

**BY ORDER OF THE COMMANDER  
UNITED STATES AIR FORCES IN  
EUROPE-AIR FORCES AFRICA**

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EUROPE-AIR FORCES AFRICA  
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**Personnel**

**UNITED KINGDOM AMBASSADOR'S  
AWARD PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*. It provides guidance and procedures for the nomination, selection, and presentation of annual community relations awards to outstanding American and British personnel. This publication applies to all USAFE-AFAFRICA Regular Air Force, Air Force Reserve Command units, to members of the Air National Guard of the United States on a Title 10 status stationed in the United Kingdom, and civilian personnel working or living in a community where the United States Visiting Forces (USVF) is stationed in the United Kingdom. This publication requires the collecting and keeping of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of records notice F036 AFPC V, *Awards and Decorations*, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. See

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### ***SUMMARY OF CHANGES***

This document has been revised and reviewed. Major changes include an OPR change from Detachment 1, Headquarters United States Air Forces in Europe, to United States Air Forces in Europe – United Kingdom Host Nation Coordination Cell, which is referred to throughout this document as USAFE UK HNCC. It also realigns the award groupings from regional areas to major base or and changes milestone dates.

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**1. Objectives.** The Ambassador’s Awards Program recognizes outstanding United States (US) and United Kingdom (UK) personnel working in or with the USVF at bases and units within the UK in the advancement of bilateral relations. The award highlights the productive cooperation between the USVF and local communities to facilitate enhanced British-American Community Relations.

**2. Background.** The Ambassador’s Awards program was initiated in 1955 by the then-Ambassador to the Court of St James’s, Mr. Winthrop Aldrich. It allowed the American Ambassador to the United Kingdom to recognize those bases and individuals that made outstanding contributions to local community relations during the previous year. The awards

were discontinued around 2002 with the reorganization of numbered air forces in Europe. The awards program was reintroduced in 2011. This instruction continues the awards program on behalf of the US Ambassador to the United Kingdom.

**3. Awards.** Each base or regional grouping of bases will select one nominee for each of the following award categories: US Individual, UK Individual, and Group Program (US or UK).

**4. Award Criteria.** The Ambassador's awards are given to individuals and organizations that make exceptional contributions to the British-American community relations. The award period is 1 April through 31 March of the following calendar year. This unusual award period was selected to be set apart from the other USAF annual awards and to occur early enough to recognize the recipients before the heavy permanent change of station cycle in the summer months.

**5. Nominee Eligibility.**

5.1. Individual Awards. Anyone is eligible for the award, with the exception of Community Relations Advisors, British-American Committee Chairmen, and Base Commanders. All US citizens or family members thereof are eligible for the US Individual Award, and all UK citizens and residents are eligible for the UK Individual Award. The award may be given for work performed during any part of the award period. The work need not last for the entire annual period

5.2. Group Program Award – Any organization or group, regardless of national affiliation, is eligible for this award. In the judgment of the nominator, this group must have made a significant enhancement to the Community Relations programs in the region/community, even if the main focus of the group is not directly related to community relations.

**6. Award Groupings.** Awards will be grouped into major regional or organizational lines. The following organizations will be grouped together:

- 6.1. 100 ARW and Tenant Units
- 6.2. 352 SOW and Tenant Units
- 6.3. 48 FW and Tenant Units
- 6.4. 501 CSW and Tenant Units
- 6.5. NATO Northwood and London Communities
- 6.6. NATO Allied Rapid Reaction Corps

**7. Responsibilities.**

7.1. The US Ambassador to the UK is the award approval authority. He or she may:

- 7.1.1. Sign the award certificates.
- 7.1.2. Participate in the award ceremony if available.

7.2. The Defense Attaché Office (DAO) has been delegated authority from the US Ambassador to oversee the selection process. The DAO will:

- 7.2.1. Chair the award selection board which consists of representatives from USAFE UK Host Nation Coordination Cell (HNCC) and the British-American Community Relations (BACR) Organization. The selection board may be virtual if desired, but

members of the USAFE UK HNCC team and the BACR traveling to the Embassy to participate in a more formal process is an option if timing and work schedules allow.

7.2.2. Establish procedures to be used by the selection board.

7.2.3. Produce the certificates for the winners.

7.3. USAFE UK HNCC is represented in this process by its International Relations directorate. USAFE UK HNCC will:

7.3.1. Act as the office of primary responsibility for the administration of the award program.

7.3.2. Receive the nominees from the command section or senior leaders at each of the award groupings for consolidation and transmittal to the award selection board.

7.3.3. Represent USAFE UK HNCC on the selection board.

7.3.4. Upon selection of winners in each category, provide narrative about each winner to DAO to assist in the awards ceremony.

7.3.5. In the event a winner is unable to attend the awards ceremony, the signed certificate will be presented by the winner's local installation commander.

7.4. The BACR is represented in this process by either Group Captain USVF or the Chief, Community Relations Advisor.

7.5. Senior installation commanders and tenant unit leadership responsibilities:

7.5.1. Execute the program for their base/region so nominees are selected in a fair process.

7.5.2. Include the local British-American Committee Chairs, Community Relations Advisors and RAF Commanders in their nominee selection process.

7.5.3. Submit complete nomination packages to USAFE UK HNCC no later than 30 April each year.

## **8. Nomination and Selection Process.**

8.1. Nominations must be made on an AF Form 1206, *Nomination for Award*, and will be limited to no more than eight lines, in bullet format. Heading for the body of the AF Form 1206 (not counted as one of the eight lines) will be "Contributions to Community Relations."

8.2. Any person associated with the USVF communities may nominate a person or program for these awards to their respective base or organization. Nominators should ensure they provide sufficient details supporting the relevant actions and results of the nominee's contributions towards the award's objectives so the local selection officials can give due consideration to all nominees.

8.3. Nominations are due to USAFE UK HNCC no later than 30 April of each calendar year.

8.4. Each base or regional grouping will forward a maximum of two award nominees for each category.

8.5. Pursuant to the recommendation of the award selection board, the DAO may present one winner and one honorable mention in each category for approval by the Ambassador.

**9. Award Presentations.** Awards will be presided over by the Ambassador or his/her representative, in an effort to highlight the importance and significance of the ceremony. Care should be given in choosing an award presentation forum which reinforces the history, prestige, and strong US-UK civilian and military community relations spirit of the award.

CHARLES P. ARMENTROUT, GS-15  
Deputy Director, Manpower, Personnel, and  
Services

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

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

DAFI 33-360, *Publications and Forms Management*, 15 December 2018

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

***Prescribed Forms***

None.

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**BACR**—British-American Community Relations

**DAFI**—Department of the Air Force Instruction

**DAO**—Defense Attaché Office

**NATO**—North Atlantic Treaty Organization

**OPR**—Office of Primary Responsibility

**RAF**—Royal Air Force

**UK**—United Kingdom

**US**—United States

**USAF**—United States Air Force

**USAFE-AFAFRICA**—United States Air Forces in Europe-Air Forces Africa

**USAFE-AFAFRICA/UK**—United States Air Forces in Europe-Air Forces Africa United Kingdom

**USAFE UK HNCC**—United States Air Forces in Europe-United Kingdom Host Nation Coordination Cell

**USAFE USCR**—United States Air Forces in Europe-United States Country Representative

**USF**—United States Force

**USVF**—United States Visiting Forces

Attachment 2

AMBASSADOR AWARD CERTIFICATE

A2.1. This attachment contains an example of a certificate for the individual or group citation. The stock supply of certificates will be maintained by the OPR, USAFE-AFAFRICA/UK, and will be presented by the Ambassador.

Figure A2.1. Sample Certificate.

