

**BY ORDER OF THE  
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 36-2815**



**20 FEBRUARY 2019**

**Personnel**

**DISTINGUISHED GRADUATE AWARD**

**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](http://www.e-publishing.af.mil).

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: USAFA/CM

Certified by: HQ USAFA/CM  
(Ms. Kimberly G. Tebrugge)

Supersedes: USAFAI36-2815,  
14 May 2008

Pages: 4

---

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations*, for the Distinguished Graduate Award. It provides selection criteria and nomination procedures for the award, honoring an Air Force Academy graduate's significant lifetime of achievement. This publication applies to all Graduates of the Air Force Academy who are Active Duty, retired, civilian, contractors, Air National Guard (ANG), Air Force Reserve Command (AFRC) or separated Graduates. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using 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).

### **SUMMARY OF CHANGES**

This revision updates office symbols and makes other required administrative changes, adds restrictions to the selection criteria ([paragraph 2](#)), changes the date for submission of

nominations and the date recipients will be notified, clarifies the actual award, and realigns organizational responsibilities.

**1. Distinguished Graduate Award.** The United States Air Force Academy (USAFA) and the USAFA Association of Graduates (AOG) have established the Distinguished Graduate Award. Each year the award is presented by the Superintendent (HQ USAFA/CC) and the Chairman of the AOG to a USAFA graduate(s), whose lifetime 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 outstanding performance by graduates who have demonstrated a lifetime of exceptional service to the Nation.

**2. Selection Criteria.** Award selection is based on a lifetime of achievement that is of such significance as to set the individual apart from their contemporaries. The Award will not be given to individuals who occupy, or are candidates for, elective office, or who are still on active duty. Individuals must be alive and agree to accept the Award at the Air Force Academy whenever possible. Posthumous nominations will only be considered in rare instances.

**3. Award Timetable.** Nominations may be submitted at any time throughout the year. However, a nomination must be submitted to the AOG not later than 30 September 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.

**4. 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.

**5. Award Recognition.** The Distinguished Graduate Award will be presented annually in conjunction with the Founders' Day dinner at the Academy. The recipient(s) will be honored with a permanent bronze plaque placed along the Academy Heritage Trail located near Doolittle Hall. The AOG will also present the award recipient(s) with a personal gold medallion.

KIMBERLY TEBRUGGE  
Director, Strategic Communications

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 36-28, *Awards and Decorations*, 27 June 2018

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

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

***Prescribed Forms***

AF Form 673, *Air Force Publication/Form Action Request*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**ANG**—Air National Guard

**AFRC**—Air Force Reserve Command

**AOG**—USAFA Association of Graduates

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**USAFA**—United States Air Force Academy

**USAFA/CM**—Strategic Communications

**USAFA/DSP**—Protocol

**USAFA/PA**—Public Affairs

**Attachment 2****ORGANIZATIONAL RESPONSIBILITIES****A2.1. The Director of Strategic Communications (HQ USAFA/CM), through the Alumni Programs Coordinator (HQ USAFA/CM):**

- A2.1.1. Plans and coordinates all events in conjunction with award.
- A2.1.2. Requests through Photo (USAFA/CMMV) a photographer to document events.

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

- A2.2.1. Coordinates with HQ USAFA/CM to develop an appropriate guest list for all events.
- A2.2.2. Coordinates and manages itineraries for Distinguished Graduate Award recipients and spouses.
- A2.2.3. Arranges escort officers for Distinguished Graduate Award 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. Requests 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.
- A2.4.2. Gifts permanent bronze plaque and personal gold medallion for each award recipient (s).
- A2.4.3. Gifts award recipient (s) travel and lodging.
- A2.4.4. Hosts awards dinner and prepares appropriate remarks.