: A squadron commander, department head, or directorate/division chief must indorse nominations.

Specific Accomplishments (Use single-spaced, narrative format)

**LIVES HONORABLY BY CONSISTENTLY PRACTICING THE VIRTUES
EMBODIED IN THE CORE VALUES**

LIFT OTHERS TO THEIR BEST POSSIBLE SELVES

ELEVATES PERFORMANCE TOWARD A COMMON AND NOBLE PURPOSE

Attachment 3

A3. WAKIN AWARD BOARD PROCEDURES

A3.1. USAFAI 36-2805, *MALHAM M. WAKIN CHARACTER AND LEADERSHIP DEVELOPMENT AWARD*, provides the following guidance for the Wakin Award Board:

A3.1. a. Per **Para. 2.2**, in early January, USAFA/AC will preside over an awards board to rank order the nominations. The awards board will consist of a group of mission element representatives and there are no grade restrictions.

A3.1. b. USAFA/AC will submit to USAFA/CC the top three nominations write ups with his or her award selection recommendation.

A3.2. Procedure

A3.2. a. Board members will be identified NLT one week prior to the board meeting.

A3.2. b. Board members will be provided with the nominations submitted by the suspense date identified in the tasker.

A3.2.c. Board members will score the nominations according to the three (3) criteria for the award and the instructions of the board president:

A3.2. c.i. Lives Honorably by Consistently Practicing the Virtues Embodied in the AF Core Values

A3.2. c.ii. Lift others to their best possible selves

A3.2. c.iii. Elevates performance toward a common and noble purpose

A3.2. d. Board members will assign a score for each criterion.

A3.2. e. Board members will then rank order the nominations by awarding 10 points to their top-rated nominee, 9 points to their second top rated nominee, etc.

A3.2. f. Board members will then meet for deliberation to decide the top 3 nominees by rank order

A3.3. Once the Board has completed the selection process, final award decision is to be made by USAFA/CC, NLT 31 January.

A3.4. An eSSS will be prepared by CCLD/AC and sent to USAFA/CC.

Attachment 4

A4. TIMELINE FOR AWARD PROCESS

Late November: Send TMT to mission elements

Mid-January: Nomination packages due to CCLD

Mid-January: Board convenes

Late January: USAFA/CC reviews and approves

Early February: CCLD notifies the mission element of the selected winner

Mid-to-late February: Wakin award presented at the annual National character and Leadership Symposium (NCLS)