

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-2814**



14 MAY 2020

Personnel

**SULLENBERGER AWARD FOR
COURAGE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAFA/CM

Certified by: HQ USAFA/CM
(Ms. Rose Marie Nikovits)

Pages: 5

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations*, for the Sullenberger Award for Courage. It provides selection criteria and nomination procedures for the award, honoring an act of bravery by United States Air Force Academy (USAFA) graduates.

This instruction applies to all USAFA agencies involved with the selection and presentation of the Sullenberger Award for Courage. This instruction provides guidance for MAJCOMs interested in nominating members of their organizations for the award. This publication applies to U. S. Air Force Reserve, Air National Guard, and Civil Air Patrol. Refer recommended changes and conflicts between this and other publications to HQ USAFA/CM, 2304 Cadet Drive, Suite 357, USAF Academy CO 80840-5002, on Air Force (AF) Form 847, *Recommendation for Change of Publication*. 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 USAFA/CM. 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).

1. Sullenberger Award for Courage (SAC). The United States Air Force Academy (USAFA) and the USAFA Association of Graduates (AOG) have established the Sullenberger Distinguished Achievement Award through a Memorandum of Agreement. The Superintendent (HQ USAFA/CC) and the Chairman of the AOG will award the award to a USAFA graduate(s), whose singular act of achievement is of such significance as to set them apart from their contemporaries. More than one individual may be selected during a particular year. The purpose of the award is to:

1.1. Recognize exemplary performance during a singular act or a series of events within a short duration of time, where the individual demonstrated an achievement well exceeding the expectations for that period of time by a USAFA graduate(s) to the nation.

1.2. Favorably promote the USAFA and its graduates and increase awareness of graduate heritage among alumni, cadets, parents and friends of the Air Force Academy.

2. Nominations Packages. Packages should be divided into four sections.

2.1. **Section I.** A cover letter from the nominating source.

2.2. **Section II.** A page with administrative data to include name, present position and duty title, prior awards and decorations, and mailing address of the nominee.

2.3. **Section III.** A one-page, typed, bullet-style summary of the narrative's key points with the nominee's name and title in the top left margin.

2.4. **Section IV.** A two-page maximum, typed narrative describing the nominee's distinguished achievement.

3. Selection Criteria. Award selection is based on a singular achievement or a series of events within a short duration of time, which is of such significance as to set the individual apart from contemporaries. Individuals should be alive and agree to accept the Award at the USAFA when possible. Posthumous nominations will only be considered in rare instances. The criteria for the award is as follows:

3.1. Exemplary performance during a *singular act*, or *series of events within a short duration of time*, where the individual demonstrated an achievement well exceeding the expectations for that period of time.

3.2. Incident *exemplifies the Academy core values* of – service before self, excellence in all we do, and integrity.

3.3. Act of bravery can occur during a military, civilian, business sector, or community-related event

3.4. The incident *reflects positively* on the USAFA and is correlated to the training provided by the Academy.

3.5. Open to all AFA graduates from any class year.

4. Process. Each year, the AOG Awards Committee, will put out a call for nominations to the graduate community.

4.1. This will include, but is not limited to, articles in Checkpoints magazine and official notification on the AOG website.

4.2. Once the deadline for nominations is met, the Committee Chairperson will collect all nominations and the review process will begin.

4.3. The AOG Awards Committee Chairperson, USAFA/CM or other USAFA representative, and Chesley Sullenberger (or his designee) will review the submission or submissions and inform the Board and the Academy regarding selectee(s).

5. Award Timetable. Nominations may be submitted at any time throughout the year. However, a nomination must be submitted to the AOG not later than 1 October for consideration during that year. Nomination package criteria will be included with the call for nominations. The award will normally be presented the following April.

6. Selection Process. The AOG identifies and chairs the selection board that selects recipient(s). The Superintendent and the Chairman of the AOG Board will announce the selection through personal letters to the winner and nominating source, as well as through articles in Air Force and AOG publications. Recipients will be notified by mid-December.

7. Award Recognition. The Sullenberger Award for Courage will be presented in conjunction with the Distinguished Graduate Award at the USAFA if possible. The award will be presented by Chesley Sullenberger (or his designee) in coordination with the AOG and USAFA/CM. The recipient(s) will be honored with an award located in Arnold Hall. The AOG will also present the award recipient(s) with a personal award.

KIMBERLY TEBRUGGE
Director, Strategic Communications

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

AFPD 36-28, *Awards and Decorations Programs*, 27 July 2019

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

AOG—Association of Graduates

CM—Office of Strategic Communications

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAF A—United States Air Force Academy

Attachment 2**ORGANIZATIONAL RESPONSIBILITIES****A2.1. The Director of Strategic Communications (HQ USAFA/CM), through the Graduate Liaison (HQ USAFA/CMC) will:**

- A2.1.1. Coordinate all events in conjunction with award.
- A2.1.2. Requests through Photo (USAFA/CMM) a photographer to document events.

A2.2. The Director of Protocol (HQ USAFA/DSP):

- A2.2.1. Coordinates with HQ USAFA/CM to develop, for HQ USAFA/CC approval, an appropriate guest list for all events.
- A2.2.2. Coordinates and manages itineraries for Sullenberger Award for Courage recipients and spouses.
- A2.2.3. Arranges escort officers for Sullenberger Award for Courage recipients.

A2.3. The Director of Public Affairs (HQ USAFA/PA):

- A2.3.1. Prepares and executes public affairs plan for local, regional and national press coverage.
- A2.3.2. Hosts press events as required during award events.

A2.4. The Association of Graduates (AOG):

- A2.4.1. Submits nominations for award, forms selection committee and notifies recipients upon selection in coordination with HQ USAFA/CC.
- A2.4.2. Develops and prints invitations and programs for Founders' Day dinner.
- A2.4.3. Prepares and coordinates articles for the AOG Checkpoints magazine and Academy publications as necessary.
- A2.4.4. Gifts permanent plaque and personal plaque for each award recipient (s).
- A2.4.5. Gifts award recipient (s) travel and lodging.
- A2.4.6. Gifts travel of Chesley Sullenberger (or his designee) to assist in presentation.
- A2.4.7. Hosts awards dinner and prepares appropriate remarks.