

18 JULY 2007



Personnel

HEADQUARTERS UNITED STATES AIR
FORCE DEPUTY CHIEF OF STAFF,
OPERATIONS, PLANS AND REQUIREMENTS
ANNUAL AWARDS PROGRAM

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAF/A3/5EC

Certified by: HQ USAF/A3/5E
(Mr. Stephen B. Frye)

Supersedes AFI 36-2807, 29 January 2002

Pages: 79

This instruction implements AFD 36-28, Awards and Decorations Programs. It establishes the criteria and procedures for submitting nominations for awards administered or overseen by HQ USAF/A3/5. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, through channels, to HQ USAF/A3/5E, 1210 Air Force Pentagon, Washington DC 20330-1210. See [Attachment 1](#) for a list of references, abbreviations, acronyms, and terms. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Revisions consist of changes to [Chapter 1](#), General Information, revised para [1.1.1](#). Change 2, Gray Eagle Award, completely revised. [Chapter 3](#), Airfield Operations Awards; completely revised. [Chapter 7](#), Field of Aeronautics and Astronautics Awards, revised para [7.2.2.](#), [7.3.2.](#) and [7.3.2.](#) [Chapter 10](#), US Air Force SSgt Henry E. "Red" Erwin Outstanding Enlisted Aircrew Member of the Year Awards, completely revised. [Chapter 12](#), Influence Operations Awards, completely revised. Deleted [Chapter 16](#), Intelligence Awards belongs to AF/A2 now their own Directorate. [Chapter 17](#) Daedalian Exceptional Pilot Award renamed [Chapter 16](#). [Chapter 17](#), Awards not Governed by Air Force Directives, revised para 17.1.21. [Chapter 18](#), Technical Applications Specialist Awards, completely revised. Added the following Chapters: [Chapter 19](#), Air Rescue Association Richard T. Knight Award. [Chapter 20](#), Jolly Green Association Rescue Mission of the Year. [Chapter 21](#), Tactical Air Control Party Awards. [Chapter 22](#), Command Post Annual Awards. [Chapter 23](#), Air Force Information Operations Awards. [Chapter 24](#), Aerospace Control and Warning System Operator Awards. Clarified source documents for acceptable acronyms or abbreviations to be used in

nomination. Clarified contracted location eligibility criteria. Updated office symbols throughout chapter. Corrected hyperlink references.

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Chapter 1

GENERAL INFORMATION

1.1. Purpose of the Awards.

These annual awards:

- 1.1.1. Enhance the overall visibility of Air Force personnel to include ANG or Reserve and their accomplishments.
- 1.1.2. Recognize outstanding achievement by officers, senior noncommissioned officers, noncommissioned officers, airmen, and civilians.
- 1.1.3. Reward individuals for initiative and valuable actions.

1.2. Foster Airman morale and public support of the Air Force by communicating about the recipients and their achievements as appropriate.

- 1.2.1. HQ USAF/A3/5 provides a list of the winners, copies of the respective citations, and photo (black and white) if possible, to the Air Force News Bureau (SAF/PA-CCL). Forward this information to the Air Force News Agency so they can include it in Air Force internal information products.
- 1.2.2. The applicable major command (MAJCOM), field operating agency (FOA), or direct reporting unit (DRU), forwards notification of the winner's selection, along with a copy of the citation, to the Public Affairs office at the winner's home installation for local use.
- 1.2.3. Winners can complete a DD Form 2266, Information for Hometown News Release, for submission to their local Public Affairs office.

1.3. Nominations. In an effort to streamline the workload and to standardize the nomination process, all nomination packages for these awards will be submitted on AF Form 1206, **Nomination for Award**, IAW AFPD 36-28, Awards and Decorations Program. They are limited to two pages using 12 pitch, Times New Roman font, unless otherwise indicated.

1.4. Recordkeeping. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information is in Title 10, United States Code, Chapter 857. System of records notice F036 AF PC V, Awards and Decorations, applies.

1.5. Questions. Direct questions about the awards to the office of primary responsibility (OPR) for the award. See [Attachment 2](#) for a list of awards and OPRs.

Chapter 2

GRAY EAGLE AWARD

2.1. Introduction. This chapter provides procedures for the Gray Eagle Award, assigns appropriate responsibilities, and establishes selection criteria. All Air Force general officer line pilots currently on active duty are eligible. Eligible general officers in the Air Reserve Component (ARC) (Air National Guard [ANG] and Air Force Reserve Command [AFRC]) must be on extended active duty (EAD).

2.2. Background of Award. The Gray Eagle Award is presented annually to honor the US Air Force general officer pilot with the longest period of continuous aviation service.

2.3. Purpose of Award. This award recognizes the long service, depth of experience, and broad aviation knowledge of senior Air Force pilots. By honoring the pilot with the longest continuous aviation service, the Air Force reinforces the camaraderie and heritage within the pilot fraternity, recognizes the distinct accomplishments of Air Force pilots, and highlights the total force strength of the United States Air Force. Senior pilots set an example for those who follow, and this award recognizes their leadership and achievements.

2.4. Description of the Award. The award consists of two elements: a permanent trophy on display at Headquarters Air Force and a miniature replica presented to the recipient. The name of the winner will be engraved on the permanent trophy.

2.5. Responsibilities.

2.5.1. HQ USAF Deputy Chief of Staff, Operations, Plans and Requirements (HQ USAF/A3/5) administers the award. HQ USAF/A3/5 maintains the precedence list for prospective Gray Eagles according to eligibility criteria based on aviation service data (date of original rating) and advises the Chief of Staff when the award is to be transferred.

2.5.2. HQ USAF Deputy Chief of Staff, Manpower and Personnel (HQ USAF/A1) maintains personnel data to determine eligible candidates.

2.5.3. The Secretary of the Air Force, Office of Public Affairs (SAF/PA) prepares a public release announcement as required.

2.5.4. HQ USAF Air Force Protocol (HQ USAF/CVAP) maintains and updates the Gray Eagle Trophy on display at Headquarters Air Force and the miniature replica for presentation.

2.5.5. HQ USAF Executive Review Secretariat (HQ USAF/CVAS) arranges presentation of the award as a Corona Top agenda item.

2.6. Eligibility Criteria. All active duty Air Force general officer line pilots are eligible. Longevity is based on the date pilot wings were awarded (date of original rating). The general officer pilot on active duty or in the ARC on EAD, holding the longest original rating date with at least one year of retainability as of 15 June, not recalled and without a break in service, will be designated the Gray Eagle. A "break in service" is a period of more than 12 months when the pilot transferred from active duty to the ARC or from the ARC to active duty. If two or more pilots have the same original rating date, the senior officer (based upon date of rank in current grade) will be designated the Gray Eagle.

2.7. Award Announcement and Presentation. The Chief of Staff notifies the projected Gray Eagle winner. The ceremony is normally held in conjunction with Corona Top.

Chapter 3

AIRFIELD OPERATIONS AWARDS

3.1. Introduction. This chapter provides procedural guidance for the US Air Force Airfield Management (AM) and Air Traffic Control (ATC) Awards Program; explains the Lt General Gordon A. Blake Aircraft Save Award and Aircraft Assist Award, eligibility, and procedures for submissions; describes the annual AM and ATC awards and nomination procedures. It specifies procedures to recognize personnel who have made notable contributions to the AM or ATC fields. It provides for US Air Force participation in the Air Traffic Control Association (ATCA) awards competition. This award applies to all Air Force activities that provide AM or ATC services. Air Force Recognition Ribbon Eligibility; award of this ribbon is authorized to recipients selected or announced as recipients of AF level special trophies and awards. Named individuals who receive a functional AF level award managed by the functional area, who participate in AF wide competition in that functional specialty are entitled to wear the Air Force Recognition Ribbon.

3.2. Lt General Gordon A. Blake Aircraft Save Award and Aircraft Award and Aircraft Assist Award:

3.2.1. **Award Criteria.** Aircraft “Save” Award is for any action taken by ATC or AM personnel that result in the safe recovery of an imperiled airborne aircraft or help given to an endangered aircraft on the ground. The performance must clearly extend beyond normal duty requirements, be professional, and cast no reasonable doubt that, without this action, probable damage would have resulted. If a nomination is not approved for a “Save,” then it will be considered for the Aircraft “Assist” Award. “Assist” Awards will be awarded to personnel using the “Save” criteria, except that the performance does not have to extend beyond normal duty requirements.

3.2.2. **Award Eligibility.** All US Air Force air traffic controllers and airfield management personnel are eligible. Any other military or civilian performing ATC or AM duties in a US Air Force-operated or augmented facility, or in an ANG-unit facility, are eligible. Recognition under this program does not make individuals ineligible for awards under AFI 36-2803, The Air Force Awards and Decorations Program.

3.2.3. **Who May Nominate.** Any person, other than the nominee, having knowledge of the individual's actions may submit a nomination for this award.

3.2.4. Prepare nomination on AF Form 1206, **Nomination for Award**, not to exceed two single-spaced typewritten pages in 12 pitch, Times New Roman font. Include the following information in the following order:

3.2.4.1. Unit, MAJCOM, and base.

3.2.4.2. Grade, name, facility, and control position of ATC controller.

3.2.4.3. Date and time of incident.

3.2.4.4. Aircraft identification, type, and cost.

3.2.4.5. Nature of difficulty.

3.2.4.6. Number of persons on board.

3.2.4.7. Weather at the time of occurrence.

3.2.4.8. Narrative of events.

3.2.5. The nomination narrative will contain factual and specific data and be a factual account of the actions to recover or aid the aircraft. Furnish enough detail for the board to evaluate the events or situation. Avoid generalities, broad or vague terminology, locally used acronyms, contractions, abbreviations, or restatements of normal duties. The narrative also must include specific actions or contributions of each individual.

3.2.6. Include the following information in the nomination package:

3.2.6.1. A certified tape and certified printed recording of the event. Send only that portion supporting the nomination. State in the commander's letter if a tape recording was not available.

3.2.6.2. Other documents (pilots comments, letters of appreciation or commendation, or statements from other controllers) supporting the nomination package.

3.2.7. Send the original nomination package within 30 workdays to HQ AFFSA/A3A, 7919 Mid America Boulevard, Suite 304, Oklahoma City, OK 73135, or e-mail nominations to hqaffsa.a3a@tinker.af.mil. Send a copy to the parent MAJCOM OPR for air traffic services. The Operations Support Squadron Commander (or equivalent) signs the nomination package.

3.2.8. "Save" Review Board. HQ AFFSA will convene a "Save" review board at least quarterly. The board will assess nomination packages and select "Save" award recipients. Board members will consist of officer and senior enlisted airfield operations personnel. The Director of Airfield Operations reviews board results. The board sends results to the appropriate MAJCOM OPR for air traffic services.

3.2.9. **Nomination Reconsideration.** Disapproved nominations may be resubmitted if new or additional substantiating data exists. Commanders provide a brief statement outlining the circumstances of the new data with the new package. The new package will then be reviewed at the next "Save" Review board.

3.2.10. Number of "Saves" Awarded. There is no limit to the number of certificates a person can receive. Only one certificate for the same occurrence will be awarded, regardless of the number of aircraft involved.

3.2.11. **Award Forms and Publicity.**

3.2.11.1. The following items comprise a "Save" Award package:

3.2.11.1.1. **Lt Gen Gordon A. Blake Aircraft Save Award Certificate.** This certificate is awarded to each person qualifying under paragraphs [3.2.1.](#) and [3.2.2.](#)

3.2.11.1.2. AF Form 3648, **Lt Gen Gordon A. Blake Aircrfat Save Award.** This form is used to permanently display all AF Forms 3649 received by a unit.

3.2.11.1.3. AF Form 3648, **Aircraft Save.** This form is awarded to the unit for each "Save" and displayed on AF Form 3648 as a historical document.

3.2.11.1.4. **"Save" Pin.** This pin is awarded to each person qualifying under paragraph [3.2.1.](#) and [3.2.2.](#) This pin may not be worn on the military uniform.

3.2.11.1.5. Authority to wear the US Air Force Recognition Ribbon (military). Civilian recipients may wear the Air Force Recognition lapel pin.

3.2.11.2. The following items comprise an "Assist" Award package:

3.2.11.2.1. **Aircraft Assist Award Certificate.** This certificate is awarded to each person qualifying under paragraphs **3.2.1.** and **3.2.2.**

3.2.11.2.2. Authority to wear the US Air Force Recognition Ribbon (military). Civilian recipients may wear the Air Force Recognition lapel pin.

3.2.11.3. AF Form 3649, **Aircraft Save.** This form is awarded to the unit for each "Save" and displayed on AF Form 3648 as a historical document.

3.2.11.4. **"Save" Pin.** This pin is awarded to each person qualifying under paragraph **3.2.1.** and **3.2.2.** This pin may not be worn on the military uniform.

3.2.11.5. Authority to wear the US Air Force Recognition Ribbon (military). Civilian recipients may wear the Air Force Recognition lapel pin.

3.2.12. News stories should contain only the same factual information as described in the nomination narrative. Stories about the recovery of an imperiled aircraft are not to imply the aircraft was "saved" unless the individual received an AF Form 3649, Aircraft Save. HQ AFFSA will send award recipients' names and a brief narrative of events to the Air Force Safety Agency for inclusion in the Flying Safety Magazine.

3.3. Annual US Air Force Airfield Operations Awards.

3.3.1. **Award Period.** The period from 1 January through 31 December.

3.3.2. **Suspense Requirements.** MAJCOM nominations must be packaged in .PDF format and e-mailed to HQ AFFSA/A3A no later than 1600 E.S.T. on 1 March each year. HQ AFFSA/A3A will convene a selection board NLT 15 March of each year and release results as soon as possible after the board convenes.

3.3.3. **Nomination Packages.** MAJCOM OPR for airfield operations will package and send electronic copies of nomination data to hqaffsa.a3a@tinker.af.mil. Electronically package the three required documents identified below (signed transmittal letter, cover letter, and AF Form 1206/substantiating data) into a single .PDF file. Where possible, avoid scanner settings that convert documents to image files that are megabyte intensive and difficult to e-mail due to network/LAN firewall limitations on file size. All nomination packages will contain in order:

3.3.3.1. **Transmittal Letter.** Signed by OSS commander (or equivalent) and MAJCOM OPR for Airfield Operations. Do not put any substantiating data in the transmittal letter, as it will be detached from the package before it is scored.

3.3.3.2. **Cover Page.** Background data, centered on the page, double-spaced, and typewritten.

NAME OF AWARD (CATEGORY)

Complex/Facility Name, or if individual award, Nominee's Rank, Name and Duty Title

Unit's Designation

Number of Personnel Assigned (For Complex/Facility Awards only)

Flying Organizations and Aircraft Supported

3.3.3.3. **Substantiating Data.** Limit substantiating data to no more than 25 lines on the front side of the most current version of the AF Form 1206, **Nomination for Award**. Nomination criteria headings in the specific accomplishments section of the AF Form 1206 are not required. It must be bullet format, Times New Roman font, 12 point. Acronyms identified in AFIs 13-203, 13-204, 13-213, and 13-218 are acceptable for use in the nomination for award. Do not use local acronyms or abbreviations. Limit information provided in the substantiating data to achievements as outlined in paragraph **3.3.4**.

3.3.4. **Description of Awards and Nomination Criteria.** Commanders may submit a nomination for each category to their MAJCOM OPR for airfield operations. However, commanders of units submitting nominations for Airfield Operations Flight (AOF) Complex of the Year award may not submit nominations for ATC or AM Facility of the Year Awards. Each MAJCOM, (to include HQ ANG and HQ AFRC) may only submit one nomination in each category to HQ AFFSA/A3A. The nominees must be winners of their respective command Airfield Operations awards program. In the event an annual MAJCOM awards program does not exist, MAJCOMs must establish adequate nominee selection criteria. Air Force Airfield Operations awards are given annually in the following categories:

3.3.4.1. **Airfield Operatons Flight Complex of the Year.** This award is presented for a combination of airfield management and air traffic control facilities when they interact in the achievement of one, or a combination, of the following areas:

3.3.4.1.1. A notable contribution to quality, safety, or procedural development of the airfield and ATC systems.

3.3.4.1.2. Outstanding handling of an unusual traffic workload, emergency situations, deployments, or exercises.

3.3.4.1.3. Sustained efficiency in airfield and air traffic control services as recognized by users of the systems.

3.3.4.2. **The D. Ray Hardin Air Traffic Control Facility of the Year.** An award given to an ATC facility at a particular unit that has made a notable contribution to the ATC system. Consider the following areas for this award:

3.3.4.2.1. A notable contribution to quality, safety, or procedural development of the ATC system.

3.3.4.2.2. Outstanding handling of an unusual traffic workload, emergency situations, deployments or exercises.

3.3.4.2.3. Sustained efficiency in air traffic control as recognized by users of the service.

3.3.4.3. **Ronald D. McCarthy Airfield Management Facility of the Year.** An award given to an Airfield Management facility at a particular unit that has made a notable contribution to the operations of an airfield. Consider the following areas for this award:

3.3.4.3.1. Efforts made by the AM staff to enhance airfield safety (signage, markings, airfield driving program, etc.).

3.3.4.3.2. Outstanding performance by AM personnel during periods of increased workloads (emergency situations, deployments, or exercises).

- 3.3.4.3.3. Sustained efficiency in airfield management as recognized by users of the service.
- 3.3.4.3.4. Superior coordination efforts during airfield construction activities.
- 3.3.4.3.5. Self-help projects undertaken in and around airfield management facilities to enhance quality of life.
- 3.3.4.3.6. Extraordinary number of flight plans processed beyond day-to-day operations involving unusual situations or unique support requirements.

3.3.4.4. **Colonel Derrel L. Dempsey Officer of the Year.** An award given to an Airfield Operations officer (13MX) who contributed to an outstanding degree, their services, ideas, developments, or accomplishments to enhance the quality, safety, or efficiency of the airfield and air traffic control systems. Consider the following areas for this award:

- 3.3.4.4.1. Procedures introduced that significantly improved the quality, safety, or efficiency of the airfield and air traffic control systems.
- 3.3.4.4.2. An accepted systems concept or development that significantly enhances management of the AOF.
- 3.3.4.4.3. Facility or system management beyond normal day-to-day operations.
- 3.3.4.4.4. Establishment of rapport between flying organizations and the AOF.
- 3.3.4.4.5. Innovative management techniques.
- 3.3.4.4.6. Outstanding public relations in AM or ATC.
- 3.3.4.4.7. Outstanding management of administrative procedures.

3.3.4.5. **Air Traffic Control Enlisted Manager of the Year.** An award given to an enlisted ATC manager who contributed to an outstanding degree, their services, ideas, developments, or accomplishments in ATC. Consider the following areas for this award:

- 3.3.4.5.1. Procedures introduced that significantly improved the quality, safety, or efficiency of the ATC system.
- 3.3.4.5.2. An accepted systems concept or development that significantly enhances management of the ATC system.
- 3.3.4.5.3. Facility or system management beyond the normal day-to-day operations.
- 3.3.4.5.4. Establishment of rapport between flying organizations and ATC facilities.
- 3.3.4.5.5. Innovative management techniques.
- 3.3.4.5.6. Outstanding public relations in ATC.
- 3.3.4.5.7. Outstanding management of administrative procedures.
- 3.3.4.5.8. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

3.3.4.6. **Airfield Management Senior Noncommissioned Officer (E-7 Officer MSgt through E-9 (CMSgt) of the Year.** An award given to an airfield management senior NCO who contributed to an outstanding degree, their services, ideas, developments, or accomplishments in airfield

management (at individual's unit or career-field wide). Consider the following areas for this award.

3.3.4.6.1. Procedures that introduced that improved quality, safety, or efficiency of airfield management.

3.3.4.6.2. Procedures introduced that improved quality of life or promoted esprit de corps within airfield management.

3.3.4.6.3. Outstanding personal duty performance.

3.3.4.6.4. An accepted suggestion that enhanced the career field.

3.3.4.6.5. Actions beyond normal day-to-day operations involving unusual situations on unique support requirements.

3.3.4.6.6. Efforts to promote teamwork with regard to co-workers and other base agencies.

3.3.4.6.7. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

3.3.4.7. Air Traffic Control Watch Supervisor of the Year. An award given to a watch supervisor or senior controller who contributed to an outstanding degree, services, ideas, developments, or accomplishments in ATC. Consider the following areas for this award:

3.3.4.7.1. Application of extra ordinary efforts to protect lives and resources under his or her control.

3.3.4.7.2. Introduced procedures resulting in improved quality, safety, or efficiency of the ATC system.

3.3.4.7.3. Outstanding contributions to controller enhancement.

3.3.4.7.4. Outstanding personal ATC performance.

3.3.4.7.5. Establishment of rapport between crews in the facility or between facilities.

3.3.4.7.6. Self- or crew-improvement efforts related to mission accomplishment.

3.3.4.7.7. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

3.3.4.8. Airfield Management Noncommissioned Officer (E-5 SSgt to E-6 TSgt) of the Year. An award given to an airfield management NCO who contributed to an outstanding degree, services, ideas, developments, or accomplishments in airfield management (at individual's unit or career-field wide). Consider the following areas for this award:

3.3.4.8.1. Procedures that introduced that improved quality, safety or efficiency of airfield management.

3.3.4.8.2. Procedures introduced that improved quality of life or promoted esprit de corps within airfield management.

3.3.4.8.3. Outstanding personal duty performance.

3.3.4.8.4. An accepted suggestion that enhanced the career field.

3.3.4.8.5. Actions beyond normal day-to-day operations involving unusual situations on unique support requirements.

3.3.4.8.6. Efforts to promote teamwork with regard to co-workers and other base agencies.

3.3.4.8.7. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

3.3.4.9. **Air Traffic Control (Civilian) Controller In Charge of the Year.** An award given to a civilian air traffic controller in charge who contributed to an outstanding degree, services, ideas, developments, or accomplishments in ATC. See paragraph 3.3.4.7. for areas to consider for this nomination.

3.3.4.10. **Airfield Management Supervisor (Civilian) of the Year.** An award given to a civilian airfield management supervisor to an outstanding degree, outstanding degree, services, ideas, developments, or accomplishments in airfield management. See paragraph 3.3.4.8. for areas to consider for nomination.

3.3.4.11. **Air Traffic Controller of the Year.** An award given to a controller whose primary duty is operating control positions within a facility (not in a staff or supervisory position) and contributed to an outstanding degree, services, ideas, developments, or accomplishments in ATC. Consider the following areas for this award:

3.3.4.11.1. Application of procedures resulting in the saving of lives.

3.3.4.11.2. Introduced procedures resulting in improved quality, safety, or efficiency of the ATC system.

3.3.4.11.3. An accepted systems concept or development.

3.3.4.11.4. Outstanding teamwork.

3.3.4.11.5. Outstanding contributions to controller enhancement.

3.3.4.11.6. Outstanding personal ATC performance.

3.3.4.11.7. Outstanding public relations.

3.3.4.11.8. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

3.3.4.12. **Airfield Management Airman (E-1 to AB to E-4 SrA) of the Year.** An award given to an airfield management airman who contributed to an outstanding degree, services, ideas, developments, or accomplishments in airfield management (at individual's unit or career-field wide). Consider the following for this award:

3.3.4.12.1. Procedures that introduced that improved quality, safety, or efficiency of airfield management.

3.3.4.12.2. Procedures introduced that improved quality of life or promoted esprit de corps within airfield management.

3.3.4.12.3. Outstanding personal duty performance.

3.3.4.12.4. An accepted suggestion that enhanced the career field.

3.3.4.12.5. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

3.3.4.13. **Air Traffic Controller (Civilian) of the Year.** An award given to a controller whose primary duty is operating control positions within a facility (not in a staff or supervisory position) and contributed to an outstanding degree, services, ideas, developments, or accomplishments in ATC. See paragraph [3.3.4.11](#) for areas to consider for this nomination.

3.3.4.14. **Airfield Management/Journeyman Technician (Civilian) of the Year.** An award given to a civilian airfield management specialist to an outstanding degree, outstanding degree, services, ideas, developments, or accomplishments in airfield management. See paragraph [3.3.4.12](#) for areas to consider for nomination.

3.3.4.15. **Air Traffic Control Training Achievement.** An award given to an individual for exceptional contributions to ATC training. Competition is open to all controllers involved in training, not just the chief of training or chief of standardization. Consider the following areas for this award:

3.3.4.15.1. Effective use of instructional methods.

3.3.4.15.2. Actions taken to improve training capabilities.

3.3.4.15.3. Application of training innovations or methodology.

3.3.4.16. **Airfield Management Training Achievement.** An award given to an individual for exceptional contributions to AM training. Competition is open to all AM personnel involved in training, not just for the AM Training Manager. See paragraph [3.3.4.15](#) for areas to consider for nomination.

3.3.4.17. **Terminal Procedures (TERPS) Specialist of the Year.** An award given to an individual whose primary duty is to manage base level programs, for exceptional contributions to TERPS. NOTE: MAJCOM TERPS specialists are eligible to compete for this award. However, the substantiating data on the submitted AF Form 1206 must reflect only services for/contributions to a single field unit's program. Additionally, the supported unit's OSS/CC (or equivalent) must sign the transmittal/nomination letter. The following four areas to be considered for this award:

3.3.4.17.1. Introduced procedures resulting in the improved quality, safety, efficiency of the use of the ATC system.

3.3.4.17.2. Application of extraordinary efforts to protect lives and resources.

3.3.4.17.3. Outstanding personnel duty performance.

3.3.4.17.4. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

3.3.5. **Award Eligibility.**

3.3.5.1. Military personnel possessing Air Force Specialty Code (AFSC) 1C7X1 for AM awards, or 13M3/1C1X1 for ATC awards, and civilian personnel performing ATC 13M3/1C1X1 or AM 1C7X1 duties, are eligible for this award if they have worked at least one year in their career field, and have at least six months in present assignment.

3.3.5.2. Individuals are required to compete in the rank category in which they held the specific rank for the majority of the calendar year.

3.3.5.3. For all individual award categories: Nominees must be fully qualified in the positions they are assigned at the time of nominations IAW AFI 13-203, AFI 13-204, or AFI 13-213 as applicable.

3.3.5.4. Locations with contracted services, wherein oversight is provided by and/or workload is shared with active duty or DoD civilians are eligible. However, the accomplishments in the substantiating data on the submitted AF Form 1206 must be entirely attributable to active duty and/or DoD civilian personnel involvement or contributing actions to the accomplishments provided on the AF Form 1206.

3.3.6. **Recognition.** Final individual award winners in each category will receive:

3.3.6.1. A letter signed by Deputy Chief of Staff, Operations, Plans and Requirements (HQ USAF/A3/5).

3.3.6.2. An engraved plaque.

3.3.6.3. Authority to wear the US Air Force Recognition Ribbon (military). Civilian recipients may wear the Air Force Recognition lapel pin.

3.3.6.4. USAF nomination to compete in the ATCA Annual Awards. (NOTE: Only applicable to certain awards.)

3.3.7. **Responsibilities for Awards.**

3.3.7.1. **Selection Board Appointment.** HQ AFFSA/A3A appoint board members to select the Annual US Air Force Airfield Operations Flight, ATC and AM award winners. Winners will be selected based solely on information contained in the nomination package, specifically the AF Form 1206, **Nomination for Award.**

3.3.7.2. **Award Notification.** HQ USAF/A3/5 notifies respective wing commanders and MAJCOMs via message announcing all winners.

3.3.7.3. **Award Presentation.** HQ AFFSA/A3A will send the engraved plaques and letters to the respective wing commanders who, in turn, will arrange for presentation of the awards to the winners.

3.3.8. **Criteria for Dedicating the Name of an Award.** **3.3.8.1.** Award may be named in honor of living or deceased Air Force military members and/or Department of the Air Force (DAF) civilians. Individual must have made significant contributions to the AF or functional area for which he/she is being considered. Award OPR must conduct a thorough review of the career and personal history of the individual to ensure the individual is worthy of such honor before naming an award in their honor.

3.3.8.1. All proposals to rename Airfield Operations Awards shall be reviewed by the MAJCOM A3A prior to final approval by HQ AFFSA/A3A.

Chapter 4

ANTHONY C. SHINE AWARD

4.1. Introduction. This chapter provides guidance and procedures for the annual selection process. Nominations are open to fighter pilots in the United States Air Force, the Air Force Reserve Command (AFRC), and the Air National Guard (ANG).

4.2. Origin and Purpose of the Award. Mrs. Anthony C. Shine established the award in honor of her husband, Lt Col Anthony C. Shine, USAF, and all POW/MIAs from the Southeast Asia Conflict. Lt Col Shine was listed as missing in action while flying a combat mission in Southeast Asia and his remains were buried in late 1996. The purpose of this award is to focus attention on and accord recognition to an outstanding fighter pilot for proficiency and professionalism in flying a fighter aircraft. The honor associated with this award is emphasized by its presentation during POW/MIA activities, highlighting the plight of those brave men and their families who made the ultimate sacrifice to their country. It is presented annually to the individual considered to have met the criteria and eligibility requirements for the award.

4.3. Description of Award.

4.3.1. The recipient is awarded a utility knife, which is suitable for sporting, hunting, and survival. The Shine family donates the knife. The presentation of the knife is subject to the Shine family's continued participation.

4.3.2. The recipient also receives a plaque with a certificate of recognition appropriately inscribed and prepared annually by Headquarters Air Combat Command (ACC) Director of Air and Space Operations.

4.4. Selection Criteria. Nominations are made on the basis of the nominee's current proficiency and performance in flying fighter aircraft. The nominee must:

4.4.1. Be a fighter pilot in the grade of major or below.

4.4.2. Be of good character and conduct and display those leadership qualities required in today's Air Force officer.

4.4.3. Have demonstrated exceptional flying proficiency and professionalism while employing fighter aircraft.

4.4.4. Have demonstrated involvement in local community affairs.

4.5. Nominating Procedures.

4.5.1. **Where to Submit Nominations.** Each MAJCOM employing fighter aircraft may submit up to three nominations to HQ ACC/DO signed by the Director of Operations or equivalent official. MAJCOM nominations will be sent to: HQ ACC/DOTB, 205 Dodd Blvd Ste 101, Langley AFB VA 23665-2789.

4.5.2. When to Submit Nominations.

Submit nominations for the preceding calendar year by 1 March.

Milestones	NLT
Announcement Message	1 December
Unit Nominations to Numbered Air Force (NAF)/DRU	1 February
NAF/DRU Nominations to MAJCOM	1 March
MAJCOM Nominations to HQ ACC	1 April
CAF Selection Board	1 May
CSAF Approval	1 July

4.5.3. How to Submit Nominations. Prepare an unclassified one-page AF Form 1206, **Nomination for Award**, to include a summary of the nominee's acts and accomplishments using 12 pitch, Times New Roman font. The nomination should include the nominee's qualifications (most recent and current fighter qualifications), justification (act or acts and justification for the award), and involvement in local community affairs (recognition for involvement in local community affairs). Submit the original and one copy for each nomination.

4.6. Selection Process. A board of officers, designated by HQ ACC Director of Operations, meets upon the call of the general officer chairperson, reviews the nominations, and selects a winner. HQ ACC/DOT will prepare the nomination package for ACC/CC or ACC/CV concurrence and signature, and will forward the nomination to HQ USAF/A3/5 for approval by CSAF.

4.7. Award Process. The award is made at an appropriate ceremony by the commander of the MAJCOM or a designated representative to which the recipient is assigned at the time of presentation. As long as the President of the United States designates POW/MIA day, it is appropriate to present the award commensurate with POW/MIA ceremonies. MAJCOM/DO of award winner will invite members of the Shine family to attend and participate in the ceremony.

Chapter 5

COLONEL JOSEPH B. DUCKWORTH ANNUAL USAF INSTRUMENT AWARD

5.1. Introduction. This chapter provides information on the Colonel Joseph B. Duckworth Instrument Award; explains who is eligible to receive it; and how and when it is awarded.

5.2. Origin and Purpose of the Award. This award was established with the approval of Mrs. Joseph B. Duckworth in honor of her husband, Colonel Joseph B. Duckworth, USAF, deceased, who contributed substantially to the instrument flying capability of the Air Force. The purpose is to focus attention on and accord recognition to outstanding accomplishments in the field of instrument flying. It is presented annually to the unit or individual considered to have made the most significant contribution to the art or science of aerospace instrument flight in the preceding calendar year.

5.3. Description of the Award.

5.3.1. The permanent trophy is 30 inches (76 cm.) in height, composed of a 10-inch (25 cm.) square marble base supporting a 21-inch (53 cm.) bronze patina finished male figure attired in flight gear. Affixed to the front of the marble base is a polished bronze plaque engraved with the name of the award. On either side are small bronze plaques to record the names of the recipients.

5.3.2. The recipient is awarded a stainless steel plaque consisting of a halftone picture of the trophy mounted on a walnut base and an 8 by 10-inch framed color photograph of the permanent trophy. The wording on the plaque is the same as the trophy. The trophy remains on permanent display in HQ USAF, Washington DC.

5.4. Eligibility for the Award. Nominations are open to any individual or unit of the Air Force, Air Force Reserve Command, or the Air National Guard, meeting the requirements of this instruction.

5.5. Selection Criteria. Nominations are made on the basis of the nominee's contribution to the art or science of aerospace instrument flight of an exceptional nature. Items to be considered are:

- 5.5.1. New or improved instructional methods, techniques or procedures.
- 5.5.2. New or improved use of existing equipment.
- 5.5.3. New or improved aircraft instrumentation or ground control instrumentation.
- 5.5.4. Development of equipment.

5.6. Nominating Procedures.

5.6.1. **Where To Submit Nominations.** Each MAJCOM, FOA, and Air Staff office may submit one nomination to HQ AFFSA over the signature of the major commander or deputy/vice commander.

5.6.2. **When To Submit Nominations.** Nominations may be submitted at any time during the calendar year, but not later than 1 March of the year following the outstanding achievement. Negative replies are required.

5.6.3. **How To Submit Nominations.** Prepare five copies of an unclassified AF Form 1206, **Nomination for Award**, containing a summary of the nominee's act, service, or accomplishment using 12 pitch, Times New Roman font.

5.7. How and Where Award Is Made. A general officer chaired board of senior officers designated by HQ USAF/A3O reviews the nominations and selects a winner. The commander of the MAJCOM to which the recipient is currently assigned makes the presentation. If the recipient is assigned to HQ USAF, the appropriate Deputy Chief of Staff makes the presentation.

Chapter 6

SPECIAL TACTICS OFFICER AND COMBAT CONTROLLER AWARDS

6.1. Introduction. This chapter prescribes the annual Combat Controller (enlisted) and Special Tactics Officer of the year competition administered by Headquarters United States Air Force Deputy Chief of Staff, Operations, Plans and Requirements (HQ USAF/A3/5). The awards recognize the most Outstanding Officer, Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), and Airman assigned to Special Tactics and Combat Control career field. HQ USAF/A3OS will chair a board that will individually evaluate the MAJCOM nominees. The results are tabulated and forwarded by the Air Force career field manager to HQ USAF/A3O for review and HQ USAF/A3/5 for approval.

6.2. The Award.

6.2.1. **Description of the Award.** A bronze statuette on a wooden base, approximately 10 inches high, with an engraved panel listing the award and winners' name, rank and award category.

6.2.2. **Presentation of the Award.** Awards will be announced by message and formally presented at an appropriate Air Force or MAJCOM level ceremony as determined by the Air Force career field manager.

6.3. Eligibility for Awards. The competition year is based on the calendar year, 1 January through 31 December. Award winners from the previous year and personnel assigned to the Air Staff are not eligible to compete for these awards.

6.3.1. **Outstanding Air Force Special Tactics Officer of the Year Award.** Nominees must be in the grade of Second Lieutenant through Captain.

6.3.2. **Outstanding Air Force Combat Control SNCO of the Year Award.** Nominees must be in the grade of Master Sergeant through Senior Master Sergeant.

6.3.3. **Outstanding Air Force Combat Control NCO of the Year Award.** Nominees must be in the grade of Staff Sergeant through Technical Sergeant.

6.3.4. **Outstanding Air Force Combat Control Airman of the Year Award.** Nominees must be in the grade of Airman through Senior Airman.

NOTE: All nominated personnel must have been assigned to the nominating MAJCOM and have served in the grade category in which they are competing for the majority (51%) of the competition year.

6.4. Nomination Procedures. Each MAJCOM with Special Tactics Officer and Combat Control personnel assigned may nominate one person in each category.

6.4.1. **Suspense.** Suspense is 31 March of each year.

6.4.2. **Electronic Nomination Folders.** Electronic Nomination Folder will be forwarded to afa3os.workflow@pentagon.af.mil. Packages submitted by each MAJCOM will include a cover Memorandum for Record electronically signed by the MAJCOM Deputy Commander for Operations, or equivalent. Cover memo will include nominee's name, rank, organization, MAJCOM, category of nomination. Additionally the Electronic Nomination Folder will contain three attachments.

6.4.2.1. Biographical fact-sheet that includes grade and full name, duty assignment, organization and location, military education and civilian education to include academic level, and military awards and recommendations.

6.4.2.2. Award nomination narrative will be submitted on AF IMT 1206, **Nomination for Award**, one page, single spaced, 12 pitch, Times New Roman font, bullet format, using specifics from the applicable calendar year only. Narrative comment categories are: Primary Duties and Significant Accomplishments, and Other Contributions to the Unit Mission.

6.4.2.3. Draft and submit citation for award presentation at the official ceremony will be drafted limited to 50-70 key words (not including opening and closing statements), which succinctly describes the nominee's accomplishments (see AFI 36-2805, atch 3, for format).

6.4.2.4. Do not submit performance reports, photographs, or other materials.

6.5. Selection Procedures. A general officer will certify the results of a board of one senior officer and two CMSgts who will be convened at HQ USAF to evaluate all nominees and make the final selections. The board selects winners in each category based solely on information contained in the nomination folders.

6.6. Notification of Selection. The HQ USAF Deputy Chief of Staff, Operations, Plans and Requirements will notify the winners by message through the appropriate command channels.

6.7. Recognition. HQ USAF level award recipients will receive individual statuettes recognizing their achievement and will be authorized to wear the Air Force Recognition Ribbon. MAJCOMs are encouraged to develop recognition programs for the MAJCOM nominees. NOTE: The recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805, Special Trophies and Awards.

Chapter 7

FIELD OF AERONAUTICS AND ASTRONAUTICS AWARDS

7.1. Introduction. This chapter provides guidance and procedures for the annual selection process of the Field of Aeronautics and Astronautics (FOAA) Awards. The FOAA Awards are considered to be among the most prestigious awards nationally in the field of aviation and are sponsored by private organizations, such as the National Aeronautic Association (NAA), having close ties to the Air Force. The FOAA Awards consist of the Aviator Valor Award, Cheney Award, Mackay Trophy and the Gen Thomas D. White USAF Space Trophy.

7.2. Background and Description of the Awards.

7.2.1. Aviator Valor Award. The award is presented to a rated Air Force officer for a “conspicuous act of valor or courage performed during aerial flight during either combat or noncombat.” The act must have occurred during the current calendar year. Posthumous awards are not permitted. The award is sponsored by American Legion’s Aviator Post #743, New York, NY, and consists of a medal, ribbon, and certificate. The Chief of Staff, US Air Force, selects the recipient, subject to concurrence by the Aviator Post #743. The Aviator Post presents the award at their annual banquet in May in Fort Hamilton, NY.

7.2.2. Cheney Award. The award is given for an “act of valor, extreme fortitude, or self-sacrifice in a humanitarian interest, performed in connection with aircraft, but not necessarily of a military nature by an Air Force officer or enlisted member.” Limit joint nominations to two individuals. The act must have occurred during the current calendar year. Posthumous awards are accepted. Mrs. Mary Schofield and Mrs. Ruth Cheney Streeter, mother and sister of the late First lieutenant William H. Cheney, to honor the memory of Lieutenant Cheney, who was killed in an air collision at Foggia, Italy, on 20 January 1918, established the award in 1927. The Riggs National Bank, Washington DC, administers the trust fund supporting the award. Award elements consist of a certificate, bronze plaque, and an honorarium. The Chief of Staff, USAF selects the recipient, and, subject to concurrence by the donor, presents the award.

7.2.3. Mackay Trophy. The trophy is presented for “the most meritorious flight of the year” performed by an Air Force military member or an aircrew. First consideration is given to an individual member. The award may also be given for “gallantry, intrepidity, unusual initiative, resourcefulness, and achievement of outstanding results with unusual presence of mind under combat or noncombat conditions.” Mr. Clarence H. Mackay, who was the head of the Postal and Telegraph Commercial Cable Companies at the time, established the award in 1912. The NAA sponsors the award. The trophy, which consists of a large silver cup on a mahogany base, remains in the custody of the National Air and Space museum, Smithsonian Institution. Award elements consist of a plaque, certificate and engraved presentation folder. The Chief of Staff, USAF makes the selection and presentation.

7.2.4. General Thomas D. White USAF Space Trophy. The trophy is awarded for “the most outstanding contribution to the nation’s progress in aerospace” during the current calendar year. An active duty Air Force military member or a Department of the Air Force civilian employee, with first consideration being given to an active duty Air Force military member, is eligible. Do not submit units, retired individuals, “joint,” or posthumous nominations. The late Dr Thomas W. McKnew, National Geographic Society, to encourage and inspire further conquests of space after the example

set by General White, established the trophy in 1961. The trophy depicts a bronze male figure, hurling a Saturn rocket into space with his right hand and holding a re-entry vehicle similar to the Dyna-Soar in his left hand. The figure is framed in a complex of golden orbits representing those of the earth, moon and a man-made space vehicle. It rests on a cube of Swedish Bonacord black granite. The trophy is on permanent display at the Smithsonian Institution. The Air Force Association sponsors the award. Each recipient receives a small bronze plaque and citation. The Chief of Staff, USAF, selects the recipient and the Air Force Association makes the presentation.

7.3. Nominating Procedures.

7.3.1. **Where to Submit Nominations.** Each MAJCOM/FOA/DRU may submit one nomination, for each of the four FOA awards, indorsed by the commander, or vice commander, to HQ USAF/A3/5. Aviator Valor Award, Cheney Award, and Mackay Trophy MAJCOM/FOA/DRU nominations will be sent to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC 20330-1480. General Thomas D White USAF Space Trophy MAJCOM/FOA/DRU nominations will be sent to HQ USAF/A3O-S, 1480 Air Force Pentagon, Washington DC 20330-1480.

7.3.2. **When to Submit Nominations.** Submit nominations for the preceding calendar year by 15 January.

7.3.3. **How to Submit Nominations.** Limit the write-up to two single-spaced, typewritten pages, using 12 pitch, Times New Roman font, on AF Form 1206, **Nomination for Award**, for both pages. (Use a bullet or point-paper format, not running narrative.) In addition:

7.3.3.1. Send a biography, limited to one, single-spaced typewritten page. When submitting a joint nomination or an aircrew, send a biography on each aircrew member.

7.3.3.2. Send a citation IAW AFI 36-2805, Special Trophies and Awards.

7.3.3.3. Send an original and four complete copies of the nomination package (write-up, biography, and citation).

7.3.3.4. Do not send classified material.

7.3.3.5. Photographs and base-level Reports of Individual Personnel (RIPs) are not required.

Chapter 8

AIRCREW LIFE SUPPORT (ALS) AWARDS

8.1. Introduction. This chapter provides procedures for the Aircrew Life Support (ALS) Awards Program and establishes selection criteria. The ALS Awards are presented annually to recognize ALS individuals and units.

8.2. Purpose. The purpose of the Outstanding ALS Awards Program is to acknowledge Air Force military and civilian individuals and units for outstanding performance in duty, exceptional contributions to ALS operations and management, and enhancements to ALS readiness. It establishes the criteria and procedures for submitting nominations for the Outstanding USAF ALS Headquarters Staff Member, Officer, Senior Noncommissioned Officer (Senior NCO), Noncommissioned Officer (NCO), Airman, Civilian (Category I), Civilian (Category II), Civilian (Category III), Large Program, Small Program, Air Reserve Component (ARC) SNCO, ARC NCO and ARC Airman of the Year awards. It applies to all Air Force ALS (IT1X1) personnel.

8.3. Description of Award. A brass eagle on a wood base with the Air Force logo affixed, and an engraved panel listing the award and winner's name.

8.4. Presentation of Award. HQ USAF Deputy Chief of Staff, Operations, Plans and Requirements, or a designated representative will present the award during the Aircrew Performance Executive Council meeting, the World Wide Aircrew Life Support Workshop or other appropriate venue. The MAJCOM or unit of the award winner will fund for their travel to the award presentation. If member is unavailable to attend, HQ USAF/A3OT will send the certificate and award to the member's wing commander who, in turn, will arrange for appropriate presentation of the award to the winner.

8.5. Eligibility for Awards. Awards are presented annually based on achievements during the period from 1 January to 31 December of each calendar year. The award will reflect the same calendar year as the period of nomination.

8.5.1. All ALS personnel assigned to MAJCOMs, ANG, FOAs, DRUs, unified or joint commands, NATO, or other government agencies. In accordance with AFPD, 36-28, Awards and Decorations Program, commanders will nominate deserving individuals or programs for the appropriate award.

8.5.2. Individuals that hold the grade for six months or more during the award period can be submitted for the award category commensurate with that grade.

8.5.3. Individuals and units who have won at USAF level cannot be nominated to the Air Staff for the same category of award the following year.

8.5.4. Nominees must meet acceptable Air Force standards during the entire eligibility period and meet the following eligibility criteria at the time the lowest echelon submits the nomination.

8.5.4.1. **Outstanding USAF ALS Headquarters Staff Member of the Year Award.** This is an Air Force-level award only. Nominee must be a NCO in grades staff sergeant through senior master sergeant, possessing a primary 5- or 7-skill level or higher in the IT1X1 career field. Appropriate level of PME completed (resident/non-resident) as required. The nominee must be assigned to a command-level position for a minimum of 6 months, performing IT1X1 duties outlined in AFI

36-2108, Airman Classification, and actively working in a 1T1X1 career field Numbered Air Force (NAF) or above position at the time of nomination.

8.5.4.2. Outstanding USAF ALS Officer of the Year Award. Nominee should be a rated Air Force officer, assigned as a wing or squadron aircrew life support officer. The nominee must have at least 6 months in the present assignment, be actively performing aircrew life support officer duties at the time of nomination, and have completed the USAF Aircrew Life Support Officer Course or at least been selected and scheduled for a course date.

8.5.4.3. Outstanding USAF ALS Senior NCO of the Year Award. Nominee must be a NCO in grades master sergeant or senior master sergeant, possessing a primary 7-skill level or higher in the 1T1X1 career field. Appropriate level of PME completed (resident/non-resident) as required. The nominee must have a minimum of 1-year experience in the 1T1X1 career field, at least 6 months in 1T1X1 duties outlined in AFI 36-2108, and be actively working in a 1T1X1 career field below the NAF position at the time of nomination. A retrainee who does not possess a 7-skill level, but is progressing satisfactorily in upgrade training, may be submitted for this award provided all other requirements are met.

8.5.4.4. Outstanding USAF ALS NCO Year of the Year. Nominee must be a NCO in grades staff sergeant through technical sergeant, possessing a primary 5-skill level or higher in the 1T1X1 career field. Appropriate level of PME completed (resident/non-resident) as required. The nominee must have a minimum of 1-year experience in the 1T1X1 career field, at least 6 months in 1T1X1 duties outlined in AFI 36-2108, and be actively working in a 1T1X1 career field below the NAF position at the time of nomination. A retrainee who does not possess a 5-skill level, but is progressing satisfactorily in upgrade training, may be submitted for this award provided all other requirements are met.

8.5.4.5. Outstanding USAF ALS Airman of the Year Award. Nominee must be an airman in the grade of airman basic through senior airman, possessing a primary 3- or 5-skill level in the 1T1X1 career field. The nominee must have at least 1-year in the Air Force, at least 6 months in 1T1X1 duties outlined in AFI 36-2108, and be actively working in a 1T1X1 career field below the NAF position at the time of nomination.

8.5.4.6. Outstanding USAF ALS Civilian of the Year Award (Category I). Nominee must be an Air Force civilian (any GS, WS, WL 1-6, all WG civilians, or contractor equivalent) assigned to an authorized 1T1X1 position or in a position primarily supporting the ALS career field. The nominee must have at least 1-year with the Air Force, Air Force Reserves or Air National Guard (ANG), at least 6 months in present assignment, and be actively working to support the ALS program at time of nomination.

8.5.4.7. Outstanding USAF ALS Civilian of the Year Award (Category II). Nominee must be an Air Force civilian (any GS, WS, WL 7-11, or contractor equivalent), assigned to an authorized 1T1X1 position or in a position primarily supporting the ALS career field. The nominee must have at least 1-year with the Air Force, Air Force Reserves or ANG, at least 6 months in present assignment, and be actively working to support the ALS program at time of nomination.

8.5.4.8. Outstanding USAF ALS Civilian of the Year Award (Category III). Nominee must be an Air Force civilian (GS-12 and above, or contractor equivalent), assigned to an authorized 1T1X1 position or in a position primarily supporting the ALS career field. The nominee must have

at least 1-year with the Air Force, Air Force Reserves or ANG, at least 6 months in present assignment, and be actively working to support the ALS program at time of nomination.

8.5.4.9. Outstanding USAF ALS Large Program of the Year Award. All Air Force ALS units, regardless of location are eligible and encouraged to compete. (NOTE: Large programs are all units consisting of an active duty centralized ALS function, or 3 or more decentralized squadrons assigned.) Program award nominations should focus on the entire wing ALS program.

8.5.4.10. Outstanding USAF ALS Small Program of the Year Award. All Air Force ALS units, regardless of location are eligible and encouraged to compete. (NOTE: Small programs are all units consisting of an Air Force Reserves or ANG centralized ALS function, or 2 or less decentralized squadrons assigned.) Program award nominations should focus on the entire wing ALS program.

8.5.4.11. Outstanding USAF ARC ALS Senior NCO of the Year Award. Nominee must be a NCO in grades master sergeant or senior master sergeant, possessing a primary 7-skill level or higher in the IT1X1 career field, and assigned to the Air Force Reserve Command (AFRC) or ANG. Appropriate level of PME completed (resident/non-resident) as required. The nominee must have a minimum of 1-year experience in the IT1X1 career field, at least 6 months in IT1X1 duties outlined in AFI 36-2108, and be actively working in a IT1X1 career field below the NAF position at the time of nomination. A retrainee who does not possess a 7-skill level, but is progressing satisfactorily in upgrade training, may be submitted for this award provided all other requirements are met.

8.5.4.12. Outstanding USAF ARC ALS NCO of the Year Award. Nominee must be a NCO in grades staff sergeant through technical sergeant, possessing a primary 5-skill level or higher in the IT1X1 career field, and assigned to AFRC or ANG. Appropriate level of PME completed (resident/non-resident) as required. The nominee must have a minimum of 1-year experience in the IT1X1 career field, at least 6 months in IT1X1 duties outlined in AFI 36-2108, and be actively working in a IT1X1 career field below the NAF position at the time of nomination. A retrainee who does not possess a 5-skill level, but is progressing satisfactorily in upgrade training, may be submitted for this award provided all other requirements are met.

8.5.4.13. Outstanding USAF ARC ALS Airman of the Year Award. Nominee must be an airman in the grade of airman basic through senior airman, possessing a primary 3- or 5-skill level in the IT1X1 career field, and assigned to the AFRC or ANG. The nominee must have at least 1-year in the Air Force Reserves or ANG, at least 6 months in IT1X1 duties outlined in AFI 36-2108, and be actively working in a IT1X1 career field below the NAF position at the time of nomination.

8.6. Nomination Procedures. Nomination packages will cover the calendar year during the period from 1 January to 31 December (e.g., CY03 accomplishments will be used for CY03 awards.). Eligible agencies may submit one Headquarters Staff Member, one Officer, one Senior NCO, one NCO, one Airman, one Civilian (Category I), one Civilian (Category II), one Civilian (Category III), one Large Program, one Small Program, one ARC Senior NCO, one ARC NCO, and one ARC Airman nomination to HQ USAF/A3OT. Nominees must be winners of their respective command IT1X1 annual awards program. (NOTE: Headquarters Staff Member Award is an Air Force-level award only and these candidates are only nominees; there should be no MAJCOM-level award.) If an annual awards program does not exist, MAJCOMs, ANG, FOAs, DRUs, unified or joint commands, NATO or other government agencies must

establish adequate nominee selection criteria. NOTE: No exceptions to the number of nominees will be considered.

8.6.1. **Suspense.** Send nomination packages electronically (via the MAJCOM or ANG 3-letter office, or equivalent) to the HQ USAF/A3OT organizational e-mail account, afa3ot.workflow@pentagon.af.mil, no later than 1 March following the nomination calendar year. FOAs, DRUs, unified and joint commands, NATO, and other government agencies submit packages directly to HQ USAF/A3OT. Attach nomination packages in appropriate format. NOTE: Late submissions will not be considered.

8.6.2. **Nomination Package.** The nomination packages must have MAJCOM or ANG 3-letter office (or equivalent) coordination and include the following:

8.6.2.1. Letter or Message of Transmittal. Letter or message must be signed by the MAJCOM or ANG 3-letter office, or equivalent.

8.6.2.2. AF IMT 1206, **Nomination or Award.** Use only front side of form to justify the award. (NOTE: Large/small program of the year awards may use the reverse side of the AF IMT 1206 to provide a chronological listing of all noteworthy awards and recognition.) Please ensure that AF IMT 1206 uses 12-pitch font. No other version will be accepted or allowed. The narrative must be in bullet format. The narrative should emphasize the nominee's accomplishments to the ALS program and to their unit's mission accomplishment, including specific results.

8.6.2.2.1. Nominations for individual awards will include the following criteria headings, citing examples for calendar year only (NOTE: The headings on form should be in uppercase letters):

8.6.2.2.1.1. Leadership and Job Performance in Primary Duties. Describe how the member's leadership, job performance, and development of new techniques contributed significantly to increased mission effectiveness and success during the calendar year.

8.6.2.2.1.2. Leadership Qualities. Describe how the member contributed to the military and civilian communities' welfare and morale. Describe how the member demonstrated their ability as an articulate and positive representative of the Air Force. PME awards and awards outside the ALS career field, achievements in professional and cultural societies or associations are appropriate in this category.

8.6.2.2.1.3. Significant Self-Improvement. Describe how the member showed improvement through off-duty education, PME, computer-based training, etc.

8.6.2.2.2. Nominations for program awards will include the following criteria headings, citing examples for calendar year only (NOTE: The headings on form should be in uppercase letters):

8.6.2.2.2.1. Actions of Lasting Impact/Value to the Unit Mission. Describe the unit's innovations and accomplishments to meet the unit's mission. Describe the unit's initiatives to gain the most efficiency from its available resources (people, equipment, facilities, and materials).

8.6.2.2.2.2. Management and Implementation of Key Processes. Describe the unit's planned and implemented initiatives to improve its operational performance. Describe the program's effectiveness, particularly during operational readiness inspections, unit compli-

ance inspections, etc. Report only those inspections conducted during the period of eligibility. Name the specific inspection, overall results, and cite commendable findings and individual recognitions published in the final inspection report.

8.6.2.2.2.3. Support of ALS Program. Describe how the program has supported the ALS mission (organization, training, equipment).

8.6.2.2.2.4. Program Cohesiveness. Describe how the ALS personnel have worked together to improve the program, especially during deployments and contingencies. List improvements made to enhance the ALS program's quality of life. Describe the program's involvement with the surrounding community (e.g., support of scout troops, orphanages, community programs, base open house, etc.).

8.6.2.2.2.5. ALS Program Improvement Efforts. Describe how the program has improved over the past year. Program's corrective actions from higher headquarters inspections are appropriate in this category.

8.6.2.2.3. Save the individual awards using the nominee's command and last name (e.g., ACC-Jones). Save the program awards using the unit's command and unit designation (e.g., AFSOC-16SOW). Attach the saved AF IMT 1206.

8.6.2.3. Proposed Citation to Accompany the Award. HQ USAF/A3OT will request a draft citation from the appropriate MAJCOM, ANG, FOA, DRU, unified or joint command, NATO, or other government agency after the winners are selected. Use AFI 36-2805, Special Trophies and Awards, Attachment 3, as a guide.

8.6.2.3.1. Use the following opening and closing statements for the individual awards citations.

8.6.2.3.1.1. Opening statement: "(Rank and name) has been selected to receive (name of award) for (year) in recognition of (his/her) outstanding contributions to the aircrew life support program while assigned as (duty title, organization, installation)."

8.6.2.3.1.2. Closing statement: "The outstanding contributions of (rank and name) in a demanding profession reflect great credit upon (himself/herself), the (MAJCOM) and the United States Air Force."

8.6.2.3.2. Use the following opening and closing statements for the program awards citations.

8.6.2.3.2.1. Opening statement: "(Organization, installation and MAJCOM) has been selected to receive (name of award) for (year) in recognition of their outstanding contributions to the aircrew life support program."

8.6.2.3.2.2. Closing statement: "The men and women of the (unit designation) displayed professionalism and commitment to excellence in performing outstanding service to the aircrew life support community, the (MAJCOM) and the United States Air Force."

8.6.2.4. Do not submit performance reports, photos, or other materials.

8.7. Selection Procedures. The HQ USAF Director of Current Operations and Training will certify the results of a board of field grade officers and CMSgts, which will be convened at HQ USAF to evaluate all nominees and make the final selections. The board selects winners in each category based solely on infor-

mation contained in the nomination packages, specifically the AF IMT 1206, **Nomination for Award**. Board members will have an aviation related background and be familiar with ALS operations.

8.7.1. **Scoring.** The instructions listed above will be given to an awards board of field grade officers and CMSgts.

8.7.1.1. The individual awards will be scored using the following point value: leadership and job performance in primary duties will be given a maximum of 15 points; leadership qualities will be given a maximum of 10 points; significant self-improvement will be given a maximum of 5 points.

8.7.1.2. The program awards will be scored using the following point value: actions of lasting impact/value to the unit mission will be given a maximum of 15 points; management and implementation of key processes will be given a maximum of 10 points; support of ALS program will be given a maximum of 10 points; program cohesiveness will be given a maximum of 5 points; ALS program improvement efforts will be given a maximum of 5 points.

8.7.2. There is no need to include that the individual or program has won the base or MAJCOM ALS awards as this information is assumed and is wasted space on the award nomination.

8.8. Notification of Selection. HQ USAF Deputy Chief of Staff, Air, Space and Information Operations, Plans and Requirements announces the winners by message to all MAJCOMS, FOAs, DRUs, unified or joint commands, NATO, or other government agencies (paragraph 1.2.). Winners will be announced by 1 May each year.

8.9. Individual Awards. The award elements of the eleven individual annual awards consist of:

8.9.1. A certificate signed by the Deputy Chief of Staff, Operations, Plans and Requirements.

8.9.2. An engraved eagle.

8.9.3. The Air Force Recognition Ribbon. (NOTE: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805, Special Trophies and Awards.) Civilian recipients are entitled to wear the Air Force recognition lapel pin only.

8.10. Program Awards. The award elements of the two program annual awards consists of:

8.10.1. A certificate signed by the Deputy Chief of Staff, Operations, Plans and Requirements.

8.10.2. An engraved eagle.

Chapter 9

OUTSTANDING AIR FORCE AVIATION RESOURCE MANAGEMENT (1C0X2) AWARDS

9.1. Introduction. This chapter establishes the criteria and procedures for the Outstanding Air Force Aviation Resource Management (ARM) 1C0X2 Senior Noncommissioned Officer, Headquarters Staff, Noncommissioned Officer, Airman, Civilian (Supervisory), and Civilian (Journeyman/Technician) of the Year awards for active duty, Air Reserve Component (ARC), and civilian personnel. This guidance applies to all units with 1C0X2 personnel assigned. Active duty and ARC personnel will compete separately, except for the Headquarters Staff Award.

9.2. Eligibility for the Award. In accordance with AFD 36-28, commanders will nominate deserving individuals for the appropriate award. Members who had an Unfavorable Information File (UIF) at any time during the calendar year of the award are ineligible. Active duty members who previously won this award are ineligible to compete again in the same category. These members may, however, compete again in a different category. For example: TSgt Johnson, an active duty member, was selected as NCO of the Year in 2003. TSgt Johnson cannot compete again in the NCO category. She may, however, compete as a SNCO, Headquarters Staff, or Instructor if she subsequently qualifies for one of those categories.

9.2.1. Civilian personnel and ARC members who previously won this award may compete again in the same category following a four-year break. For example: Mr. Jones was selected as Civilian Journeyman/Technician of the Year for 2003. He may not be considered in this category for 2004, 2005, 2006, or 2007. He may, however, be considered again for this category in 2008.

9.2.2. **Outstanding Air Force Aviation Resource Management Airman of the Year Award.** Nominee must be in the grade of airman basic through senior airman, and possess a primary three-level AFSC in the 1C0X2 career field. The nominee must have at least 1 year in the Air Force, ANG, or Air Force Reserve, and at least 6 months in 1C0X2 duties outlined in AFI 36-2108.

9.2.3. **Outstanding Air Force Aviation Resource Management NCO of the Year Award.** Nominee must be a NCO in the grade of staff sergeant or technical sergeant, and possess a primary five-level AFSC or higher in the 1C0X2 career field. The nominee must have a minimum of 1 year experience in the career field, at least 6 months in 1C0X2 duties outlined in AFI 36-2108, and be actively working in a 1C0X2 career field wing level and below position at the time of nomination. A retrainee, who does not possess a five skill-level but is progressing satisfactorily in upgrade training, may be submitted for this award, provided all other requirements are met.

9.2.4. **Outstanding Air Force Aviation Resource Management Senior NCO of the Year Award.** Nominee must be a NCO in the grade of master sergeant or senior master sergeant, and possess a primary seven-level AFSC or higher in the 1C0X2 career field. The nominee must have a minimum of 1 year experience in the 1C0X2 career field, at least 6 months in 1C0X2 duties outlined in AFI 36-2108, and be actively working in a 1C0X2 career field wing level or below position at the time of nomination.

9.2.5. **Outstanding Air Force Aviation Resource Management Civilian (Supervisory) of the Year Award.** Nominee must be a civilian assigned to an authorized 1C0X2 supervisory position for a minimum of 1 year, perform at least 6 months in 1C0X2 duties outlined in AFI 36-2108, and be actively working in a 1C0X2 career field wing level or below position at the time of nomination.

9.2.6. Outstanding Air Force Aviation Resource Management Civilian (Journeyman/Technician) of the Year Award. Nominee must be a civilian assigned to an authorized 1C0X2 journey-man/technician position for a minimum of 1 year, perform at least 6 months in 1C0X2 duties outlined in AFI 36-2108, and be actively working in the 1C0X2 career field wing level or below position at the time of nomination.

9.2.7. Outstanding Air Force Aviation Resource Management Headquarters Staff of the Year Award. Nominee must be a NCO in the grade of SSgt to SMSgt, and possess a primary five or seven level AFSC or higher in the 1C0X2 career field. The nominee must have been assigned to a command level position for a minimum of 6 months in 1C0X2 duties outlined in AFI 36-2108, and actively working in the career field at Numbered Air Force level or above at the time of nomination.

9.2.8. Outstanding Air Force Resource Management Instructor of the Year Award. Nominee must be a NCO in the grade of SSgt to SMSgt (or civilian equivalent), and possess a primary five or seven level AFSC or higher in the 1C0X2 career field. The nominee must have been assigned to a career field 1C0X2 instructor position for a minimum of 6 months at the time of nomination. Instructors are limited to the Instructor of the Year category only while assigned to instructor positions. Once an instructor leaves this position, he/she may compete in other categories as appropriate.

9.3. Nomination Procedures. Nomination packages will cover the preceding calendar year. Each MAJCOM, ANG/XO, and FOA may submit a nomination for one airman, one NCO, one senior NCO, one Headquarters Staff, one civilian (journeyman/technician), and one civilian (supervisory) to HQ USAF/A3OT. The nominees will be winners of their respective command 1C0X2 annual awards program. If an annual awards program does not exist, MAJCOMs, ANG/XO, or FOA must establish adequate nominee selection criteria. No exceptions to the number of nominees will be considered.

NOTE: Governmental organizations outside the Air Force (e.g. Defense Threat Reduction Agency [DTRA]) with 1C0X2 assigned (performing 1C0X2 duties) submit nomination packages and compete at the respective MAJCOM responsible for their geographical area. For example, 1C0X2s assigned to DTRA (Germany) would submit packages to HQ USAFE. Refer to MAJCOM supplements, or contact the MAJCOM Functional Managers for further details. HQ USAF/A3OT will not consider packages sent directly from organizations that are allowed to compete within a regional MAJCOM.

9.3.1. Suspense. Send nomination packages to HQ USAF/A3OT, 1480 Air Force Pentagon, Washington DC 20330-1480, not later than 1 March each year.

9.3.2. Nomination Folders. Label a 9 by 12-inch manila nomination folder with the nominee's name, grade, organization, and MAJCOM (ANG/XO, or FOA, as appropriate). Nomination folder must contain an original AF Form 1206 and one copy of the remaining documents in the nomination package.

9.3.3. Nomination Package. The nomination package will consist of the following:

9.3.3.1. Letter of transmittal signed by the MAJCOM/DOT or equivalent.

9.3.3.2. Current Single Uniform Retrieval Format (SURF) from Military Personnel Data System (MILPDS) to provide documentation those nominees met AF standards during the entire period IAW para 9.2. The SURF must validate the nominees who do not have an UIF, and/or are not on the Control Roster. Note: SURFs can be obtained from the Assignment Management System (AMS) web page at <http://afpc.randolph.af.mil>.

9.3.3.3. An AF Form 1206, **Nomination for Award**, will be no more than two pages in length using 12 pitch, Times New Roman font. The justification must emphasize the nominee's specific contributions to the 1C0X2 career field. Supervisors and functional managers will ensure only 1C0X2 accomplishments are included in the award package. Exception: Significant Self-Improvement may include all educational achievements accomplished during the calendar year.

9.3.3.3.1. Type the justification in accordance with the instructions printed on the form. Use the headings and adhere to specific criteria allowed to be contained in the AF Form 1206 outlined in paragraph 9.4.2.

9.3.3.3.2. The personal data blocks on the top of AF Form 1206, **Nomination for Award**, are self-explanatory.

9.3.3.4. A citation (portrait) to accompany the award with the heading as shown in the example below:

OUTSTANDING AIR FORCE AVIATION RESOURCE MANAGER
(1C0X2) OF THE YEAR AWARD
SENIOR NCO CATEGORY
SMSGT PATRICIA M. CLARK

9.4. Selection Procedures. The HQ USAF Director of Operations and Training will certify the recommendation of a selection board consisting of two field grade officers and one CMSgt.

NOTE: Board members at all review levels will have an aviation related background or career field. 1C0X2 functional managers at all levels will brief board members to weigh packages solely on accomplishments allowed under the provisions of para 9.4.2., and consider the level of impact made by nominees to unit, base, MAJCOM, or Air Force that sets them above their peers.

9.4.1. Winners will be selected based solely on the information contained in the AF Form 1206, **Nomination for Award**. Do not submit letters of recommendation, performance reports, or photos. Include only 1C0X2 duty accomplishments on the AF Form 1206.

9.4.1.1. Packages that do not adhere to the provisions of this instruction will be returned to the submitter and not considered for this award.

9.4.2. Nominations will include the following areas, citing examples for current calendar year only:

9.4.2.1. Leadership and Job Performance in 1C0X2 Duties. Describe significant leadership accomplishments and how well the member performed assigned primary 1C0X2 duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include new job techniques, procedures, or significant improvements to the quality and/or efficiency of aviation resource management. Describe how the accomplishments impacted the unit and/or the mission during the current calendar year. Consider establishment of rapport between aviation resource management offices and outside organizations to improve work processes, introduce innovative management techniques, and provide outstanding management of aviation or resource data or training programs. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations.

9.4.2.2. **Significant Self-Improvement.** Show how the member developed new or improved skills related to primary duties; e.g. formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, computer courses, off-duty education related to primary duties, and so forth. Include completion of any professional military education, as well as awards earned during in-residence attendance. Include off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, and grade point average. Cite other relevant training or activity that significantly enhanced the member's value as a military citizen during the current calendar year.

9.4.2.3. **Other Significant Career Field Contributions/Recognition.** The nature and results of the member's other 1C0X2-duty accomplishments must set him or her apart from others of equal or higher rank and go beyond normal day-to-day operations. Include procedures that improved quality of life or promoted esprit de corps of aviation resource managers, e.g. enhancement submissions that improved the Aviation Resource Management System, Air Force Instructions, and/or MAJCOM or Air Force training programs. Include awards and/or recognition certificates received; e.g. NCO of the Quarter, Professional of the Year, ARM Certificate of Appreciation, and so forth.

9.4.2.4. **Articulate and Positive 1C0X2 Representative of the Air Force.** Demonstrated ability as an articulate and positive member of the Air Force in the performance of 1C0X2 related duties (ARM briefings, special projects to improve the ARM career field or aviation or parachutist management, submissions for improving the Aviation Resource Management System database, etc.), during the current calendar year.

9.5. Notification of Selection. HQ USAF Director of Operations and Training notifies the MAJCOM/DO, ANG/XO, or FOA of award winners by letter. Winners will be announced by 1 May each year.

9.6. Individual Awards. The 12 award winners will receive:

9.6.1. A certificate signed by the USAF Director of Operations and Training.

9.6.2. An engraved trophy.

9.6.3. The Air Force Recognition Ribbon.

NOTE: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805. Civilian recipients may wear the lapel pin.

9.7. Award Presentation. HQ USAF/A3OT will send the certificate, engraved trophy, and letter to the member's unit of assignment, which, in turn, will arrange for presentation of the awards to the winners.

Chapter 10

US AIR FORCE SSGT HENRY E. “RED” ERWIN OUTSTANDING ENLISTED AIRCREW MEMBER OF THE YEAR AWARDS

10.1. Introduction. This chapter establishes the criteria and procedures for nominating and selecting the Staff Sergeant Henry E. “Red” Erwin, Outstanding Enlisted Aircrew Member of the Year Awards (Senior Noncommissioned Officer, Noncommissioned Officer, and Airman categories). It applies to all Air Force activities, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units with Career Enlisted Aviator (CEA) aircrew personnel assigned.

10.2. Eligibility for the Award. Only Career Enlisted Aviator AFSCs (1AXXX) are eligible for Outstanding Enlisted Aircrew Member of the Year Award consideration. Commanders may nominate deserving CEAs for the appropriate award. Nominees must meet acceptable Air Force standards during the entire eligibility period and meet the following eligibility criteria at the time nominations are being submitted.

10.2.1. Outstanding Enlisted Aircrew Member Airman of the Year Award. Nominee must be Airman in the grade of Airman First Class through Senior Airman and possess a 3-skill level or higher. The nominee must have at least 24 months in either the Air Force, ANG, or Air Force Reserve, and at least 12 months experience as an aircrew member.

10.2.2. Outstanding Enlisted Aircrew Member NCO of the Year Award. Nominee must be an NCO in the grade of Staff Sergeant through Technical Sergeant and possess a 5-skill level or higher. The nominee must have a minimum of 2 years experience as an aircrew member and at least 6 months as a NCO.

10.2.3. Outstanding Enlisted Aircrew Member Senior NCO of the Year Award. Nominee must be a Senior NCO in the grade of Master Sergeant through Senior Master Sergeant and possess a 7-skill level or higher. The nominee must have a minimum of 2 years experience as an aircrew member and at least 6 months as a Senior NCO.

10.3. Nomination Procedures. Nomination packages will cover the preceding calendar year and will be submitted in electronic format. Each MAJCOM, FOA, or DRU may nominate one Airman, one NCO, and one Senior NCO. The nominees should be winners of their respective command’s Enlisted Aircrew Member awards program. If an annual awards program does not exist, MAJCOMs, FOA, and DRUs should establish adequate nominee selection criteria. No exceptions to the number of nominees will be considered.

10.3.1. Suspense. Email electronic nomination packages to a3ota.workflow@pentagon.af.mil. If electronic method is unavailable, send nomination packages to HQ USAF/A3OTA, 1480 Air Force Pentagon, Washington, DC 20330-1480. All packages are due to AF/A3OTA no later than 20 March each year.

10.3.2. E-mail Instructions. All nomination packages will be converted into an Adobe PDF for each category and the file name will consist of the following items; *MAJCOM_Category_Last Name*. Subject line of email submissions will be in the following format: *MAJCOM RED ERWIN Nomination Packages*. All command nomination packages should be sent in one email.

10.3.3. **Nomination Folders for Mailed Packages.** Label a 9 by 12 inch brown filing folder (Upper left hand corner) with the nominee's name, grade, and MAJCOM (or HQ AFRC, ANG, or FOA, as appropriate). Nomination folders must contain an original and one copy of the nomination package.

10.3.4. **Nomination Package.** The nomination package will consist of:

10.3.4.1. Letter of transmittal, signed by the MAJCOM commander or designee (single letter may include multiple names from the command).

10.3.4.2. AF Form 1206, **Nomination for Award.** The justification must emphasize the nominee's specific contributions and results to enlisted aircrew operations.

10.3.4.2.1. Type the justification in accordance with the instructions printed on the form. Use only the headings outlined in paragraph 10.4.2. Use Times New Roman, 12-pitch in bullet format. Packages with smaller pitch will not be scored. DO NOT exceed one page of the AF Form 1206 and the area to the right of subject titles will be left blank. Packages that exceed this criterion will not be scored. Acronyms will be spelled out on the reverse side of the AF Form 1206.

10.3.4.2.2. The personal data blocks on the top of AF Form 1206, **Nomination for Award**, are self-explanatory.

10.3.4.3. A citation to accompany the award. Use AFI 36-2805, *Special Trophies and Awards*, as a guide.

10.3.4.4. A biography that includes only:

10.3.4.4.1. Name/Grade/DOR

10.3.4.4.2. Current Duty Title

10.3.4.4.3. Awards/decorations received in past 12 months

10.3.4.4.4. All PME completed (resident/non-resident) and date

10.3.4.4.5. Education completed in past 12 months (i.e. 18 hours toward CCAF) (ensure only education actually completed during this 12 month period is included)

10.4. Selection Procedures. A selection board will be held to evaluate the nomination packages and make final selections. The selection board will include one rated officer, the CEA Career Field Manager (CFM), three MAJCOM Functional Managers (MFM), one of these MFMs will be either the AFRC or ANG MFM (the AFRC and ANG MFM board representative will alternate each year).

10.4.1. Winners will be selected based on the information contained in the AF Form 1206, **Nomination for Award.** Do not submit photos or letters of recommendation.

10.4.2. Consideration will be given to the following areas:

10.4.2.1. Outstanding accomplishments (Accomplishments in this area should pertain to specific flight activities or ground duties supporting flight activities). (25 points)

10.4.2.2. Leadership (How does the person lead and how has their leadership abilities impacted members at the unit, wing, MAJCOM, or Air Force level mission). (15 points)

10.4.2.3. Self-improvement (What things has the person done to improve himself/herself through education and training, and how have these improvements aided their aircrew performance). (10 points)

10.5. Notification of Selection. The HQ USAF Director of Current Operations and Training (AF/A3O) will notify winners by letter through the appropriate command channels. Winners will be announced by 30 April each year or during the annual Worldwide CEA Conference.

10.5.1. The Worldwide CEA Conference normally occurs in May of each year. Hosting of the conference will rotate between active duty MAJCOM/FOA/DRU and ANG/AFRC.

10.5.2. Nominating commands/units should plan to fund their MAJCOM/FOA/DRU and AFRC/ANG winners to attend the Worldwide CEA Conference.

10.6. Individual Awards. The three award winners will receive:

10.6.1. A signed certificate of award

10.6.2. An engraved Outstanding Enlisted Aircrew Member of the Year Award trophy

10.6.3. The Air Force Recognition Ribbon

NOTE: Recipients of this award are authorized to wear the Air Force Recognition Ribbon in accordance with AFI 36-2805, Special Trophies and Awards.

Chapter 11

SURVIVAL, EVASION, RESISTANCE, AND ESCAPE (SERE) SPECIALIST AWARDS

11.1. Introduction. This chapter establishes the criteria and procedures for submitting Outstanding Air Force SERE Specialist of the Year nominations administered by HQ USAF/A3/5, Deputy Chief of Staff, Operations, Plans and Requirements.

11.1.1. The purpose of the Outstanding SERE Specialist Awards Program is to acknowledge Air Force military individuals for outstanding performance in duty, exceptional contributions to SERE operations and management, and enhancements to SERE readiness. It establishes the criteria and procedures for submitting nominations for the Outstanding USAF SERE Senior Noncommissioned Officer (Senior NCO Tier One and Two), Noncommissioned Officer, and Airman of the Year awards. It applies to all Air Force SERE Specialist (IT0X1) personnel.

11.2. General Information:

11.2.1. **Description of Award.** The SERE Specialist award is a brass eagle trophy on wood base, with the Air Force logo and an engraved panel listing the award and winner's name affixed.

11.2.2. **Presentation of Award.** The HQ USAF Deputy Chief of Staff, Operations, Plans and Requirements, or a designated representative, will present the award during the biennial SERE Specialist Reunion or on the off year at a similar event to be announced during that award period.

11.3. Eligibility for Awards. Nominees must meet the following criteria.

11.3.1. **Outstanding Air Force SERE Specialist Senior NCO of the Year Award.** Nominee must be an Air Force Master Sergeant or Senior Master Sergeant, possessing a primary seven-level or higher AFSC in the IT0X1 career field. The nominee must have served at least 6 months as a Senior NCO during the award period and be actively working in the career field at the time of nomination. The SERE Specialist Senior NCO of the Year is awarded in two tiers depending on level of assignment during the award period:

11.3.1.1. Tier One: Assigned to a Numbered Air Force or higher-level headquarters at the end of the award period. Any Air Operation Squadron position will compete in the Tier One category.

11.3.1.2. Tier Two: Assigned below the Numbered Air Force Headquarters level at the end of the award period.

11.3.2. **Outstanding Air Force SERE Specialist NCO of the Year Award.** Nominee must be an Air Force Staff Sergeant or Technical Sergeant, possessing a primary five- or seven-level AFSC in the IT0X1 career field. The nominee must have served at least 6 months as a NCO during the award period and be working in the career field at time of nomination.

11.3.3. **Outstanding Air Force SERE Specialist Airman of the Year Award.** Nominee must be an Air Force Airman First Class or Senior Airman, possessing a primary three- or five-level AFSC in the IT0X1 career field, and be working in the career field at time of nomination.

11.4. Nomination Procedures. Nomination packages will cover the preceding calendar year. Each MAJCOM, JFCOM, and ANG may nominate one senior NCO in each tier, one NCO, and one airman. The

nominees must have won their respective MAJCOM, or equivalent level SERE Specialist of the Year Awards. No exceptions to the number of nominees will be considered.

11.4.1. **Suspense.** Not later than 31 March each year.

11.4.2. **Electronic Nomination Folders.** Electronic nomination packages will be sent electronically to USAF/A3OS at afa3os.workflow@pentagon.af.mil. A letter of transmittal signed by the MAJCOM Deputy Commander for Operations or equivalent must accompany nomination packages. The electronic nomination folder will contain the following attachment.

11.4.2.1. Award nomination narrative will be submitted using the front side of an AF IMT 1206, **Nomination for Award**, prepared in 12-pitch, Times New Roman font. Justify the nomination for award using bullet statements organized under the following categories/headings:

11.4.2.1.1. Primary Duties and Significant Accomplishments.

11.4.2.1.2. Other Contributions to the Unit Mission.

11.4.2.1.3. Self-Improvement Efforts.

11.4.2.1.4. Nominations for Senior NCO awards will identify the nominee's tier of assignment in the "Category" block of the AF Form 1206 header.

11.4.2.2. Do not submit enlisted performance reports, photographs, or other materials.

11.5. Post-Board Actions. Complete the following actions to certify the board and prepare for award presentation.

11.5.1. **Board Certification.** A General Officer will certify the board results.

11.5.2. **Notification of Selection.** The HQ USAF Deputy Chief of Staff, Operations, Plans and Requirements will notify award winners by message through appropriate command channels.

11.5.3. Each award winner's MAJCOM, FOA, or DRU will submit a one-page listing of biographical data, including noteworthy awards and recognition, electronically to USAF/A3OS at afa3os.workflow@pentagon.af.mil at least 45-days prior to award presentation.

11.5.4. Each award winner's MAJCOM, FOA, or DRU will submit a proposed citation to accompany the award (use AFI 36-2803, paragraph A4-14 and attachment 15 as an example) electronically to USAF/A3OS at afa3os.workflow@pentagon.af.mil at least 45-days prior to award presentation.

11.6. Individual Awards. The four individual annual awards consist of a citation signed by the HQ USAF Deputy Chief of Staff, Operations, Plans and Requirements, an engraved trophy, and the Air Force Recognition Ribbon. NOTE: The recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805, Special Trophies and Awards.

Chapter 12

INFLUENCE OPERATIONS AWARDS

12.1. Introduction. This chapter provides guidance and procedures for submitting award nominations for Influence Operations. The awards are established to recognize a MAJCOM, installation and individual for efforts in the fields of military deception (MILDEC), operational security (OPSEC), and psychological operations (PSYOP). MAJCOM operational security and military deception program managers will use this instruction to nominate their programs and eligible candidates. Select OPSEC final award winners will be automatically forwarded to the Inter-Agency OPSEC Support Staff (IOSS) to compete for the National OPSEC Awards Program. Special provisions for PSYOP Officer/NCO of the Year nominations are listed in para 12.2.11, and activation of this awards category will be by special announcement to the field by the Deputy Chief of Staff Operations, Plans & Requirements.

12.2. Eligibility. MAJCOMs may nominate any officer or NCO meeting the specific criteria for each of the seven (7) competitive individual categories below during all or part of the proceeding award period. For the purposes of this chapter, all “Officer” awards categories may be awarded to Federal Civil Service (GS) employees in a primary program manager position.

12.2.1. MAJCOM Military Deception Program of the Year. All MAJCOMs covered by this instruction are eligible for the MAJCOM Military Deception award.

12.2.2. OPSEC Organizational Excellence Award. All USAF organizations nominated through their MAJCOMs are eligible for the OPSEC Organizational Excellence award.

12.2.3. OPSEC Officer of the Year. Officers serving below Numbered Air Force (NAF) level in a position as a primary OPSEC program manager. This includes, but is not limited to, installations belonging to a center or agency (DRU or FOA), wings, and geographically separated groups. Do not submit nominations for organizations below group, or group-level submissions when co-located with the owning wing or NAF. Officers must qualify for, or have received, the 90 OPSEC special experience identifier (SEI).

12.2.4. OPSEC NCO of the Year. NCOs meet the same criteria as listed in [12.2.5.](#), but may perform alternate program manager duties when the organization also has a primary manager.

12.2.5. OPSEC Plans Officer/NCO of the Year. Officer or NCO serving as an OPSEC planner or program manager at NAF level, component air force (AFFOR) staff, or NAF/MAJCOM supporting Information Warfare Flights (IWFs). Nominees must qualify for or hold the 90 SEI and be fully qualified for Falconer AOC weapons system duty (AFSC “U” prefix). Deployed OPSEC Planners (officer or NCO) performing this function in a deployed or contingency capacity (Air Operations Center or Joint Task Force) also qualifies if they:

12.2.5.1. Have been deployed to an operation on CED orders (e.g., TDY support for short duration exercises do not qualify).

12.2.5.2. Performed OPSEC planning function for an aggregate of 179 days during the award period.

12.2.5.3. MAJCOMs may waive AOC qualification criteria if the duty location and performance meets the intent of operational-level planning. Maximum latitude will be granted to the MAJCOM in determining “operational level” support, but wing level primary/alternate program managers

may not be submitted for this category. Note: There are no separate Officer and NCO nominations for this category. Units and MAJCOMs will submit the most qualified planner.

12.2.6. MILDEC Officer of the Year. Officers serving below Numbered Air Force (NAF) level in a position as a primary MILDEC program manager. Organizations must have a valid military deception program IAW MAJCOM policies and AFI 10-704. Do not submit nominations for organizations below wing, although wing program managers may be administratively assigned at group or squadron level. Officers must qualify for, or have received the 9N MILDEC special experience identifier (SEI) and have attended a formal MILDEC course during or prior to the award period.

12.2.7. MILDEC NCO of the Year. NCOs meet the same criteria as listed in **12.2.8.**, but may perform alternate program manager duties when the organization also has a primary manager. NCOs must qualify for, or have received the 9N SEI.

12.2.8. MILDEC Plans Officer/NCO of the Year. Officer or NCO serving as a MILDEC planner or program manager at NAF level, component air force (AFFOR) staff, or NAF/MAJCOM supporting Information Warfare Flights (IWFs). Nominees must qualify for or hold the 9N SEI and be fully qualified for Falconer AOC weapons system duty (AFSC “U” prefix). Deployed MILDEC Planners (officer or NCO) performing these functions in a deployed or contingency capacity (Air Operations Center or Joint Task Force) also qualify if they:

12.2.8.1. Have been deployed to the operation on CED orders (e.g., TDY support for short duration exercises do not qualify).

12.2.8.2. Performed the OPSEC Planning function for an aggregate of 179 days during the award period.

12.2.8.3. MAJCOMs may waive the AOC qualification criteria if the duty location and performance meets the intent of operational-level planning. Maximum latitude will be granted to the MAJCOM in determining “operational level” support, but wing level primary/alternate program managers may not be submitted for this category. Note: There are no separate Officer and NCO nominations for this category. Units and MAJCOMs will submit the most qualified planner.

12.2.9. PSYOP Plans Officer/NCO of the Year. Officer/NCO serving as a PSYOP planner or program manager at NAF level, component air force (AFFOR) staff, NAF/MAJCOM supporting Information Warfare Flights (IWFs), or joint level PSYOP planner positions (ie, Joint PSYOP Support Element or Joint IO Cell). Nominees must qualify for the 9R SEI; attendance to the Army Psychological Operations course or sister-service equivalent is mandatory. There is *no requirement* to be fully qualified for Falconer AOC weapons system duty (AFSC “U” prefix). Deployed PSYOP Planners (officer or NCO) performing these functions in a deployed or contingency capacity (Air Operations Center or Joint Task Force) also qualify if they:

12.2.9.1. Have been deployed to the operation on CED orders (e.g., TDY support for short duration exercises do not qualify).

12.2.9.2. Performed the PSYOP Planning function for an aggregate of 120 days during the award period.

12.2.9.3. Note: There are no separate Officer/NCO nominations for this category. Units and MAJCOMs will submit the most qualified planner.

12.2.9.4. AFSOC-gained personnel performing the *Commando Solo* mission as primary aircrew, squadron tactics, or liaison officer/NCO are specifically not eligible. Personnel who deploy as ground party staff to an AOC, JTF, Joint IO Cell or JPOTF as dedicated planning staff may qualify. Candidates that meet these criteria will be nominated through the AFSOC program manager.

12.3. Nominating Procedures:

12.3.1. MAJCOM Director of Operations or equivalent should sign the nomination letter for all submissions (one letter per award package).

12.3.2. MAJCOMs should develop selection procedures for individual awards.

12.3.3. Send MAJCOM, OPSEC Organization category and individual candidate nomination packages to:

Director of Information Operations
c/o HQ USAF A3O-CI, Influence Operations Division
1400 Key Boulevard, Suite 300
Rosslyn, Virginia 22209

12.3.4. **Suspense:** Submit all award nominations for the 1 October - 30 September period by 31 October of each year.

12.3.5. Format:

12.3.5.1. **MAJCOM MILDEC Award.** The end-of-year report described in Security Classification Guide for Air Force Military Deception (AFI 10-704, Attachment 9) will be used for MAJCOM award nominations. To complete the nomination package, add the letter described in paragraph [12.3.1](#). A separate military biography on the MAJCOM program manager is required.

12.3.5.2. **OPSEC Organizational Excellence Award.** The Air Force OPSEC Organizational Excellence Award is in recognition of outstanding organizational accomplishments during the award period for a USAF organization. Nominations should be submitted on AF Form 1206, **Nomination for Award**, not to exceed two pages using 12 pitch, Times New Roman font and should describe specific accomplishments of the nominated organization. The criteria includes, but are not limited to, the following:

12.3.5.2.1. Evidence of organizational ability to identify and solve significant OPSEC problems, threats, or vulnerabilities.

12.3.5.2.2. Creation or development of innovative programs for OPSEC training, education or awareness.

12.3.5.2.3. Mission accomplishments and successes at the organizational-level resulting from the application of OPSEC.

12.3.5.3. **Individual Awards.** Submit all individual nominations on AF Form 1206, **Nomination for Award**, not to exceed two pages using 12 pitch, Times New Roman font. Describe individual accomplishments and impact on the mission specific to influence operations. Classified packages are acceptable, but ensure no special access program information is submitted. A separate military biography is required for each nominee.

12.4. Selection and Presentation:

12.4.1. **Selection.** A board of officers convened by HQ USAF A3O-CI, experienced in Influence Operations, will evaluate all nominees and make the final selection in each individual category.

12.4.2. **Multiple Awards.** Winners of Individual Awards listed in para 12.2. are ineligible for the same award in consecutive years. Officers/NCOs that win the USAF-level final award in one category may still compete the following year for a different category individual award provided all criteria are met. There are no limitations on successive awards to MAJCOM MILDEC programs or installations for OPSEC Organizational Excellence.

12.4.3. **National OPSEC Awards.** Winners of all AF OPSEC awards will be formatted in accordance with Interagency OPSEC Support Staff (IOSS) guidelines and submitted to compete for IOSS National OPSEC Awards. Any Air Force Organization wishing to compete for the Multimedia Achievement Awards must submit nominations through their MAJCOMs to reach HQ AF/A3O-CI NLT 15 November. See www.ioss.gov for further descriptions of the awards and nomination criteria.

12.4.4. **Presentation.** HQ USAF Director of Information Operations, or a designated representative will present the awards at an appropriate ceremony.

12.5. Description:

12.5.1. **MAJCOM and Organization Trophies.** The description of the award is a permanent trophy on prominent display at Headquarters Air Force. The previous traveling MAJCOM MILDEC trophy has been retired. A brass plaque will be placed on the respective trophy with the MAJCOM program manager's name (MILDEC) or organization (OPSEC), the award period, and MAJCOM for both awards. A congratulatory certificate, signed by the Deputy Chief of Staff for Operations, Plans and Requirements is presented to the respective MAJCOM program manager or organization commander.

12.5.2. **Individual Awards.** HQ USAF A3O-CI prepares awards for each award category listed in para 12.2. (above). Final individual award winners in each Influence Operations Awards category will receive:

12.5.2.1. A congratulatory letter signed by the Deputy Chief of Staff for Operations, Plans and Requirements.

12.5.2.2. An engraved plaque or suitable device.

12.5.2.3. **Authority to Wear the US Air Force Recognition Ribbon (Military).** Civilian recipients may wear the Air Force Recognition lapel pin. Refer to AFI 36-2805, Special Trophies and Awards, for additional criteria and explanation of the US Air Force Recognition Ribbon and pin.

Chapter 13

LIEUTENANT GENERAL CLAIRE LEE CHENNAULT AWARD

13.1. Introduction. This chapter provides procedures for submission and selection of candidates for the Lt Gen Claire Lee Chennault Award. Nominations are open to all fighter crewmembers in the United States Air Force, Air National Guard, and Air Force Reserve.

13.2. Origin and Purpose of Award:

13.2.1. The Air Force Association (AFA) sponsors the award annually to recognize the outstanding fighter tactician(s) from the combat air forces (CAF). The award will be given to an aircrew member(s) who contributed the most within fighter aviation during the preceding year (1 March to 28 February) while assigned to a fighter-flying unit.

13.2.2. Selection is based on accomplishment or demonstrated proficiency of the highest order in one or more of the following areas:

13.2.2.1. A significant achievement in fighter warfare tactics development.

13.2.2.2. Application of innovative weapons or tactics employment.

13.2.2.3. Instruction or evaluation of tactics that is of a magnitude to significantly contribute to increased readiness of the CAF.

13.3. Description of Award.

13.3.1. The award consists of a large metal plaque permanently displayed in the Pentagon with each winner's name engraved thereon. Replicas of the plaque will be presented to the winner, one of which is retained for display at AFA headquarters.

13.3.2. The annual recipient is eligible to wear the Air Force Recognition Ribbon.

13.4. Nomination and Selection Process:

13.4.1. Prior to 1 January of each year, ACC/A3TO will send a message to each MAJCOM within the United States Air Force, Air National Guard, and Air Force Reserve requesting their nomination for the award. Nominations will be completed on AF Form 1206, **Nomination for Award**, limited to two pages using 12 pitch, Times New Roman font. MAJCOM nominations will be accompanied by a cover letter by the MAJCOM commander or his designated deputy.

13.4.2. A combat air force selection board consisting of one field grade member from each nominating command will review and score each nomination. Ballots provided by ACC/A3TO will be returned and tabulated by ACC/A3TO and the highest scoring nomination will be forwarded to the CSAF for his approval. In case of a tie, the Director Chief of Staff, Operations, Plans and Requirements and HQ ACC holds the tiebreaker vote.

13.5. Schedule. In order to meet deadlines associated with the publication of the Air Force Magazine, the following target dates will be used:

MILESTONES	NOT LATER THAN
Announcement	1 January
Unit Nominations to NAF/DRU	15 March
NAF/DRU Nominations to MAJCOM	20 March
MAJCOM Nominations to HQ ACC	1 April
CAF Selection Board	15 April
CSAF Approval	30 April
Final Award Package arrives at AFA	15 May

Chapter 14

WEATHER AWARDS

14.1. Introduction. This chapter implements the annual Air Force weather awards program administered by the Headquarters US Air Force Director of Weather (HQ USAF/A3O-W). Final selections for these awards are approved and announced by the HQ USAF/A3O-W.

14.2. Annual Weather Awards.

14.2.1. **Nomination Requirements.** Each MAJCOM, FOA, DRU, Air Staff or Secretariat 2-letter office, Combatant Command, the Joint Staff, or agency possessing Air Force weather forces may submit one nomination for any given award (except Air National Guard and Air Force Reserve Award as noted in [Table 14.3](#)). Awards are based solely on accomplishments directly related to the weather mission, to include the space weather mission, during the preceding calendar year. With the exception of the Air Reserve Component Weather Officer/Enlisted Force Member of the Year Awards, “whole person” accomplishments (e.g., self improvement, community service) do not apply.

14.2.1.1. **Eligibility.** All active duty, Air National Guard, Air Force Reserve, DoD civilian personnel, organizations, and teams meeting the below award criteria are eligible for nomination.

14.2.1.2. **Individuals.** To be eligible for an individual award, the member must have a core duty AF Specialty Code (AFSC) of 15WX (officers) or 1W0X1 (enlisted). Individuals may only be submitted for one award each year (e.g., a SNCO cannot be nominated for both the Air Force Weather SNCO of the Year and Air Force Weather Staff Enlisted Member of the Year). This rule does not apply to the Outstanding Technical Achievement Award, i.e., nominees for the Outstanding Technical Achievement Award (either as a team member or individual) remains eligible for an individual award. The organization to which the member was assigned on 31 December is responsible for award submission; however, award inputs should be solicited from the losing organization. In addition, the individual’s duty AFSC, rank, and/or primary duties for the majority (183 days or more) of the calendar year determine the eligibility and award category. Air National Guard and Air Force Reserve personnel serving on Title 10 orders for the majority (183 days or more) of the calendar year may compete for any individual award for which they meet the award criteria; however, they are still limited to a single individual award nomination.

14.2.1.3. **Teams.** A team is defined as two or more persons, typically not more than ten, organized for a specific purpose during a limited timeframe (i.e., not a standing group, squadron, flight, division, branch, section, or equivalent). At least one member of the team must have a core duty AFSC of 15WX (officer) or 1W0X1 (enlisted). Air National Guard and Air Force Reserve personnel serving on Title 10 orders for the majority (183 days or more) of the calendar year may compete for any team award for which they meet the award criteria.

14.2.1.4. **Organizations.** Organizations may only be nominated for one award each year (note: this does not preclude squadron-level organizations from nominating a subordinate organization for the flight-level award).

14.2.1.5. **Format.** Use AF Form 1206, **Nomination for Award**, for each nomination. Nominations will be in bullet format, front side only, and will focus on actions and impacts directly related

to the weather mission unless otherwise stated. Submissions for all squadron-level organization awards will include the official unit mission description on the reverse of the AF Form 1206.

14.2.2. Procedures.

14.2.2.1. HQ AF/A3O-W must receive nominations NLT 1 March following the nomination calendar year. Packages may be emailed to afa3owp.weather.policy.workflow@pentagon.af.mil or mailed to HQ USAF/A3O-W, 1480 Air Force Pentagon, Washington DC 20330-1490. Collateral classified packages up to SECRET may be submitted following classification guidelines outlined in DoD 5200.1-R, Information Security Regulation Program, and AFI 31-401, Information Security Program Management. Soft copies may be forwarded via SIPRNET to af.xoowp@af.pentagon.smil.mil.

14.2.2.2. HQ AF/A3O-W will serve as the president of the weather awards board and will have final approval of all selectees. The board will normally consist of four 3-person panels (enlisted, officer/civilian, Reserve Component, and team/organization), each headed by a Colonel.

14.2.2.3. As appropriate, HQ USAF/A3O-W will announce award winners to MAJCOM vice commanders, SAF and HQ USAF 2-letter offices, combatant/unified command J3s, FOA and DRU commanders, and commanders of the award winner's unit on or about 1 April. If AF/A3O-W or a designated representative cannot present the awards, they will be forwarded through appropriate command channels for presentation.

14.2.2.4. Unit commanders will provide award winners with a copy of the HQ USAF/A3O-W announcement message to retain as proof of earning an award. Units must forward an 8" x 10" head and shoulders color print of individual award winners in service dress (or civilian equivalent for civilian award winners) to AF/A3O-W NLT 30 April; soft copies are acceptable. Photos will be posted for 1 year in the Pentagon near the AF/A3O-W office.

14.2.3. Description of Awards.

14.2.3.1. Individual and team award winners each receive a memento from the Air Force Director of Weather. Military recipients of individual or team awards are entitled to wear the Air Force Recognition Ribbon; however, to be eligible, all team members must be identified on the AF Form 1206 or attachment with full name, rank, SSAN, and unit, including office symbol if appropriate. Civilian recipients of individual and team awards are entitled to wear the Air Force Recognition Lapel Pin. See AFI 36-2805 for Air Force Recognition Ribbon and the Air Force Recognition Lapel Pin wear criteria.

14.2.3.2. Organizational award winners receive a memento from the Air Force Director of Weather for the organization. In addition, the organizations winning outstanding weather organization awards (below squadron level and squadron/squadron-level or equivalent) will receive a trophy to be held by the winning organization for 1 year following award announcement. The AF/A3O-W staff will provide a small brass plate each year for the winning organizations to affix to the trophy. Winning organizations are responsible for packaging and shipping (to include shipping costs) the trophy to the following year's winner no later than 2 weeks following award announcement.

14.2.4. **Selection Criteria.** [Table 14.1.](#), [Table 14.2.](#) and [Table 14.3.](#) list selection criteria for individual/team awards and organizational awards, respectively.

Table 14.1. Individual Awards.

Award	Category	Criteria
Air Force Weather FGO of the Year	FGO	Outstanding Weather FGO of the Year. Recognizes the most outstanding FGO conducting any aspect of weather operations (i.e., characterizing the environment or exploiting environmental information). Individuals eligible for the staff award are not eligible to be submitted in this category unless deployed for 183 days or more.
Air Force Weather (Airman/NCO/SNCO/CGO/Civilian) of the Year	Airman	Outstanding Weather Airman/NCO/SNCO/CGO/FGO/Civilian of the Year. Recognizes the most outstanding individual conducting any aspect of weather operations (i.e., characterizing the environment or exploiting environmental information). Individuals eligible for the battlefield weather award are not eligible to be submitted in this category. Individuals eligible for the staff award are not eligible to be submitted in this category unless deployed for 183 days or more.
	NCO	
	SNCO	
	CGO	
	Civilian	
Air Force Battlefield Weather (Airman/NCO/SNCO/CGO) of the Year	Airman	Outstanding Battlefield Weather Airman/NCO/SNCO/CGO of the Year. Recognizes the most outstanding individual conducting weather operations in direct support to Army or AFSOC units. Nominees must be assigned to a weather organization that is habitually aligned with an Army or AFSOC unit. Individuals eligible for the staff award are not eligible to be submitted in this category unless deployed for 183 days or more in direct support of Army or AFSOC operations.
	NCO	
	SNCO	
	CGO	
Air Force Weather Staff (Officer/Enlisted Member/Civilian) of the Year	Officer	Outstanding Weather Staff Officer/Enlisted Member/Civilian of the Year. Recognizes the most outstanding individual performing staff weather duties on an A-staff (or J-staff) at a NAF, a MAJCOM, a FOA/DRU, HQ Air Force, a Combatant Command, or the Joint Staff. The award also recognizes outstanding contributions by weather staff members conducting any aspect of weather operations while deployed during the award period. Weather staff members, who were deployed for 183 days or more during the award period, are not eligible to be submitted in this category but may be considered for the Outstanding Air Force Weather Airman/NCO/SNCO/CGO/FGO of the Year Award.
	Enlisted Member	
	Civilian	
Air Reserve Component Weather (Officer/Enlisted Member) of the Year	Officer	Outstanding Air Reserve Component Weather Officer/Enlisted Member of the Year. Recognizes an Air Force (AF) Reserve Individual Mobilization Augmentee (IMA), Traditional Reservist, or Air National Guard member who: (1) makes an outstanding contribution to AF weather operations, (2) displays self-improvement through off-duty programs, and (3) displays leadership in the military and/or civilian community.
	Enlisted Member	

Table 14.2. Team Award.

Award	Category	Criteria
Outstanding Technical Achievement in Weather Operations	Individual or Team	Outstanding Technical Achievement. Recognizes the most significant technical achievement(s) in weather operations (including space weather and climatology) contributing to enhanced AF operations. The award may recognize a singular achievement or a series of achievements, which are unique and innovative. Achievements may be in the form of new procedures, technical efficiencies, products, techniques, data applications, etc. in support of ground, air and space operations.

Table 14.3. Organizational Awards.

Award	Category	Criteria
Outstanding Operational Weather Squadron (OWS) of the Year	Squadron	Recognizes the most outstanding OWS. The award submission may encompass all facets of the organization's mission. Achievements, which may include items from subordinate organization award nominations (e.g., outstanding weather flight), are evaluated against the tasked mission as described in the unit mission description.
Outstanding Battlefield Weather Squadron of the Year	Squadron	Recognizes the most outstanding weather squadron providing direct support to the Army or AFSOC units. The award submission may encompass all facets of the organization's mission. Achievements, which may include items from subordinate organization award nominations (e.g., outstanding weather detachment), are evaluated against the tasked mission as described in the unit mission description.
Outstanding Specialized Weather Support Unit of the Year	Squadron Level (or equivalent*)	Recognizes the most outstanding squadron, center, or division providing specialized weather support (e.g., space/space-lift support, climatologically support, weather systems support, air mobility support). The award submission may encompass all facets of the organization's mission. Achievements, which may include items from subordinate organization award nominations (e.g., outstanding weather flight/branch), are evaluated against the tasked mission as described in the unit mission description. Units eligible for the OWS or Battlefield Weather Squadron Award are not eligible for this category.
Outstanding Air Force Weather Organization (Below Squadron Level)	Organizations Below Squadron Level (or equivalent*)	Outstanding Weather Flight, Detachment, Branch or Section. Recognizes the most outstanding weather flight, detachment, branch or section conducting any aspect of weather operations (i.e., characterizing the environment or exploiting environmental information). The award submission may encompass all facets of the organization's weather mission including but not limited to: observing/forecasting, integration with supported units, deployments, training, and/or evaluations (e.g., operational readiness inspections, exercise evaluations, stan/evals).

Award	Category	Criteria
Outstanding Air Reserve Component Weather Flight	ANG and AF Reserve Weather Flights	<p>Outstanding Air Reserve Component Weather Flight. Recognizes the most outstanding Air National Guard or Air Force Reserve Weather Flight. The National Guard Bureau Director of Operations (NGB/A3) may submit up to five nominees and the AF Reserve Command may submit one nominee considering four criteria:</p> <ol style="list-style-type: none"> 1. Mission and readiness training. Accomplishments of the flight toward mission readiness. 2. Technical training. How the flight planned and accomplished its technical training. 3. Participation in host/supported unit activities. Flight participation in activities such as disaster preparedness, public affairs, safety and other programs that may or may not be directly related to the weather support mission. 4. Voluntary support. The number of man-days expended in addition to annual training and flight training activities in support of special exercises and commitments; includes IMAs to permanent field training sites and tactical weather station duty.
*Ref AFI 38-101, Air Force Organization		

Chapter 15

PARARESCUE AND COMBAT RESCUE OFFICER AWARDS

15.1. Introduction. This chapter establishes the criteria and procedures for submitting nominations for The Outstanding Air Force Pararescue Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), Airman and Combat Rescue Officer of the Year Awards. It applies to all Air Force activities, including Air Force Reserve and Air National Guard 1T2XX and 13DXA personnel assigned.

15.2. Description of Award. A small bronze statue of the Jack-of-All-Trades Pararescuemen, approximately 12 inches tall, with an engraved panel listing the award and winner's name.

15.3. Eligibility for Awards. Nominees must meet the following criteria by 31 December of the year being nominated for the award:

15.3.1. Outstanding Air Force Pararescue SNCO of the Year Award. Nominee must be an Air Force SNCO in the rank of MSgt, SMSgt, or CMSgt, possessing a primary seven-level AFSC or higher in the 1T2XX career field. The nominee must also be actively working in the career field at the time of nomination.

15.3.2. Outstanding Air Force Pararescue NCO of the Year Award. Nominee must be an Air Force enlisted person in the ranks of SSgt through TSgt, possessing a primary five-level AFSC or higher in the 1T2XX career field. The nominee must also have at least one year in the Air Force and be actively working in the career field at the time of nomination.

15.3.3. Outstanding Air Force Pararescue Airman of the Year Award. Nominee must be an Air Force enlisted person in the ranks of Amn through SrA, possessing a primary three or five-level AFSC or higher in the 1T2XX career field. The nominee must also have at least one year in the Air Force and be actively working in the career field at the time of nomination.

15.3.4. Outstanding Air Force Combat Rescue Officer of the Year Award. Nominee must be an Air Force Officer in the rank of Second Lieutenant through Captain, possessing a primary AFSC in the 13DXA career field. The nominee must also be actively working in the career field at the time of nomination.

15.4. Nomination Procedures. Nomination packages will cover the preceding calendar year. Each MAJCOM, AFRC, ANG and JFCOM (hereby referred to as MAJCOMs) may only nominate one Pararescue SNCO, NCO, Airman and Combat Rescue Officer per year. The nominee must have won their respective MAJCOMs Pararescue SNCO, NCO, Airman, or Combat Rescue Officer of the Year Award programs. MAJCOMs may only nominate one individual per category and individuals may only be nominated by one MAJCOM per year. No exceptions to the number of nominees will be considered.

15.4.1. Suspense. Suspense is 31 March of each year.

15.4.2. Electronic Nomination Folders. Electronic Nomination Folders will be forwarded to afa3os.workflow@pentagon.af.mil. Packages submitted by each MAJCOM will include a cover Memorandum for Record electronically signed by the MAJCOM Deputy Commander for Operations, (equivalent or higher). Cover memo will include nominee's name, rank, organization, MAJCOM, category of nomination. Additionally the Electronic Nomination Folder will contain three attachments.

15.4.2.1. Attachment 1 will include the AF IMT 1206, **Nomination for Award**, justifying award. It is limited to a single page narrative that emphasizes the nominee's annual accomplishments and contributions to Personnel Recovery. Use bullet format, 12 pitch Times New Roman font. The headings and criteria to use in the narrative are:

15.4.2.1.1. Primary Duties and Significant Accomplishments. This includes the member's IT2XX/13DXA on the job accomplishments and leadership that significantly contributed to increased mission effectiveness and execution of the Personnel Recovery mission.

15.4.2.1.2. Other Contributions to Units Mission. This includes the nature and a result of the member's other IT2XX/13DXA accomplishments that set him apart from others within the specific nomination category.

15.4.2.2. Attachment 2 will contain a proposed citation to accompany the award. Use AFI 36-2803, Air Force Awards and Decorations Program, as a guide. Proposed citations must be in landscape format, single spaced, typed in 12 pitch with 1-inch margins, and a maximum length of 15 lines. The citation heading should be double-spaced and read "Citation to Accompany the Award of", first line, "the 20XX Air Force (as appropriate Pararescue SNCO, NCO or Airmen or Combat Rescue Officer) of the Year, second line.

15.4.2.3. Attachment 3 will contain member's current military biography.

15.4.2.4. Do not submit enlisted or officer performance reports, photographs, or other materials.

15.5. Selection Procedures. The HQ USAF Director of Operations and Training will certify the results of boards. Winners will be selected based solely on the information contained in the AF Form 1206, **Nomination for Award**.

15.5.1. **Pararescue Awards Board.** HQ USAF will convene a board to evaluate all nominees and make the final selections. Board members will consist of one senior officer and two CMSgt's with Battlefield Airmen or Aviation related backgrounds. The Pararescue Career field Manager will act in a non-voting position as the board manager.

15.5.2. **Combat Rescue Officer Awards Board.** HQ USAF will convene a board to evaluate all nominees and make the final selections. Board members will consist of two senior officers and one CMSgt with Battlefield Airman or Aviation related backgrounds. The HQ USAF Combat Rescue Officer will act in a non-voting position as the board manager.

15.6. Notification of Selection. HQ USAF Director of Operations and Training notifies the MAJCOM/DO, ANG/XO, or FOA of award winners by letter. Winners will be announced by 1 May each year.

15.7. Individual Awards. The award elements of the four individual annual awards consist of an engraved statue and the Air Force Recognition Ribbon. NOTE: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805, Special Trophies and Awards.

Chapter 16

DAEDALIAN EXCEPTIONAL PILOT AWARD

16.1. Introduction. This chapter provides guidance and procedures for the annual selection process of the Daedalian Exceptional Pilot Award.

16.2. Background and Description of Award. This award was established in 1998 and is sponsored by the Order of the Daedalians, the national fraternity of military pilots. The objective of the award is to inspire excellence of duty performance by career military pilots who place nation above self. The award is presented annually to one Air Force and one Navy pilot. The CSAF will select the Air Force recipient. The award to the Air Force pilot and Navy pilot consists of a 16 inch bronze statuette of Daedalus mounted on a 4 inch wooden pedestal with an engraved plate, and a certificate. Awards to other aircrew members, if any, are an inscribed plaque and certificate. Nominations will encompass one or more of the following criteria:

- 16.2.1. Exceptional deeds performed to assure mission success.
- 16.2.2. Acts of valor as an aviator.
- 16.2.3. Extraordinary display of courage or leadership in the air in support of air operations.
- 16.2.4. Flying safety factors.

16.3. Nominating Procedures.

16.3.1. **Where to Submit Nominations.** Each MAJCOM/FOA/DRU may submit one nomination, indorsed by the commander or vice commander, to HQ USAF/A3/5. MAJCOM/FOA//DRU nominations will be sent to: HQ USAF/A3OT, 1480 Air Force Pentagon, Washington, DC, 20330-1480.

16.3.2. **When to Submit Nominations.** Submit nominations for the preceding calendar year by 15 January.

16.3.3. **How to Submit Nominations.** Prepare nominations on AF Form 1206, **Nomination for Award**, using 12 pitch, Times New Roman, not to exceed two single-spaced pages. Use a bullet or point-paper format, not a running narrative. In addition:

16.3.3.1. Nominations should focus on, but are not limited to, the working level pilot (O-2/O-4). The award will always be given to a pilot, however, other aircrew members, key to the specific performance, act or accomplishment being recognized, may be included in the nomination, as appropriate.

16.3.3.2. The act must have occurred within the applicable calendar year.

16.3.3.3. Send a biography, limited to one, single-spaced typewritten page. If additional crew members are included in the nomination, include a biography on each aircrew member.

16.3.3.4. Send a citation IAW AFI 36-2805, Special Trophies and Awards.

16.3.3.5. Send an original and four complete copies of the nomination package (AF Form 1206, **Nomination for Award**, biography, and citation).

16.3.3.6. Do not send classified material.

16.3.3.7. Photographs and base-level reports of individual personnel (RIP) are not required.

Chapter 17

AWARDS NOT GOVERNED BY AIR FORCE DIRECTIVES

17.1. Non-Air Force Awards. This chapter provides information on special trophies and awards not governed by Air Force directives. The criteria for these awards are established by the civilian agency sponsoring the award. HQ USAF/A3/5 assists in the selection process at the request of the civilian sponsor. HQ USAF/A3/5 provides assistance to further public understanding and support for the Air Force. Participation provides award winners recognition both inside the US Air Force and in the public sector.

17.1.1. **Hughes Trophy.** The Hughes Aircraft Company sponsors this award for outstanding performance of USAF, AFRC, and ANG fighter units with a mission in air defense or air superiority. The OPR is HQ USAF/A3OT. Nominations are due to their office upon request.

17.1.2. **AVCO/AWA Helicopter Heroism Award.** This award is sponsored by the Aviation/Space Writers Association and AVCC Corporation, and is awarded to an individual for heroism efforts involving the use of helicopter. The OPR is HQ USAF/A3OO. Nominations are due to their office upon request.

17.1.3. **Gold Certificate of Merit.** This award is sponsored by the Association of Old Crows (AOC), and is awarded for recognition of a particular service or event. It may be awarded to individuals nominated for a medal that are qualified, but not selected. The OPR is HQ USAF/A3OO. Nominations are due 10 May each year to the AOC.

17.1.4. **Silver Certificate of Appreciation.** This award is sponsored by the AOC, and is awarded to any individual who has displayed an exceptional effort to the AOC. An example would be a secretary who volunteers time, or a member of the community who supports the local AOC efforts, or a speaker who supports a local program. Specific nominating procedures are outlined in AOC policy and procedures memorandum (PPM 2 - Awards Program), available from a local AOC chapter. The OPR is HQ USAF/A3OO, and may be submitted any time to a local AOC chapter.

17.1.5. **Individual AOC Medals.** These include the Academic Training Medal, Executive Management Intelligence Medal, Joint Service Medal, Maintenance Management Medal, Operations Medal, Pioneer Medal, Special Technology Medal, Test and Evaluation Medal, and Training Readiness Special Medal. These are sponsored by the AOC, and awarded to those individuals who have significantly contributed to Electronic Warfare (EW) and related efforts in academic training, executive management intelligence, joint service, maintenance management, operations, pioneer, special technology, test and evaluation, and training readiness special medal. The OPR is HQ USAF/A3OO. Nominations are due 10 May of each year to the AOC.

17.1.6. **Gold Medal of Electronic Warfare.** This award is sponsored by the AOC, and is their highest annual award given for outstanding advances and contributions in any or all fields of electronic warfare. The recipient does not need to be a member of the AOC. The OPR for this award is HQ USAF/A3OO. Nominations are due 10 May of each year to the AOC.

17.1.7. **Frank G. Brewer Trophy.** This award is sponsored by the National Aeronautic Association (NAA), and is presented to an individual, or a group of individuals, or an organization for significant contributions of enduring value to aerospace education in the United States. The OPR for this award is HQ USAF/A3OT. Nominations are due 15 Dec of each year to the NAA.

17.1.8. **Catherine and Marjorie Stinson Award for Achievement.** This award is sponsored by the National Aviation Club (NAC), and recognizes a living woman for an outstanding and enduring contribution, or a meritorious flight, or a singular technical development in the field of aviation, aeronautics, space, or related sciences. The OPR for this award is HQ USAF/A3OT. Nominations are due 30 Nov each year to the NAC.

17.1.9. **Collier Trophy.** This award is sponsored by the National Aeronautic Association (NAA), and is awarded for the greatest achievement in aeronautics or astronautics in America to improve performance, or efficiency, or safety of air or space vehicles. This may be an accumulation of related achievements over an extended period, but something significant must have happened during the current calendar year. First priority is given to active duty Air Force military members or Department of Air Force civilians. Do not submit posthumous nominations, or units, or organizations. The OPR for this award is HQ USAF/A3OT. Each MAJCOM/FOA/DRU may submit one nomination, indorsed by the commander or vice commander, to HQ USAF/A3/5. MAJCOM/FOA/DRU nominations will be sent to HQ USAF/A3OT, 1480 Air Force Pentagon, Washington DC 20330-1480. Nominations are due by 1 Dec of each year, or upon request of the OPR.

17.1.10. **American Fighter Aces Association (AFAA) Francis S. Gabreski Award.** This award is sponsored by the AFAA, and is given annually to the most outstanding performer during the air-to-air phase of a basic (B-) course syllabus at a formal training unit (FTU). The winner must have been active duty AETC, or active duty ACC, or full time ANG/AFRC pilot during formal course training and be strongly motivated toward a career in the Air Force (to include either the ANG, or AFRC) aviation. They must have completed F-15C/E, F-16, or F-20 Basic (B-) course FTU air-to-air training during the period specified, possess exemplary qualities of skill, initiative, and devotion to duty. The OPR for this award is HQ AETC/DOFF. Nominations are due to AETC/DOFF by 1 Mar each year.

17.1.11. **International Forest of Friendship.** Honors individuals who have, or still are, contributing to all facets of aviation and aerospace. This includes individuals who have given dedicated service, leadership, friendship, and support to help others achieve aviation goals, individuals who have been supportive and contributed to furthering aviation, pioneers in aviation and aerospace, aviation writers and educators who spend their lives encouraging others to fly, individuals who have made significant contributions to the development of aviation, and those who have established world aviation records. Past honorees include Amelia Earhart, Charles Lindbergh, Jeana Yeager, the Wright Brothers, Sally Ride, Chuck Yeager, General "Jimmy" Doolittle, and Col Eileen M. Collins, the first woman to pilot a shuttle into space. Criteria for induction are based on current themes established by the International Forest of Friendship (IFOF). MAJCOMs submit nominations by 1 March directly to the IFOF. Ceremonies always are held in Atchison, KS during the 3rd weekend of June. Contact the IFOF at www.ifof.org for information regarding nomination packages and due dates.

17.2. Forms Prescribed. AF Form 3648, Lt Gen Gordon A. Blake Aircraft Save Awards Chart; AF Form 3649, Aircraft Save; and AF Form 3650, Lt Gen Gordon A. Blake Aircraft Save Award.

Chapter 18

TECHNICAL APPLICATIONS SPECIALIST AWARDS

18.1. Introduction. This chapter establishes the criteria and procedures for submitting nominations for the Outstanding Air Force Technical Applications Specialist Senior Noncommissioned Officer (SNCO) Manager, Noncommissioned Officer (NCO) Supervisor, and Airman Technician of the Year Awards. Program objective is to recognize and reward an individual Technician, Supervisor, and Manager for outstanding contributions to the RI9S100 mission.

18.2. Eligibility for Awards. Nominees must meet the following criteria at the time the lowest echelon submits the nomination.

18.2.1. Outstanding Air Force Technical Applications - Specialist - Manager of the Year Award. Nominee must be an Air Force SNCO in the rank of MSgt through SMSgt, possessing a primary Reporting Identifier in the 9S100 career field. The nominee must have at least 6 months in the career field and be actively working in the career field at the time of nomination.

18.2.1.1. Outstanding Air Force Technical Applications Specialist - Supervisor of the Year Award. Nominee must be an Air Force NCO in the rank of SSgt through TSgt, possessing a primary Reporting Identifier in the 9S100 career field. The nominee must have at least 6 months in the career field and be actively working in the career field at the time of nomination.

18.2.1.2. Outstanding Air Force Technical Applications Specialist - Technician of the Year Award. Nominee must be an Air Force enlisted person in the ranks of Amn through SrA; the nominee must have at least one year in the Air Force and possess a primary Reporting Identifier in the 9S100 career field. The nominee must have 6 months in the career field, and be actively working in the career field at the time of nomination.

18.3. Nomination Procedures. Nomination packages will cover the preceding fiscal year.

18.3.1. Suspense. Suspense is 01 December of each year. Nominations will be sent to Air Force Technical Applications Center (AFTAC)/CCS, 1030 South Highway A1A, Patrick AFB FL, 32925-3002 no later than 01 December.

18.3.2. Nomination Folders. Label a 9 by 12 inch manila nomination folder with the nominee's name, rank, and organization. Nomination folders must contain an original and five (unstapled) copies of the nomination package. The nomination package must consist of a letter of transmittal signed by the Directorate Director, Detachment Chief/Superintendent, or equivalent, and an attachment with the following information:

18.3.2.1. Attachment must be an AF Form 1206, **Nomination for Award**, to justify the award. The single page narrative (bullet format) using 12 pitch, Times New Roman font, should emphasize the nominee's contributions to his or her unit's mission accomplishment. The following headings should be used: Performance in Primary Duties (70%): provide specific duty related accomplishments and their impact/contributions to tactical, operational, and strategic level objectives and Professional Accomplishments (30%): provide nominees accomplishments that directly contribute to professional growth, to include any self-improvement efforts that enhance their ability to accomplish primary duties.

18.3.2.2. Classified packages must be submitted through appropriate and authorized distribution channels.

18.3.2.3. Do not submit enlisted performance reports, photographs, or other materials.

18.4. Selection Procedures. A selection board consisting of three 9S100 CMSgts, the 9S100 RI Manager, the AIA 9S100 MAJCOM Functional Manager, and one member at large, will be convened at AFTAC to evaluate all nominees and make the final selections. The board selects winners in each category based solely on information contained in the nomination folders.

18.5. Notification of Selection. The HQ USAF 9S100 RI Manager will notify the winners by message through the appropriate command channels.

18.6. Individual Awards. The award elements of the three individual annual awards consist of an engraved statue, and the Air Force Recognition Ribbon. The awards will be provided by AFTAC, as the award sponsor, and presented at the AFTAC annual awards banquet. Travel to the awards banquet will be at unit's expense. NOTE: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805, Special Trophies and Awards.

Chapter 19

AIR RESCUE ASSOCIATION RICHARD T. KIGHT AWARD

19.1. Introduction. This chapter prescribes the annual Air Rescue Association Richard T. Kight Award competition administered by Headquarters United States Air Force Director Operations, Plans and Requirements (HQ USAF/A3/5).

19.1.1. The **Richard T. Kight Award** is named in honor of Brigadier General Richard T. Kight, appointed in 1946 as the first commander of the Air Rescue Service, and revered as “the father of Air Rescue”. It is presented annually by the Air Rescue Association (ARA) to recognize outstanding contributions to the Air Force rescue mission made by an active duty or reserve component member. Individual nominees should be those whose efforts during the year have contributed to the overall effectiveness of the rescue mission area through management, innovation, or other outstanding achievement. Contributions of the nominees are not limited to direct participation in an actual rescue mission. This award is an excellent means of recognizing the outstanding accomplishments of airmen who reflect the spirit of the rescue motto originally coined by General Kight: "These Things We Do That Others May Live."

19.2. The Award:

19.2.1. **Description of the Award.** A trophy of the rescue angel, with names of winners engraved, will be on permanent display at Headquarters Air Force. A similar trophy will be given to the individual's unit for display until the next annual award is presented.

19.2.2. **Presentation of the Award.** The Air Rescue Association will present the winner with the award at their annual reunion in the fall. Travel by the recipient to the reunion will be unit funded.

19.3. Eligibility for Awards: Any Air Force or Air Reserve Component member in an organization that supports the USAF Personnel Recovery mission. The individual nominated by each MAJCOM need not be assigned to a dedicated rescue organization or a specific weapon system. At the request of the sponsoring organization, units are asked to nominate the individual considered most responsible for the overall success of the USAF Personnel Recovery mission.

19.4. Nomination Procedures. Nomination packages will cover the period 1 July – 30 June each year. Only MAJCOMs may submit nominations. MAJCOMS should collect nominations from within the MAJCOM, NAF/component, DRU or FOA Director of Operations (or functional equivalent) and select one as the MAJCOM nominee to the Air Staff. These organizations must establish nominee selection procedures and suspense's as necessary to meet HQ USAF deadlines. Nominations will not be accepted directly from lower echelon organizations.

19.4.1. **Suspense.** Suspense is 15 July each year.

19.4.2. **Electronic Nomination Package.** Nominations will be submitted electronically to HQ USAF/A3OS via email to afa3os.workflow@pentagon.af.mil. The nomination package must include the following attachments:

19.4.2.1. Prepare the nomination on one side of the AF IMT 1206, **Nomination for Award**, in bullet format, single-spaced in 12 pitch, Times New Roman font, containing a summary of the nominee's act, service, or accomplishments.

19.4.2.2. A proposed citation to accompany the award. Use AFI 36-2803, The Air Force Awards and Decorations Program, as a guide. Proposed citations must be in landscape format, single spaced, typed in 12 pitch with 1-inch margins, and a maximum length of 15 lines. The citation heading should be double-spaced and read "**CITATION TO ACCOMPANY THE AWARD OF** [first line]," "**THE AIR RESCUE ASSOCIATION RICHARD T. KIGHT AWARD**" [second line].

19.4.2.3. A one page biography on award recipient to include: (1) name; (2) rank; (3) organization; (4) duty title/AFSC; (5) assignment history in bullet format; (6) names of family members.

19.5. Selection Procedures. HQ USAF/A3OS will chair a board of USAF senior staff members to evaluate the nominees. The results are tabulated and forwarded to AF/A3/5 for review and approval.

19.6. Notification of Selection. The HQ USAF Director Deputy Chief of Staff, Operations, Plans and Requirements will notify the winners and the President of the Air Rescue Association by message through the appropriate command channels.

19.7. Individual Awards. The award winners will receive an engraved trophy and the Air Force Recognition Ribbon. NOTE: Recipients of this award are authorized to wear the Air Force Recognition Ribbon in accordance with AFI 36-2805, Special Trophies and Awards.

Chapter 20

JOLLY GREEN ASSOCIATION RESCUE MISSION OF THE YEAR

20.1. Introduction. This chapter prescribes the annual Jolly Green Association Rescue Mission of the Year Award competition administered by Headquarters United States Air Force Directorate of Operations and Training (HQ USAF/A3O).

20.1.1. The **Jolly Green Association Rescue Mission of the Year Award** recognizes the aircrew or individual performing the most outstanding USAF Personnel Recovery mission of the year. This award is an excellent avenue to recognize the many outstanding contributions and accomplishments of rescue personnel around the world, and to highlight the rescue motto: "These Things We Do That Others May Live."

20.2. The Award:

20.2.1. **Description of the Award.** A Bronze plaque on wood from the Jolly Green Association with the appropriate wording to recognize the unit or individual(s) selected for the Award.

20.2.2. **Presentation of the Award.** The Jolly Green Association will present the winner(s) with the award at an awards banquet during their annual reunion in the spring. Travel to the reunion for the recipient(s) will be unit funded.

20.3. Eligibility for Awards: Any Air Force individual or aircrew performing an actual USAF Personnel Recovery Mission. These individuals need not be assigned to a dedicated rescue organization or a specific weapons system.

20.4. Nomination Procedures. Nomination packages will cover the preceding calendar year. Only MAJCOMs may submit nominations. MAJCOMs should collect nominations from within the MAJCOM, NAF/component, DRU or FOA Director of Operations (or functional equivalent) and select one as the MAJCOM nominee to the Air Staff. These organizations must establish nominee selection procedures and suspense's as necessary to meet HQ USAF deadlines. Nominations will not be accepted directly from lower echelon organizations.

20.4.1. **Suspense.** Suspense is 15 March each year.

20.4.2. **Electronic Nomination Package.** Nominations will be submitted electronically to HQ USAF/A3OS via email to afa3os.workflow@pentagon.af.mil. The nomination package must include the following attachments:

20.4.2.1. Prepare the nomination on one side of the AF Form 1206, **Nomination for Award**, in bullet format, single-spaced in 12 pitch, Times New Roman font, containing a summary of the nominee's act, service, or accomplishments.

20.4.2.2. A proposed citation to accompany the award. Use AFI 36-2803, the *Air Force Awards and Decorations Program*, as a guide. Proposed citations must be in landscape format, single spaced, typed in 12 pitch with 1-inch margins, and a maximum length of 15 lines. The citation heading should be double-spaced and read "**CITATION TO ACCOMPANY THE AWARD OF** " [first line], "**JOLLY GREEN ASSOCIATION (YEAR) RESCUE MISSION OF THE**

YEAR AWARD" [second line]. "Awarded to (individual(s)/crew) for superior airmanship epitomizing the motto "THESE THINGS WE DO THAT OTHERS MY LIVE" [third line].

20.4.2.3. A one page biography on award recipient to include: (1) name; (2) rank; (3) organization; (4) duty title/AFSC; (5) assignment history in bullet format; (6) names of family members.

20.5. Selection Procedures. HQ USAF/A3OS will chair a board of USAF senior staff members to evaluate the nominees. The results are tabulated and forwarded to AF/A3O for review and approval.

20.6. Notification of Selection. The HQ USAF Director of Operations and Training will notify the winners and the President of the Jolly Green Association by message through the appropriate command channels.

20.7. Individual Awards. The award winner(s) and unit will receive a plaque from the Jolly Green Association and the Air Force Recognition Ribbon. In the event there is more than one recipient, each will receive an individual plaque and a unit plaque will be presented to the unit receiving the award for permanent possession. NOTE: Recipients of the award are authorized to wear the Air Force Recognition Ribbon in accordance with AFI 36-2805, Special Trophies and Awards.

Chapter 21

TACTICAL AIR CONTROL PARTY AWARDS

21.1. Introduction. This chapter establishes the criteria and procedures for administering the Air Force Outstanding Tactical Air Control Party (TACP) Annual Awards. It applies to Air Force 1C4X1's, including Air National Guard (ANG) personnel.

21.2. General Information:

21.2.1. **Description of Award:** The award consist of two elements: An individual presentation deemed appropriate by the 1C4XX career field manager and the individuals name added to a plaque on permanent display at Headquarters Air Force.

21.2.2. **Presentation of the Award:** Awards will be announced by message and formally presented at an appropriate Air Force or MAJCOM level ceremony as determined by the Air Force 1C4XX career field manager.

21.3. Eligibility for Awards. Nominees must meet the following criteria at the time the lowest echelon submits the nomination.

21.3.1. **A1C Raymond Losano TACP Award.** This award is named in honor of Airman First Class Raymond Losano who was killed in action while serving his country during Operation ENDURING FREEDOM. This award recognizes the outstanding Air Force TACP Apprentice/Journeyman of the Year. Nominees must be a SrA or below. The nominee must have at least one-year experience as a TACP, be Combat Mission Ready (CMR), and have served at least 5-months in a designed operational capability (DOC) tasked TACP unit type code (UTC) position or deployed in a TACP UTC (no minimum deployment time) during the period of the award. NOTE: JTAC qualified 1C4X1s are not eligible.

21.3.2. **SSgt Jacob Frazier TACP JTAC Award.** This award is named in honor of Staff Sergeant Jacob Frazier who was killed in action while serving his country during Operation ENDURING FREEDOM. This award recognizes the outstanding Air Force TACP Joint Terminal Attack Controller of the Year. Nominee must be a SrA through MSgt possessing AFSC 1C4X1 and special experience identifier 914. The nominee must have at least one-year experience as a JTAC, be JTAC CMR, have served at least 5-months in a DOC tasked TACP UTC position or deployed in a TACP UTC (no minimum deployment time), as a JTAC, during the period of the award.

21.3.3. **Fighter Duty Technician (FDT) Award.** This award recognizes the outstanding Air Force FDT of the Year. Nominee must be a MSgt or below, have at least one-year experience as a FDT, be FDT CMR, and have served at least 5-months in a DOC tasked Air Support Operations Center (ASOC) UTC position or deployed in a ASOC UTC (no minimum deployment time), as a FDT, during the period of the award.

21.4. Nomination Procedures. Nomination period is 1 October – 30 September. HQs ACC, PACAF, USAFE, and the ANG may nominate one individual in each category. The nominees must have won their respective MAJCOM or ANG TACP Awards. If an annual awards program does not exist, MAJCOMs and the ANG must establish nominee selection criteria. No exception to the number of nominees will be considered.

21.4.1. **Suspense.** Nominations are due to HQ USAF/A3OY, 1500 Wilson Blvd, Suite 300, Arlington VA 22209, no later than 15 November.

21.4.2. **Nomination Submission.** Nominations may be sent via email or hardcopy from the MAJCOM A3Y or ANG SIY. Submissions must contain a nomination recommendation signed by the MAJCOM or ANG Director of Operations stating that the nominee meets all criteria of paragraphs 22.3.1 - 22.3.3 above, as applicable, and the attachments below.

21.4.2.1. Attachment 2, an AF Form 1206, **Nomination for Award**, to justify the award. Use the front page only of the AF Form 1206 in 12-pitch, Times New Roman font using bullet format. The narrative will emphasize the nominee's contributions, as a representative of his perspective category, to his unit's mission accomplishment focusing on action, result, and impact. Use only the following headings: Accomplishments in Primary Duties and Significant Contributions to Mission Area Improvement. Bullets pertaining to community involvement and significant self-improvement (education, PME, etc.) will not be included.

21.4.2.2. Attachment 2 must be a one-page listing containing biographical data IAW AFH 33-337, The Tongue and Quill.

21.4.2.3. Attachment 3 must be a proposed citation to accompany the award. Use AFI 36-2803 as a guide. Type proposed citations double-spaced in 10-pitch with 1-inch margins and maximum length of 15 lines.

21.4.2.4. Do not submit enlisted performance reports, photographs, or other materials.

21.5. Selection Procedures. A general officer will certify the results of a board of one senior officer and two CMSgts who will be convened at HQ USAF to evaluate all nominees and select winners in each category. The board selects winners in each category based solely on information contained in the nomination folders.

21.6. Notification of Selection. The HQ USAF Director of Operations and Training will notify the winners by letter through appropriate command channels.

21.7. Individual Awards. The award elements consist of the individual presentation and the Air Force Recognition Ribbon. Note: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805, Special Trophies and Awards.

Chapter 22

COMMAND POST ANNUAL AWARDS

22.1. Introduction. This chapter establishes the criteria and procedures for administering the Air Force Command Post (CP) Annual Awards. It applies to Air Force 1C3X1's, including Air National Guard (ANG) and Air Force Reserve (AFRES) personnel.

22.2. Award Categories and Eligibility. HQ USAF/A3OO will sponsor seven annual individual CP awards, two unit CP awards and one HHQ C2 element award in the following categories.

22.2.1. CP Individual Awards. CP Unit-Level Senior Non-Commissioned Officer of the Year, CP Unit-Level Non-Commissioned Officer of the Year, CP Unit-Level Airman of the Year, HHQ CP Senior Non-Commissioned Officer of the Year, HHQ CP Non-Commissioned Officer of the Year, HHQ CP Airman of the Year and CP Instructor of the Year (see Section D - Training Course Index of 1C3X1 CFETP to determine instructor eligibility).

22.2.1.1. CP controllers serving in a HHQ C2 center or headquarters staff position, e.g., Tanker Airlift Control Center, Air National Guard Command Center, HQ Air Education and Training Command Policy and Procedures, HQ Air Combat Command Inspector General, etc., will compete for individual awards in the HHQ category commensurate with their grade.

22.2.1.2. Members who are promoted from one enlisted tier to another within a given calendar year will be nominated for the individual award in the category which they served the majority of that calendar year (183 days or more). For example, SrA Smith is promoted to SSgt effective 5 Jul 05, she would be nominated for an individual award in the Airman category.

22.2.1.3. Individual award nominees must have been awarded and served in AFSC 1C3X1 during the entire eligibility period, 1 January - 31 December.

22.2.1.4. Individual award nominees should possess a skill-level commensurate with their grade; however, the CP MFM may waive this requirement at their discretion for personnel assigned to his/her MAJCOM.

22.2.1.5. CP controllers who are not assigned to a traditional unit-level CP, e.g., Contingency Response Wing/Group/Element, may compete for unit-level individual awards through their parent MAJCOM. CP controllers assigned to a FOA/DRU C2 function, e.g., Air Force Office of Special Investigations Operations Center, Air Force District of Washington, Air Force Academy, etc., may compete for HHQ individual awards through the AFCFM.

22.2.2. CP Unit Awards. Small Unit CP of the Year and Large Unit CP of the Year. Each nominating command/authority, as indicated below in paragraph **23.3.**, will determine the criteria if identifying their CP units as either small or large.

22.2.3. HHQ C2 Element Award. This category is designed to recognize the accomplishments of C2 organizations working at the HHQ level within a COCOM, HQ USAF, MAJCOM, FOA or DRU.

22.3. Nominations Procedures. Active Duty, Reserve, and Guard personnel and units meeting award criteria are eligible for nomination. Each MAJCOM, ANG, FOA, and DRU may submit one nomination for each CP individual and unit award. Each Air Staff, Unified Command, Specified Command, or agency

having an Air Force element and CP presence may also submit one nomination for each CP individual and unit award.

22.4. Eligibility Period and Submission Guidance. For all awards, the eligibility period will begin 1 January and end 31 December of each year. HQ USAF/A3OO must receive all nomination packages NLT 10 March of the following year (i.e., must receive packages NLT 10 March 2007 for 2006 nominations). Packages received after 10 March will not be considered. Send nomination packages by postal mail, electronically by e-mail, afa300.workflow@pentagon.af.mil, or facsimile only. Mailing address: HQ USAF/A3OO, 1480 Air Force Pentagon, Washington DC 20330-1480. Facsimile number: Commercial 703-693-2183, DSN 223-2183. After all nomination packages are received, HQ USAF/A3OO will convene a selection committee to determine a winner for each award.

22.5. Nomination Format. Use AF Form 1206, **Nomination for Award**, in Times New Roman font, 12-pitch, for each nomination. Submissions are limited to the “front-side” of the AF Form 1206. A brief letter of endorsement from the MFM or nominating authority/chairperson will accompany each nomination package. Other attachments or supplemental materials are not authorized. Comments and information on the AF Form 1206 will be in bullet statement format per criteria/categories listed below.

22.5.1. CP Individual Awards.

22.5.1.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Controller of the Month, and so forth. Maximum number of points - 25.

22.5.1.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. Maximum number of points - 10.

22.5.1.3. Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth. Maximum number of points - 15.

22.5.2. CP Unit/HHQ C2 Element Awards.

22.5.2.1. Excellence in Mission Accomplishment and Impact. Describe significant mission accomplishments and impacts, i.e., IG results, C2 systems expertise, SORTS reporting accuracy, major exercises/contingencies, TDY support/deployments, etc. Maximum number of points - 25.

22.5.2.2. Performance and Recognition of CP Controllers. Show performance/testing results and recognition of CP controllers, i.e., IG, SAV, unit monthly testing, letters and laudatory comments from senior leadership or outside agencies, etc. Maximum number of points - 15.

22.5.2.3. Training Recognition. Describe benchmarked processes demonstrating innovative or highly successful training procedures and initiatives. Maximum number of points - 10.

22.6. Selection Procedures. HQ USAF/A3OO will chair a board of senior command post functional managers to evaluate the nominees. The results are tabulated and forwarded to AF/A3O for review and approval.

22.7. Notification of Selection. HQ USAF/A3O will announce the winners via message. Winners of the CP annual individual and unit awards will receive a congratulatory letter and personalized trophy/plaque recognizing their superior performance and accomplishments.

22.8. Awards Program Administration. The Command Post Career Field Manager (CFM) assigned to AF/A3OO is the focal point for this annual awards program. All questions concerning the program may be directed to that office at commercial 703-695-2269, or DSN 225-2269. The CFM will alert units in November of each year that the awards submission cycle is about to begin, and that nomination packages are due per the guidance indicated in this chapter.

22.9. Individual Awards. The award elements consist of the individual presentation and the Air Force Recognition Ribbon. NOTE: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805, Special Trophies and Awards.

Chapter 23

AIR FORCE INFORMATION OPERATIONS AWARDS

23.1. Introduction. This chapter establishes guidelines of the annual Air Force Information Operations (IO) Awards Program (AFIOAP) for active duty, civilian and Air Reserve Components (ARC) administered by the Headquarters United States Air Force Division of Information Operations (HQ USAF/A3O-CI). The annual AFIOAP conveys the highest honors available to Air Force Information Operations professionals and provides an opportunity each year to recognize the active duty Air Force, Air Reserve Components (ARC) and civilians who have made significant contributions to Information Operations functions and missions. As defined in AFDD 2-5, Information Operations, the three IO capabilities— influence operations, electronic warfare operations, and network warfare operations—while separate and distinct, when linked, can achieve operationally important IO effects.

23.1.1. Influence operations are focused on affecting the perceptions and behaviors of leaders, groups, or entire populations. Influence operations employ capabilities to affect behaviors, protect operations, communicate commander's intent, and project accurate information to achieve desired effects across the cognitive domain. These effects should result in differing behavior or a change in the adversary's decision cycle, which aligns with the commander's objectives. The military capabilities of influence operations are psychological operations (PSYOP), military deception (MILDEC), operations security (OPSEC), counterintelligence (CI) operations, counterpropaganda operations and public affairs (PA) operations.

23.1.2. Network warfare operations are the integrated planning, employment, and assessment of military capabilities to achieve desired effects across the interconnected analog and digital network portion of the battle space. Network warfare operations are conducted in the information domain through the combination of hardware, software, data, and human interaction. Networks in this context are defined as any collection of systems transmitting information. Examples include, but are not limited to, radio nets, satellite links, tactical digital information links (TADIL), telemetry, digital track files, telecommunications, and wireless communications networks and systems. The operational activities of network warfare operations are network attack (NetA), network defense (NetD) and network warfare support (NS).

23.1.3. Electronic warfare operations are the integrated planning, employment, and assessment of military capabilities to achieve desired effects across the electro- magnetic domain in support of operational objectives. Electronic warfare operates across the electromagnetic spectrum, including radio, visible, infrared, microwave, directed energy, and all other frequencies. It is responsible for coordination and deconfliction of all friendly uses of the spectrum (air, land, sea, and space) as well as attacking and denying enemy uses. For this reason it is a historically important coordinating element in all operations, especially as current and future friendly uses of the electromagnetic spectrum multiply. The military capabilities of electronic warfare operations are electronic attack, electronic protection, and electronic warfare support.

23.2. Eligibility Criteria. Military officer nominees for the AFIOAP awards must have one of the following Air Force Specialty Codes (AFSC): 11XX, 12XX, 13XX, 14NX, 16XX, 21RX, 31PX, 33SX, 35PX, 42PX, 42SX, 51JX, 61SxB, 62EX or 71SX. Enlisted nominees may have any AFSC in support of IO capabilities. Civilian nominees may be from any Federal Government General Schedule (GS) or General Grade (GG) series in support of IO capabilities (if nominees have been moved into National Security

Personnel System (NSPS), the NSPS classification structure of corresponding career groups, pay schedules, pay bands and occupational codes should be used for the nomination). Nominees for the contributor awards may have any AFSC/civilian series in support of IO capabilities.

23.2.1. Military personnel must not have undergone judicial, non-judicial (Uniform Code of Military Justice [UCMJ]; AFI 51-202, Non-Judicial Punishment Guide) or negative administrative actions (AFI 36-2907, Air Force Unfavorable Information File (UIF), during the nomination period. If a nominee undergoes such an action after nomination, but before the selection board meets, the selection board will not consider the nominee for that award cycle. Military personnel must meet the minimum physical fitness standards set forth in AFI 10-248, Fitness Program. Nominating authorities must immediately notify HQ USAF/A3O-CI of any adverse actions affecting the nominee's eligibility.

23.2.2. Civilian personnel must not have received any actual or pending adverse administrative action for the nomination period and must not have received an overall performance rating of "acceptable." DoD plans to phase organizations into NSPS incrementally over the next few years. If you have been moved into NSPS, the NSPS classification structure of corresponding career groups, pay schedules, pay bands and occupational codes should be used for the nomination.

23.3. Award Categories. The AFIOAP consists of 16 award categories that seek to acknowledge the IO force – officer, enlisted, and civilian. The active duty military, civilians and air reserve components (ARC – made up of the USAF Reserves and Air National Guard), and contributors fall into two levels. The contributor award category is designed for personnel who do not meet the eligibility criteria in para 23.2., but whose work contributes to accomplishing IO capabilities. **Table 23.1.**, AFIOAP Award Categories, identifies DoD components and award categories for the AFIOAP.

23.3.1. Level I recognizes members of the Numbered Air Force (NAF) and above (this includes MAJCOMS), including the Field Operating Agency (FOA), Direct Reporting Unit (DRU), United States personnel serving in Joint/NATO units and units with theater-level or national-level missions.

23.3.2. Level II recognizes individuals from units below NAF, including wings, groups, squadrons; information warfare flights, etc. are also eligible for this award.

Table 23.1. AFIOAP Award Categories

	DoD Component	Award	Rank/Grade
	a.	b.	c.
3.1.	Active Duty		
3.1.1.		Outstanding AD IO Field Grade Officer (Levels I & II)	Maj thru Lt Col (Non-Command)
3.1.2.		Outstanding AD IO Company Grade Officer (Levels I & II)	Lt thru Capt
3.1.3.		Outstanding AD IO Senior NCO (Levels I & II)	MSgt thru SMSgt
3.1.4.		Outstanding AD IO NCO (Levels I & II)	SSgt thru TSgt
3.1.5.		Outstanding AD IO Airman (Levels I & II)	Amn thru SrA
3.2.	Air Reserve Component		
3.2.1.		Outstanding ARC IO Field Grade Officer (Levels I & II)	Maj thru Lt Col (Non-Command)
3.2.2.		Outstanding ARC IO Company Grade Officer (Levels I & II)	Lt thru Capt
3.2.3.		Outstanding ARC IO Senior NCO (Levels I & II)	MSgt thru SMSgt
3.2.4.		Outstanding ARC IO NCO (Levels I & II)	SSgt thru TSgt
3.2.5.		Outstanding ARC Airman (Levels I & II)	Amn thru SrA
3.3.	Civilian		
3.3.1.		Outstanding Senior Level Civilian (Levels I & II)	GG/GS-12 thru GG/GS-14 (Non-supervisory)
3.3.2.		Outstanding Intermediate Level Civilian (Levels I & II)	GG/GS-9 thru GG/GS-11
3.3.3.		Outstanding Junior Level Civilian (Levels I & II)	GG/GS-5 thru GG/GS-8
3.4.	All Components		
3.4.1.		Outstanding Officer Contributor of the Year (Levels I & II)	Lt Thru Lt Col (Non-Command)
3.4.2.		Outstanding Enlisted Contributor of the Year (Levels I & II)	Amn thru SMSgt
3.4.3.		Outstanding Civilian Contributor of the Year (Levels I & II)	GG/GS-5 thru GG/GS-14 (Non-Supervisory)

23.4. Nominating Authorities. Organizational commanders may designate a nominating authority. Organizations should nominate Individual Mobilization Augmentee (IMA) reservists assigned to them. US Air Force Reserves (USAFR) and Air National Guard (ANG) IO units should be nominated by AFRC and ANG respectively. The nominating authority shall prepare and sign one letter of transmittal, identifying each nominee and the category for which nominated, for the entire set of nomination packages.

23.5. Nomination Procedures.

23.5.1. Submit nominations for the preceding calendar year (CY) not later than 15 February of each year, or as directed by HQ USAF/A3O-CI. Only one nomination per organization, per category, will be accepted. Improperly submitted nominations will be returned to the nominating organization.

23.5.2. **Nomination Package.** The award announcement message will state whether to email or mail the nomination packages. Specify the security classification of the nomination package when appropriate. Nominations may be classified up to TS/SCI (no SAP/SAR information). Classified packages must follow proper classification and transmission guidelines according to DoD 5200.1-R, Information Security Program Regulation and any other relevant Air Force or DoD guidance on protecting classified material. The nomination package will consist of:

23.5.2.1. A letter of transmittal, signed by the organizational commander or designee, identifying each nominee and the category for which nominated, must accompany the entire set of nomination packages for that organization.

23.5.2.2. An AF Form 1206, **Nomination for Award**, for each nominee to justify the award. Write the narrative in bullet format, one-page, single-spaced, using 12 point, Times New Roman font. The narrative should emphasize the nominee's contributions and the results to his or her unit's IO mission. Nominations will include the following areas:

23.5.2.2.1. Organizational Mission (no more than five lines).

23.5.2.2.2. Present Duty Description (no more than five lines).

23.5.2.2.3. Outstanding Performance and Leadership (e.g., where a nomination reflects primarily management or leadership, describe the nominee's impact on the performance of the group or entire functions. Clearly describe the nominee's accomplishments and their beneficial outcome).

23.5.2.2.4. Significant Contributions to Information Operations/Combat Capabilities (e.g., include planning, procedures, programming, operational concepts, etc.).

23.5.2.2.5. Outstanding Achievement in Accomplishing an Exceptionally Demanding Task or Program (e.g., include design, production, or application of an IO product or service clearly supporting U. S. or allied national security objectives. Actions to strengthen cooperation within IO functions and between IO and those supported by IO).

23.5.3. The following items are to be submitted with the nomination packages, but will not be considered by the selection board. Rather, these items will be used to finalize the award notification and presentation process.

23.5.3.1. A proposed citation to accompany the award. Use AFI 36-2805, Special Trophies and Awards, Attachment 3 as a guide. The citation must be typed in single-spaced, justified, 12 point Times New Roman font with one-inch margins, and a maximum of 15 lines.

23.5.3.2. A 5 by 7-inch color photograph (in .jpg format), from the waist up, of each nominee, wearing the uniform of the day for military nominees and business attire for civilian nominees. The photographs will be used to create an Air Force poster of the year's award winners.

23.6. Selection Procedures. The selection boards will convene as directed by HQ USAF/A3O-CI, who also certifies the results of the boards. The boards select winners in each award category based solely on information contained in the nomination package. The officer and civilian nominees will be considered by a board made up of two Colonels/Colonel-selects (one active duty and one ARC) and one GS/GG-15/GS/GG-15 select. A board made will consider enlisted nominees up of three Chief Master Sergeants/Chief Master Sergeants selects (two active duty and one ARC).

23.7. Award Notification & Presentation. HQ USAF/A3O-CI will notify winners and their chain of command by message, within 60 days of the board convening date. The awards and citations are sent to the winners' nominating organization commanders or designee for presentation. Individual award winners in each category will receive:

23.7.1. An engraved acrylic plaque.

23.7.2. A citation.

23.7.3. Military winners are authorized to wear the US Air Force Recognition Ribbon, while civilian winners may wear the Air Force Recognition lapel pin, IAW AFI 36-2805, paragraph 1.8.

Chapter 24

AEROSPACE CONTROL AND WARNING SYSTEM OPERATOR AWARDS

24.1. Introduction. This chapter establishes the annual Aerospace Control and Warning (AC&W) Systems Operator of year competition administered by Headquarters United States Air Force Directorate of Operations, Plans and Requirements Directorate (HQ USAF/A3/5). It applies to Air Force 1C5X1's and 1C5X1D's, including Air National Guard (ANG) personnel.

NOTE: No distinction will be made between 1C5X1 and 1C5X1Ds.

24.2. General Information:

24.2.1. **Description of Award:** The award consists of two elements: An individual presentation deemed appropriate by the 1C5XX career field manager and the individual's name added to a plaque on permanent display at Headquarters Air Force.

24.2.2. **Presentation of the Award.** Awards will be announced by message and formally presented at an appropriate Air Force or MAJCOM level ceremony as determined by the Air Force 1C5XX career field manager.

24.3. Eligibility for Awards. The competition year is based on the calendar year, 1 January through 31 December. Award winners from the previous year and personnel assigned to the Air Staff are not eligible to compete for these awards.

24.3.1. **Outstanding AC&W Systems Operator SNCO of the Year Award.** Nominees must be in the grade of Master Sergeant through Senior Master Sergeant. The nominees must be assigned to the nominating MAJCOM (or AFELM COCOM) and have been serving in the grade category in which they are competing as of 31 December of the competition year.

24.3.2. **Outstanding AC&W Systems Operator NCO of the Year Award.** Nominees must be in the grade of Staff Sergeant through Technical Sergeant. The nominees must be assigned to the nominating MAJCOM (or AFELM COCOM) and have been serving in the grade category in which they are competing as of 31 December of the competition year.

24.3.3. **Outstanding ACW Systems Operator AMN of the Year Award.** Nominees must be in the grade of Airman through Senior Airman. The nominees must be assigned to the nominating MAJCOM, ANG (or AFELM COCOM) and have been serving in the grade category in which they are competing as of 31 December of the competition year.

24.4. Nomination Procedures. Nomination period is 1 January – 31 December. HQs ACC, PACAF, USAFE, NORAD/USNORTHCOM and the ANG may nominate one individual in each category. The nominees must have won their respective MAJCOM or ANG AC&W Systems Operator Awards. If an annual awards program does not exist, MAJCOMs and the ANG must establish nominee selection criteria. No exception to the number of nominees will be considered.

24.4.1. **Suspense.** Nominations are due to HQ USAF/A3OY, 1500 Wilson Blvd, Suite 300, Arlington VA 22209, no later than 31 May.

24.4.2. **Nomination Submission.** Nominations may be sent via email or hardcopy from the MAJCOM A3Y or NGB A2Y. Submissions must contain a nomination recommendation signed by the

MAJCOM or ANG Director of Operations stating that the nominee meets all criteria of paragraphs 25.3.1 - 25.3.3 above, as applicable, and the attachments below.

24.4.2.1. Attachment 1, an AF IMT 1206, **Nomination for Award**, must be used to justify the award. Use the front page only of the AF IMT 1206 in 12-pitch, Times New Roman font using bullet format. The narrative will emphasize the nominee's contributions, as a representative of his/her perspective category, to his/her unit's mission accomplishment focusing on action, result, and impact. Use only the following headings: Accomplishments in Primary Duties and Significant Contributions to Mission Area Improvement. Bullets pertaining to community involvement and significant self-improvement (education, PME, etc.) will not be included.

24.4.2.2. Attachment 2 must be a one-page listing containing biographical data IAW AFH 33-337, The Tongue and Quill.

24.4.2.3. Attachment 3 must be a proposed citation to accompany the award. Use AFI 36-2803 as a guide. Type proposed citations double-spaced in 10-pitch with 1-inch margins and maximum length of 15 lines.

24.4.2.4. Do not submit enlisted performance reports, photographs, or other materials.

24.5. Selection Procedures. A general officer will certify the results of a board of one senior officer and two CMSgts, which will be convened at HQ USAF to evaluate all nominees and select winners in each category. The board selects winners in each category based solely on information contained in the nomination folders.

24.6. Notification of Selection. The HQ USAF Director Operations, Plans and Requirements will notify the winners by letter through appropriate command channels.

24.7. Individual Awards. The award elements consist of the individual presentation and the Air Force Recognition Ribbon. NOTE: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805, Special Trophies and Awards.

CARROL H. CHANDLER, Lt Gen, USAF
DCS, Operations, Plans and Requirements

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

AFPD 36-28, Awards and Decorations
AFMAN 37-139, Records Disposition--Standards
AFI 31-401, Information Security Program Management
AFI 36-2803, The Air Force Awards and Decorations Program
AFI 36-2805, Special Trophies and Awards
DOD 5200.1-R, Information Security Program Regulation
AFMAN 37-123, Management of Records

Abbreviations and Acronyms

ACC—Air Combat Command
AFA—Air Force Association
AFAA—American Fighter Aces Association
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFSC—Air Force Specialty Code
ALS—Airman Leadership School
AM—Airfield Management
AMS—Assignment Management System
ANG—Air National Guard
AOF—Airfield Operations Flight
ARC—Air Reserve Component
ARM—Aviation Resource Management
ATC—Air Traffic Control
ATCA—Air Traffic Control Association
CAF—Combat Air Forces
CEA—Career Enlisted Aviator
CFM—Career Field Manager
CI—Counter Intelligence
CMR—Combat Mission Ready
CP—Command Post

CY—Calendar Year
DOC—Designed Operations Capability
EAD—Extended Active Duty
EW—Electronic Warfare
FOA—Field Operations Agency
FOAA—Field of Aeronautics and Astronautics
FTU—Field Training Unit
IFOF—International Forest of Friendship
IMA—Individual Mobilization Augmentee
IOSS—Inter-Agency OPSEC Support Staff
MAJCOM—Major Command
MFM—MAJCOM Functional Managers
MILDEC—Military Deception
NAA—National Aeronautic Association
NAC—National Aviation Club
NAF—Numbered Air Force
NCO—Noncommissioned Officer
NetA—Network Attack
NetD—Network Defense
NS—Network Warfare Support
OPR—Office of Primary Responsibility
OPSEC—Operational Security
PSYOP—Psychological Operations
RDS—Records Disposition Schedule
RIPs—Reports of Individual Personnel
SEI—Special Experience Identifier
SERE—Survival, Evasion, Resistance, and Escape Specialist Awards
SNCO—Senior Noncommissioned Officer
TACP—Tactical Air Control Party
UCMJ—Uniform Code of Military Justice
UIF—Unfavorable Information File
UTC—Unit Type Code

Attachment 2

OFFICES OF PRIMARY RESPONSIBILITY FOR AWARDS

HQ USAF/A3O 1480 Air Force Pentagon, Washington, DC 20330-1480	Chapter 2, Chapter 4, Chapter 5, Chapter 6, Chapter 7, Chapter 8, Chapter 9, Chapter 10, Chapter 11, Chapter 15, Chapter 16, Chapter 17, Chapter 18, Chapter 19, Chapter 20, Chapter 21, Chapter 22, and Chapter 24
HQ AFFSA/A3A, 7919 Mid America Boulevard, Suite 304, Oklahoma City, OK 73135	Chapter 3
HQ USAF/A3O-CI 1480 Air Force Pentagon Washington, DC 20330-1480	Chapter 12 and Chapter 23
ACC/A3TO 204 Dodd, Langley AFB VA 23665	Chapter 13
HQ USAF/A3O-W 1480 Air Force Pentagon, Washington, DC 20330-1480	Chapter 14
HQ AF/A3OT 1480 Air Force Pentagon Washington, DC 20330-1480	Chapter 17