

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-2807**

10 JULY 2019

Personnel

**COLONEL JAMES JABARA
AIRMANSHIP AWARD**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.

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(Ms. Rose Marie Nikovits)

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, and provides selection criteria and nomination procedures for the Colonel James Jabara Airmanship Award, honoring a United States Air Force Academy (USAFA) graduate's significant contributions to airmanship. This instruction applies to all USAFA agencies involved with the selection and presentation of the Jabara Airmanship Award. This instruction provides guidance for MAJCOMs interested in nominating members of their organizations for the award. This publication applies to US Air Force Reserve, Air National Guard, and Civil Air Patrol. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See AFI 33-360, *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. The waiver authority for non-tiered requirements in this publication is the (HQ USAFACC). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (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).

SUMMARY OF CHANGES

This revision changed the Office of Primary Responsibility and in **Paragraph 6**, presentation of the award from Founders' Day at USAFA to coincide with the Association of Graduates (AOG) Board of Directors' Meeting by deleting the word "Spring" from the time of the AOG meeting. .

1. Jabara Award. The United States Air Force Academy (USAFA) in conjunction with the Jabara Family and the USAFA AOG established the Colonel James Jabara Airmanship Award in January 1967. Each year the award is presented by the Superintendent and AOG to an active duty USAFA graduate whose airmanship contributions are of such significance as to set them apart from their contemporaries. Each major command (MAJCOM), field operating agency (FOA)--to include National Guard and the Reserve, and direct reporting unit (DRU) may submit one nomination for the award. Retired or separated graduates may be considered and should be nominated by corporate, civilian, government, or other organizations, as appropriate.

2. Award Timetable. Nominations are based on the accomplishments that occurred during the two years before the year the award would be given (i.e., accomplishments occurring during the 2019 and 2020 calendar years will be recognized by the award presented in 2021). Nominations must be submitted to HQ USAFA/CM, 2304 Cadet Drive, Suite 3100, USAF Academy CO 80840-5002, not later than 1 Nov of the second year for consideration in the current cycle.

3. Selection Criteria. Award selection is based on airmanship contributions that are of such significance as to set the performer apart from their contemporaries. The definition of airmanship includes feats of aircrew members, as well as exceptional contributions with respect to design, production, or testing of an aerospace vehicle or its subsystems. Nominations will fall into one of the following categories:

3.1. An individual heroic act.

3.2. Sustained superior performance over a period of time. In this category, nominations may cover a broad spectrum ranging from crewmembers of an aerospace vehicle mission to an engineer or manager associated with the development of an aerospace vehicle.

4. Nomination Packages. Packages should be divided into four sections. Posthumous nominations should have the words "POSTHUMOUS NOMINATION" centered on the top line of sections 2-4.

4.1. Section 1. A cover letter from the nominating MAJCOM, FOA, DRU, or equivalent.

4.2. Section 2. A page with administrative data to include name, rank, command and (or) organization, present position and (or) duty title, prior awards and decorations, telephone number, and duty mailing address of the nominee.

4.3. Section 3. A one page, typed, bullet-style summary of narrative's key points with nominee's name and grade in the top left margin.

4.4. Section 4. A three-page maximum, typed, narrative describing the nominee's individual heroic act or sustained superior performance over a period of time with nominee's name and grade in the top left margin.

5. Selection Process. HQ USAFA/CM will identify and chair a selection board that will recommend a winner for the Superintendent's approval. The selection board will be comprised of a member of the Association of Graduates Board and the Vices from HQ, CW, DF and AD. The

Superintendent will announce the Jabara Airmanship Award winner via message and public affairs release.

6. Award Recognition. The Jabara Airmanship Award will normally be presented annually to coincide with a AOG Board of Directors' Meeting. The award winner and their organizational commander and (or) representative will be invited to attend the award presentation. The winner will be introduced to cadets at the noon meal and will be recognized at a dinner. The winner's organization will be responsible for travel costs. The winner of the Jabara Airmanship Award is authorized the wear of the Air Force recognition ribbon.

MICHAEL E. PETERSON, GS-14, USAF
Deputy Director, Strategic Communications

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

AFMAN 33-363, *Management of Records*, 1 March 2008

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CAP—Civil Air Patrol

DRU—Direct Reporting Unit

FOA—Field Operating Agency

MAJCOM—Major Command

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAFA—United States Air Force Academy