

**BY ORDER OF THE  
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 36-2813**

**31 MAY 2024**

**Personnel**

**AIR FORCE ACADEMY  
DISTINGUISHED SERVICE AWARD**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: HQ USAFA/CMO  
(Mr. Michael E. Peterson)

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-28, *Awards Program*, for the United States Air Force Academy (USAFA) Distinguished Service Award. It provides selection criteria and nomination procedures for the award, honoring a military, civilian, or a group's significant contributions to the morale and/or well-being of USAFA. This instruction applies to all individuals and organizations that choose to nominate an individual or group for the Distinguished Service Award. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of 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 (HQ USAFA/CM). Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

**SUMMARY OF CHANGES**

This Instruction primarily updates office symbols/titles and makes other required administrative changes to the January 2000 version. Other changes include addition of USAFA Affinity Groups

to those invited to nominate candidates ([paragraph 7.1](#)); deletion of the original [paragraph 8.](#), since Protocol no longer plays a role in this event; deletion of the original paragraph 9., since Public Affairs is now a division within Strategic Communications; and updates the signature block to reflect the new Director of Strategic Communications.

**1. The Academy Distinguished Service Award.** USAFA established the Air Force Academy Distinguished Service Award in February 1999. Each year the award will be presented by the USAFA Superintendent to a military member, civilian, or group whose contributions have had a distinct impact on the morale and/or well-being of USAFA through their generous donation of time, resources, or influence.

**2. Award Timetable.** In January of each year, the USAFA Director of Strategic Communications (HQ USAFA/CM), through the USAFA Outreach Division (HQ USAFA/CMO), will seek nominations from the Academy community at large, Association of Graduates (AOG) chapters, former Superintendents, supporting USAFA Foundations and USAFA Affinity Groups. Nominations must be submitted to HQ USAFA/CMO, 2304 Cadet Drive, Suite 3100, USAF Academy CO 80840-5002, or [outreach@afacademy.af.edu](mailto:outreach@afacademy.af.edu) not later than 1 April of the current year.

**3. Selection Criteria.** Award selection is based on an individual's or group's accomplishments, which have had a long-term positive effect on the morale and/or well-being of USAFA. The Academy Distinguished Service Award is intended to recognize those individuals who contribute not as part of their official duty but through their personal generosity and dedication to the institution. Personnel currently assigned to the Academy can be considered for the award as long as their contributions were performed outside of their official duty.

**4. Nomination Packages.** Packages should be divided into two sections.

4.1. **Section I.** A single page with biographical data to include name, rank (if military), duty or job title, organization or company, telephone number, email address, and mailing address of the nominee, or, for posthumous nominations, nominee's next of kin (NOK). Posthumous nominations should be identified as such. A group of individuals can be considered if it was the group action that made the contribution to USAFA. If nominating a group, biographical data above should be listed for the group's primary POC.

4.2. **Section II.** A typed narrative justification, not to exceed one page, describing the nominee's accomplishments which contributed to a long-term positive effect on the morale and/or well-being of USAFA. Place the nominee or group POC's name in the top left margin.

**5. Selection Process.** HQ USAFA/CM will identify and chair a selection committee comprised of senior representatives from the HQ USAFA staff, Commandant of Cadets (USAFA/CW), Dean of Faculty (USAFA/DF), Athletic Department (USAFA/AD), and 10th Air Base Wing (10 ABW). The committee will evaluate and recommend a recipient or recipients for the Superintendent's approval. The Superintendent will announce the Academy Distinguished Service Award recipients via public announcement. Recipients will be notified by 15 May.

**6. Award Recognition.** The award will be presented in the summer or fall of each year at an event hosted by the Superintendent. Presentation date will be arranged based on the schedule and availability of the honorees, NOK for posthumous honorees, and the Superintendent. Guests will include the honorees, NOK (if appropriate) and guests, members of the senior staff, representatives of USAFA foundations, and members of the local community, as appropriate. The honorees will

each receive an award and citation. In addition, the honorees names will be affixed to the Academy Distinguished Service Award plaque displayed in Arnold Hall.

**7. The Director of Strategic Communication (HQ USAFA/CM), through the Outreach Division (HQ USAFA/CMO) will:**

- 7.1. Request nominations from Academy agencies, former Superintendents, supporting USAFA foundations, and USAFA Affinity Groups.
- 7.2. Identify and chair a selection committee comprised of senior representatives from the HQ USAFA staff, USAFA/CW, USAFA/DF, USAFA/AD, and 10 ABW.
- 7.3. Prepare a Superintendent letter to the honorees notifying them of selection.
- 7.4. Coordinate with recipients and the Superintendent to arrange presentation date.
- 7.5. Plan/coordinate the award presentation ceremony.
- 7.6. Budget for and fund awards and historical plaques.
  - 7.6.1. Appropriated funds will be used to purchase the awards, plaques and ceremony programs, in accordance with DAFMAN 65-605V1, *Budget Guidance and Technical Procedures*.
  - 7.6.2. Gift funds will be used to pay for a post-ceremony reception, if desired.
- 7.7. Coordinate with the recipients an appropriate guest list for the event.
- 7.8. Develop presentation citations and event programs and coordinate them with Superintendent for approval.
- 7.9. Request engraving of awards and plates for the historical plaque.
- 7.10. Request official record copies of the program, citations, photos, and other associated records.
- 7.11. Request through the Creative Services team (HQ USAFA/CMM) a photographer to document the event.

**8. The Superintendent's Commander's Action Group (HQ USAFA/DSX) will:**

- 8.1. Prepare remarks to be used by the Superintendent during the award presentation ceremony, as required.

GEORGE H. RHYNEDANCE, GS-15, USAF  
Director, Strategic Communication

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

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

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

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

DAFMAN 65-605V1, *Budget Guidance and Technical Procedures*, 30 Mar 2021

***Adopted Forms***

DAF 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

**NOK**—Next of kin

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**USAFA**—United States Air Force Academy