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SECRETARY OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 36-2845**

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*Personnel*

**SECRETARY OF THE AIR FORCE, CHIEF  
OF WARFIGHTING INTEGRATION  
AND CHIEF INFORMATION OFFICER  
SPECIAL TROPHIES AND AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It establishes and provides guidance for Air Force-level functional award nomination and selection processes that are under the Secretary of the Air Force, Office of the Chief of Warfighting Integration and Chief Information Officer (SAF/XC) special trophies and awards. It applies to all Air Force active duty military members; members of the Air National Guard (ANG) and reserve; Title 5, United States Code (U.S.C.), *Government Organization and Employees*; civilian employees; nonappropriated-fund civilian employees, and foreign national employees working at all levels of Department of Defense (DOD), Air Force, ANG and Reserve, and unified and specified commands. This instruction does not apply to contract personnel or contract units. Commanders send recommended changes or comments to Headquarters Air Force Communications Agency (HQ AFCA/EA), 203 West Losey Street, Room 1100, Scott AFB IL 62225-5222, through appropriate command channels, using Air Force (AF) IMT 847, **Recommendation for Change of Publication**. Provide information copies of supplements, changes, etc., to HQ AFCA/DS, 203 West Losey Street, Room 1200, Scott AFB IL 62225-5222. This instruction requires collecting and maintaining information subject to the *Privacy Act (PA) of 1974*. The authorities to collect and (or) maintain the records prescribed in this publication are Title 10, U.S.C., *Section 857, Armed Forces*, Title 5, U.S.C., *Section 45*, and Executive Order (E.O.) 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, System of Records F036 AF PC V, *Awards and Decorations (62 FR 31793)*, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, (will become AFMAN 33-363) and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at [https://afrims.amc.af.mil/rds\\_series.cfm](https://afrims.amc.af.mil/rds_series.cfm). See **Attachment 1** for a glossary of references and supporting information.

**SUMMARY OF CHANGES**

This interim change removes the Air Force Information Assurance (IA) Medallion Program. A bar (|) indicates a revision from the previous edition.

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## Chapter 1

### GENERAL JOHN P. JUMPER AWARD FOR EXCELLENCE IN WARFIGHTING INTEGRATION

**1.1. Purpose.** This award honors General John P. Jumper, the former Chief of Staff of the Air Force, who institutionalized warfighting integration as a Deputy Chief of Staff function. General Jumper's vision and passion for integrating Air Force resources to better support the warfighter are an inspiration to all Air Force warfighters. The award recognizes individuals for sustained superior performance and outstanding contributions to the integration of Air Force warfighting and/or operations support capabilities that shorten the kill chain and/or enhance the decision cycle.

**1.2. Award Elements.** Award elements shall consist of mementos accompanied by congratulatory letters signed by SAF/XC. Winners of the award may wear the Air Force Recognition Ribbon or the Air Force Recognition Pin, as authorized by Air Force Instruction (AFI) 36-2805, *Special Trophies and Awards*.

#### **1.3. Responsibilities.**

1.3.1. SAF/XC owns and sponsors this award program.

1.3.2. HQ AFCA/DS is the designated Air Force office of primary responsibility (OPR) for administration and management of this awards program. SAF/XCO has policy oversight.

1.3.3. A general officer or civilian equivalent assigned to SAF/XC will chair this Air Force awards board. Commanders and management officials at all levels of command shall make available Air Force military members and civilian employees to serve as members of the selection panels. HQ AFCA/DS shall provide the board recorder and determine prerequisites for panel membership.

**1.4. Eligibility.** Air Force active duty military members, members of the Air National Guard and Reserve; Title 5, U.S.C., civilian employees; nonappropriated-fund civilian employees; and foreign national employees, regardless of their career field, working in a warfighting integration environment in any organization at all levels of DOD, Air Force, ANG and Reserve, and unified and specified commands, and whose duties contribute to Air Force integration efforts are eligible for the award. Those nominated must have worked in the position for a period of no less than 180 days. These awards serve as an incentive; those nominated should be continuing their federal civilian or military service with the government and should not have an approved separation or retirement date. *Contract personnel are not eligible for these awards.*

**1.5. Award Period of Service.** The award program is on a calendar year basis, 1 January-31 December.

**1.6. Award Categories.** The program consists of three award categories—officer, enlisted, and civilian.

#### **1.7. Nomination Packages.**

1.7.1. Nomination packages consist of an AF IMT 1206, **Nomination for Award** and a report of individual personnel (RIP) information sheet or single unit retrieval format (SURF) for each of the military nominees; a career brief for each of the civilian nominees. Structure the AF IMT 1206 the same as that outlined in [Attachment 2, Figure A2.1.](#); do not exceed one page.

1.7.2. Nominations should be accurate and succinct. Describe how the nominee's superior performance impacted the integration of Air Force warfighting and/or operations support capabilities that shorten the kill chain and/or enhance the decision cycle. Specifically address how the nominee's superior performance positively impacted Air Force warfighting capabilities, while focusing on measurable increases in capability or performance. Although it is not feasible to define all justifiable contributions, the AF IMT 1206 ([Attachment 2, Figure A2.1.](#)) contains some examples.

1.7.3. Write hard-hitting statements, arranging the facts in a neat, organized manner and be descriptive of what the nominee achieved. Write the nominations in a way that will direct the panel members' attention to the importance of the nominee's efforts and not to the importance of what any referenced system produces.

1.7.4. Nominations for individuals reassigned to a different unit during the award period of service may address efforts performed in both units.

1.7.5. If the nominee deployed during the award period of service, don't base the nomination solely on the nominee's deployed activities, unless the member was deployed for the entire award period of service; address what the nominee accomplished while at his or her home unit as well.

1.7.6. When referring to statistics, quantify by using numbers and give comparative figures where possible, such as "...reduced processing time from 6 hours to 3 hours;" do not use percentages or terminology such as "multiple," "staff doubled," etc.

1.7.7. Spell out all abbreviations and acronyms when used for the first time.

1.7.8. Do not use the nominee's additional duties in the basis of the nomination unless they are activities related to the mission. Participation in fund raising activities, unit and private non-profit organizations such as booster clubs, Top 4, Air Force Association, Air Force Communications-Electronics Association, and the like do not qualify as additional duties or mission related activities. Do not address the nominee's education and degrees; attendance at courses, seminars, etc.; or community and cultural activities performed by the nominee.

1.7.9. Avoid the use of broad or vague terminology in the nominations and don't summarize the nominee's job description.

**1.8. Nomination Due Date, Process, and Authorities.** Nomination packages are due to HQ AFCA/DS via electronic mail (E-mail) no later than the *second Friday in February* each year. Nominations documenting a deployed member's achievements must compete through the deployed member's home-station unit and owning command, regardless of the length of the member's deployment.

1.8.1. Major command (MAJCOM) commanders (or designated authorities) are the nominating officials for Air Force personnel assigned or attached to the command. Each command may nominate one officer, one enlisted member, and one civilian.

1.8.2. Air Force leaders (or designated authorities) at Headquarters United States Air Force (HQ USAF) and SAF 2-digit offices are the nominating officials for Air Force personnel assigned to those organizations. Each organization may nominate one officer, one enlisted member, and one civilian.

1.8.3. Commanders of Air Force- and command-level direct reporting units (DRU) and field operating agencies (FOA) and commanders of Air Force Elements (AFE) assigned to commands outside of the Air Force are the nominating officials for Air Force personnel assigned or attached to those organizations. Each organization may nominate one officer, one enlisted member, and one civilian.

1.8.4. Commanders of independent centers or units that are administratively aligned under a MAJ-COM or Numbered Air Force but perform specialized Air Force- or command-level tasked activities that extend beyond the scope of the command's subordinate units may skip command competitive echelons. Each organization may nominate one officer, one enlisted member, and one civilian.

## **1.9. Selection Panels and Process.**

1.9.1. HQ AFCA/DS shall administer the Air Force selection board for this award by way of a web-recognition tool. This tool provides the ability for each panel member to view, evaluate, and score nominees on line. The time allowed for panel members to evaluate and score nominations will be no more than 2 weeks.

1.9.2. HQ AFCA/DS shall establish separate panels for each of the award categories. Panel membership shall be functional in nature; USAF military members and federal civilian employees assigned to units at any level of command who have working experience with warfighting integration programs and operations may serve as members. Individuals who accept a position on the panel will abide by the following oath: "I will, without prejudice or partiality, having in view the special fitness of the officers, airmen, or civilians, and the efficiency and effectiveness of the United States Air Force, perform the duties imposed upon me." They must also be available to devote the time required to evaluate and score the nomination packages.

1.9.3. Each panel shall consist of at least three voting members (but Air Force encourages one voice, per command, per panel) and one president. Voting panel members will work independent of each other as they evaluate and score nominations. The board rules of engagement will provide no room for discussions about the nominations or scoring decisions, in whole or part, between panel members or with anyone else inside or outside of the selection process. Nor can any panel member attempt to coerce or influence any other members on the panels to formulate scores or select a particular individual during the selection processes.

1.9.4. The senior-ranking member on the panel shall take the role of president. Panel presidents will not score the nominations, unless required to do so by the panel administrator. Rather, presidents will certify the panel members' scores and the outcome of the competition; they will also be the decision-maker for ties and splits. The panel administrator will assist panel presidents with adjudicating the need for any rescoring actions in the event of major split decisions between panel members. Rescoring may take place only if it will change the outcome of the competition and the decision for panel members to rescore any nominees will rest with the panel president. Panel membership discussions may take place during this decision-making process.

**1.10. Presenting Awards.** SAF/XC will announce award recipients by message. SAF/XCO and HQ AFCA/DS will determine the most appropriate method used to distribute the awards each year. If and when necessary, individual award recipients may attend an award ceremony at government expense. Payment of travel and per diem costs associated with a ceremony is the responsibility of the nominating unit. Spouses may accompany individual award winners to an Air Force award ceremony, but commanders may authorize only transportation costs to and from the ceremony at government expense for award recipients' spouses. Guidance contained in AFI 24-101, *Passenger Movement*, and the Joint Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR), Appendix E, for invitational orders for spouses applies. Policy for attending award ceremonies does not extend to the award winners' supervisors, managers, commanders, or any other members of the award winners' units. Exceptions to this rule may apply

only if a requirement exists for members, other than those authorized above, to participate in the event in an official capacity. Attendance in a supporting role does not constitute official participation.

**1.11. Photographs.** Each individual award winner shall provide *one 5 X 7 portrait-style (head and shoulders, with the US flag in the background) color* photograph by way of digital photo files to HQ AFCA/DS not later than the **first Friday in June**.

## Chapter 2

### AIR FORCE COMMUNICATIONS AND INFORMATION ANNUAL AWARDS PROGRAM

**2.1. Purpose.** These annual awards recognize USAF military members (officers and enlisted), civilian employees, teams, and units for sustained superior performance while providing communications and information services and support to Air Force and/or DOD missions and operations.

**2.2. Award Elements.** Award elements consist of mementos accompanied by congratulatory letters signed by SAF/XC. Winners of the officer, enlisted, and civilian awards may wear the Air Force Recognition Ribbon or the Air Force Recognition Pin, as authorized by AFI 36-2805. This authority does not extend to military members and civilian employees of winning teams or units.

#### **2.3. Responsibilities.**

2.3.1. SAF/XC owns and sponsors this awards program.

2.3.2. HQ AFCA/DS is the designated Air Force OPR for administration and management of this awards program. SAF/XCI has policy oversight.

2.3.3. A general officer or civilian equivalent assigned to SAF/XC will chair the Air Force Communications and Information Annual Awards Board. Commanders and management officials at all levels of command shall make available USAF military members and civilian employees to serve as members of the selection panels. HQ AFCA/DS shall provide the board recorder and determine prerequisites for panel membership.

#### **2.4. Eligibility.**

2.4.1. Air Force Communications and Information Individual Career Awards. Air Force active duty military members, members of the Air National Guard and Reserve; Title 5, U.S.C., civilian employees; nonappropriated-fund civilian employees; and foreign national employees performing core communications and information duties in any organization at all levels of DOD, Air Force, ANG, and unified and specified commands are eligible for the awards defined in this chapter. These awards serve as an incentive. Those nominated should be continuing their federal civilian or military service with the government and should not have an approved separation or retirement date. *Contract personnel are not eligible for Air Force communications and information individual awards.*

2.4.1.1. Military members must be serving in and performing duties that are consistent with the Air Force Specialty Codes (AFSC) defined in the award category for which nominated. Nominated civilian employees must be performing duties that are consistent with those described in the military AFSC career fields.

2.4.1.2. Subspecialty work performed in each of the communications and information career fields form the basis of the individual awards outlined in this chapter. Individuals may compete for only *one* Air Force-level communications and information individual award, unless dictated otherwise in this chapter. This does not preclude nominees from being a member of a nominated team. Nor does it restrict them from competing for other awards addressed in this publication, providing the qualifying factors and basis used for other awards differ to those required for the com-

munications and information individual career awards. Refer to the individual award categories and tables in this chapter for other qualifications and restrictions.

2.4.1.3. Military members and civilian employees selected for promotion or promoted during 1 January–31 December shall compete for the award that is comparable to their rank or grade as of 31 December. Civilian employees classified or reclassified to a pay system that differs to those defined for the civilian awards shall compete for the award that is equal to the level of their job responsibilities and not for the award that is equal to the lowest grade in their pay band.

2.4.2. Air Force Communications and Information Unit Awards. Air Force units at any level of command performing core communications and information operational activities are eligible for the unit awards defined in this chapter. Units may compete for only *one* Air Force-level communications and information unit award, unless dictated otherwise in this chapter. Refer to the unit award categories and tables for other qualifiers and restrictions. *Contract units are not eligible for an Air Force communications and information unit award.*

## **2.5. Award Categories and Additional Qualifications or Restrictions.**

2.5.1. Air Force Communications and Information Officer, Civilian, and Enlisted Individual Career Awards. These awards recognize officers, civilian employees, and enlisted members working in communications and information career fields for sustained superior performance and contributions that benefited the Air Force and/or DOD missions and operations. This section of the program provides for only one winner in each of the individual award categories and nominating authorities defined in paragraph 2.7. may nominate one individual in each of the designated career fields. Individuals competing for these awards are not eligible to compete for the awards defined in other tables in this chapter where the AFSC and/or subspecialty work performed would be the same as those recognized by these awards. **Table 2.1.** describes who is eligible for this award.

**Table 2.1. Air Force Communications and Information Officer, Civilian, and Enlisted Individual Career Award Categories.**

Award Category	Eligibility
Air Force Communications and Information Outstanding Field Grade Officer (FGO)	<p>FGOs (major through lieutenant colonel not selected for promotion to colonel) assigned to oversee, manage, perform core communications and information duties consistent those described in <b>AFSC 33XX</b> in units at any level of command are eligible for this award. Eligibility also extends to FGOs who oversee, manage, and/or perform communications-electronics system maintenance <b>staff support</b> activities at the Headquarters United States Air Force (HQ USAF), MAJCOM, DRU, FOA, and intermediate and wing <u>headquarters</u> levels. Communications-electronics system maintenance staff support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. Nominated individuals must have performed in the Duty Air Force Specialty Code (DAFSC) 33XX for at least 180 days during the award period of service. <i>However, FGOs assigned to primarily manage/supervise “hands-on” communications-electronics system <b>maintenance</b> and <b>maintenance support</b> activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment, job control, quality control, etc.) in units at the base-level that operationally align under a wing and in below the line units above the base-level that operationally align under a MAJCOM, DRU, FOA, or intermediate headquarters (ACOMS, Hammer ACE, etc.) are eligible for the Lt Gen Leo Marquez Communications-Electronics Maintenance Award (AFI 36-2818, The USAF Maintenance Awards Program) and do <u>not</u> qualify for this award.</i></p>

Award Category	Eligibility
Air Force Communications and Information Outstanding Company Grade Officer (CGO)	<p>CGOs (lieutenant through major select) assigned to oversee, manage, perform core communications and information duties consistent with those described in <b>AFSC 33XX</b> in units at any level of command are eligible for this award. Eligibility also extends to CGOs who oversee, manage, and/or perform communications-electronics system maintenance <b>staff support</b> activities at the HQ USAF, MAJCOMs, DRUs, FOAs, and intermediate and wing <i>headquarters</i> levels.</p> <p>Communications-electronics system maintenance staff support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. Nominated individuals must have performed in the DAFSC 33XX for at least 180 days during the award period of service.</p> <p><i>However, CGOs assigned to primarily manage/supervise “hands-on” communications-electronics system <b>maintenance and maintenance support</b> activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment, job control, quality control, etc.) in units at the base level that operationally align under a wing and in below the line units above the base-level that operationally align under a MAJCOM, DRU, FOA, or intermediate headquarters (ACOMS, Hammer ACE, etc.) are eligible for the Lt Gen Leo Marquez Communications-Electronics Maintenance Award (AFI 36-2818) and do not qualify for this award.</i></p>

Award Category	Eligibility
Air Force Communications and Information Outstanding Civilian Manager	<p>Civilian employees in <b>grades of GS-12 through GM-/GS-14 and WS-/WL-/WG-12 and above</b> assigned to oversee, manage, and/or perform core communications and information activities in units at all levels of command qualify for this award. Eligibility also extends to employees who oversee and/or manage communications-electronics system maintenance <b>staff support</b> activities at the HQ USAF, MAJCOM, DRU, FOA, and intermediate and wing <i>headquarters</i> levels.</p> <p>Communications-electronics system maintenance staff support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. Nominated individuals must have performed the duties for at least 180 days during the award period of service. <i>However, employees assigned to primarily oversee and/or manage “hands-on” communications-electronics system <b>maintenance and maintenance support</b> activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment, job control, quality control, etc.) in units at the base-level that operationally align under a wing and in below the line units above the base-level that operationally align under a MAJCOM, DRU, FOA, or intermediate headquarters (ACOMS, Hammer ACE, etc.) are eligible for the Lt Gen Leo Marquez Communications-Electronics Maintenance Award (AFI 36-2818) and do <u>not</u> qualify for this award.</i></p>

Award Category	Eligibility
Air Force Communications and Information Outstanding Civilian Specialist	<p>Civilian employees in <b>grades of GS-/WS-/WL-/WG-09 through 11</b> assigned to oversee, manage, and/or perform core communications and information activities in units at all levels of command qualify for this award. Eligibility also extends to employees who oversee and/or manage communications-electronics system maintenance <b>staff support</b> activities at the HQ USAF, MAJCOM, DRU, FOA, and intermediate and wing <i>headquarters</i> levels. Communications-electronics system maintenance staff support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. Nominated individuals must have performed the duties for at least 180 days during the award period of service. <i>However, employees assigned to primarily oversee and/or manage “hands-on” communications-electronics system <b>maintenance and maintenance support</b> activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment, job control, quality control, etc.) in units at the base-level that operationally align under a wing and in below the line units above the base-level that operationally align under a MAJCOM, DRU, FOA, or intermediate headquarters (ACOMS, Hammer ACE, etc.) are eligible for the Lt Gen Leo Marquez Communications-Electronics Maintenance Award (AFI 36-2818) and do not qualify for this award.</i></p>

Award Category	Eligibility
Air Force Communications and Information Outstanding Civilian Assistant Specialist	<p>Civilian employees in <b>grades of GS-/WS-/WL-/WG-07 through 08</b> assigned to manage and/or perform core communications and information activities in units at all levels of command qualify for this award. Eligibility also extends to employees who manage and/or perform communications-electronics system maintenance <b>staff support</b> activities at the HQ USAF, MAJCOM, DRU, FOA, and intermediate and wing <i>headquarters</i> levels. Communications-electronics system maintenance staff support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. Nominated individuals must have performed the duties for at least 180 days during the award period of service. <i>However, employees assigned to primarily manage and/or perform “hands-on” communications-electronics system <b>maintenance and maintenance support</b> activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment, job control, quality control, etc.) in units at the base-level that operationally align under a wing and in below the line units above the base-level that operationally align under a MAJCOM, DRU, FOA, or intermediate headquarters (ACOMS, Hammer ACE, etc.) are eligible for the Lt Gen Leo Marquez Communications-Electronics Maintenance Award (AFI 36-2818) and do not qualify for this award.</i></p>

Award Category	Eligibility
Air Force Communications and Information Outstanding Civilian Technician	<p>Civilian employees in <b>grades of GS-/WG-05 through 06, and WS-/ WL-06 and below</b> assigned to perform core communications and information activities in units at all levels of command qualify for this award. Eligibility also extends to employees who perform communications-electronics system maintenance <b>staff support</b> activities at the HQ USAF, MAJCOM, DRU, FOA, and intermediate and wing <i>headquarters</i> levels.</p> <p>Communications-electronics system maintenance staff support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. Nominated individuals must have performed the duties for at least 180 days during the award period of service. <i>However, employees assigned to primarily perform “hands-on” communications-electronics system <b>maintenance and maintenance support</b> activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment, job control, quality control, etc.) in units at the base-level that operationally align under a wing and in below the line units above the base-level that operationally align under a MAJCOM, DRU, FOA, or intermediate headquarters (ACOMS, Hammer ACE, etc.) are eligible for the Lt Gen Leo Marquez Communications-Electronics Maintenance Award (AFI 36-2818) and do <u>not</u> qualify for this award.</i></p>

Award Category	Eligibility
Air Force Communications and Information Outstanding Civilian Assistant	<p>Civilian employees in <b>grades of GS-/WG-04 and below</b> assigned to perform core communications and information activities in units at all levels of command qualify for this award. Eligibility also extends to employees who perform communications-electronics system maintenance <b>staff support</b> activities at the HQ USAF, MAJCOM, DRU, FOA, and intermediate and wing <i>headquarters</i> levels. Communications-electronics system maintenance staff support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. Nominated individuals must have performed the duties for at least 180 days during the award period of service. <i>However, employees assigned to primarily perform “hands-on” communications-electronics system <b>maintenance and maintenance support</b> activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment, job control, quality control, etc.) in units at the base-level that operationally align under a wing and in below the line units above the base-level that operationally align under a MAJCOM, DRU, FOA, or intermediate headquarters (ACOMS, Hammer ACE, etc.) are eligible for the Lt Gen Leo Marquez Communications-Electronics Maintenance Award (AFI 36-2818) and do not qualify for this award.</i></p>

Award Category	Eligibility
Air Force Communications- Electronics Systems Outstanding Airman	Airmen (airman basic through staff sergeant select) assigned to perform communications-electronics system maintenance <b>staff support</b> activities in <b>AFSC 2EXXX</b> at the HQ USAF, MAJCOM, DRU, FOA, and intermediate and wing <i>headquarters</i> levels are eligible for this award. Communications-electronics system maintenance staff support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. Nominated individuals must have performed in the DAFSC 2EXXX for at least 180 days during the award period of service. <i>However, airmen assigned to primarily perform “hands-on” communications-electronics system maintenance and maintenance support activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment, job control, quality control, etc.) in units at the base-level that operationally align under a wing and in below the line units above the base-level that operationally align under a MAJCOM, DRU, FOA, or intermediate headquarters (ACOMS, Hammer ACE, etc.) are eligible for the Lt Gen Leo Marquez Communications-Electronics Maintenance Award (AFI 36-2818) and do not qualify for this award.</i>
Air Force Communications- Electronics Systems Outstanding Noncommissioned Officer (NCO)	NCOs (staff through master sergeant select) assigned to manage/perform communications-electronics system maintenance <b>staff support</b> activities in <b>AFSC 2EXXX</b> at the HQ USAF, MAJCOM, DRU, FOA, and intermediate and wing <i>headquarters</i> levels are eligible for this award. Communications-electronics system maintenance staff support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. Nominated individuals must have performed in the <b>DAFSC 2EXXX</b> for at least 180 days during the award period of service. <i>However, NCOs assigned to primarily perform “hands-on” communications-electronics system maintenance and maintenance support activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment, job control, quality control, etc.) in units at the base-level that operationally align under a wing and in below the line units above the base-level that operationally align under a MAJCOM, DRU, FOA, or intermediate headquarters (ACOMS, Hammer ACE, etc.) are eligible for the Lt Gen Leo Marquez Communications-Electronics Maintenance Award (AFI 36-2818) and do <u>not</u> qualify for this award.</i>

Award Category	Eligibility
Air Force Communications- Electronics Systems Outstanding Senior Noncommissioned Officer (SNCO)	SNCOs (master through chief master sergeant) assigned to manage/perform communications-electronics system maintenance <b>staff support</b> activities in <b>AFSC 2EXXX</b> at the HQ USAF, MAJCOM, DRU, FOA, and intermediate and wing <u>headquarters</u> levels are eligible for this award. Communications-electronics system maintenance staff support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. Nominated individuals must have performed in the DAFSC 2EXXX for at least 180 days during the award period of service. <i>However, SNCOs assigned to primarily perform “hands-on” communications-electronics system <b>maintenance and maintenance support</b> activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment, job control, quality control, etc.) in units at the base-level that operationally align under a wing and in below the line units above the base-level that operationally align under a MAJCOM, DRU, FOA, or intermediate headquarters (ACOMS, Hammer ACE, etc.) are eligible for the Lt Gen Leo Marquez Communications-Electronics Maintenance Award (AFI 36-2818) and do <u>not</u> qualify for this award.</i>
Air Force Information Management Outstanding Airman	Airmen (airman basic through staff sergeant select) assigned to perform core information management duties consistent with those described in <b>AFSC 3AXXX</b> at any level of command are eligible for this award. Nominated individuals must have performed in the DAFSC 3AXXX for at least 180 days during the award period of service.
Air Force Information Management Outstanding NCO	NCOs (staff through master sergeant select) assigned to perform core information management duties consistent with those described in <b>AFSC 3AXXX</b> at any level of command are eligible for this award. Nominated individuals must have performed in the DAFSC 3AXXX for at least 180 days during the award period of service.
Air Force Information Management Outstanding SNCO	SNCOs (master through chief master sergeant) assigned to perform core information management duties consistent with those described in <b>AFSC 3AXXX</b> at any level of command are eligible for this award. Nominated individuals must have performed in the DAFSC 3AXXX for at least 180 days during the award period of service.

Award Category	Eligibility
Air Force Communications-Computer Systems Outstanding Airman	Airmen (airman basic through staff sergeant select) assigned to perform core communications-computer systems duties consistent with those described in <b>AFSC 3CXXX</b> at any level of command are eligible for this award. Nominated individuals must have performed in the DAFSC 3CXXX for at least 180 days during the award period of service.
Air Force Communications-Computer Systems Outstanding NCO	NCOs (staff through master sergeant select) assigned to perform core communications-computer systems duties consistent with those described in <b>AFSC 3CXXX</b> at any level of command are eligible for this award. Nominated individuals must have performed in the DAFSC 3CXXX for at least 180 days during the award period of service.
Air Force Communications-Computer Systems Outstanding SNCO	SNCOs (master through chief master sergeant) assigned to perform core communications-computer systems duties consistent with those described in <b>AFSC 3CXXX</b> at any level of command are eligible for this award. Nominated individuals must have performed in the DAFSC 3CXXX for at least 180 days during the award period of service.
Air Force Multimedia Outstanding Airman	Airmen (airman basic through staff sergeant select) assigned to perform core multimedia (MM) duties consistent with those described in <b>AFSC 3VXXX</b> at any level of command are eligible for this award. Nominated individuals must have performed in the DAFSC 3VXXX for at least 180 days during the award period of service.
Air Force Multimedia Outstanding NCO	NCOs (staff through master sergeant select) assigned to perform core MM duties consistent with those described in <b>AFSC 3VXXX</b> at any level of command are eligible for this award. Nominated individuals must have performed in the DAFSC 3VXXX for at least 180 days during the award period of service.
Air Force Multimedia Outstanding SNCO	SNCOs (master through chief master sergeant) assigned to perform core MM duties consistent with those described in <b>AFSC 3VXXX</b> at any level of command are eligible for this award. Nominated individuals must have performed in the DAFSC 3VXXX for at least 180 days during the award period of service.

Award Category	Eligibility
Air Force Postal Service Outstanding Airman	Airmen (airman basic through staff sergeant select) assigned to perform core postal service duties consistent with those described in special duty identifier (SDI) <b>8MXXX</b> at any level of command are eligible for this award. Nominated individuals must have performed in SDI 8MXXX for at least 180 days during the award period of service.
Air Force Postal Service Outstanding NCO	NCOs (staff through master sergeant select) assigned to perform core postal service duties consistent with those described in <b>SDI 8MXXX</b> at any level of command are eligible for this award. Nominated individuals must have performed in SDI 8MXXX for at least 180 days during the award period of service.
Air Force Postal Service Outstanding SNCO	SNCOs (master through chief master sergeant) assigned to perform core postal service duties consistent with those described in <b>SDI 8MXXX</b> at any level of command are eligible for this award. Nominated individuals must have performed in SDI 8MXXX for at least 180 days during the award period of service.

**NOTE:** Individuals selected as winners of the awards in this table will go on to compete for Air Force Association's General Billy Mitchell Award for Communications and Information Excellence.

2.5.2. Air Force Spectrum Management Awards. These awards recognize individuals for sustained superior performance in the subspecialty field of spectrum management and contributions to operations at base, MAJCOM, Air Force, unified or combined command, or DOD levels. This section of the program provides for only one winner in each category and nominating authorities defined in paragraph 2.7. may nominate one individual in each category. Individuals competing for these awards are not eligible to compete for the awards defined in other tables in this chapter where the AFSC and/or the subspecialty work performed would be the same as those recognized by these awards. **Table 2.2.** shows who is eligible for these awards.

**Table 2.2. Air Force Spectrum Management Award Categories.**

Award Category	Eligibility
Air Force Outstanding Electromagnetic Spectrum Manager	Air Force military members and civilian employees assigned to perform <i>full-time</i> spectrum management activities in <b>AFSC 33XX, 3C1X2, and related civilian job series</b> are eligible for this award. Nominated individuals must work in an authorized spectrum management position and have performed spectrum management duties for more than 180 days during the award period of service.
Air Force Outstanding Installation Spectrum Manager	Air Force military members and civilian employees, <b>regardless of AFSC or civilian job series</b> , performing <i>part-time</i> spectrum management activities as an additional duty are eligible for this award. The nominated individuals must have performed part-time spectrum management activities for more than 180 days during the period of service.

**NOTE:** Individuals selected as winners of the awards in this table will go on to compete for Air Force Association’s General Billy Mitchell Award for Communications and Information Excellence.

2.5.3. Air Force Information Assurance (IA) Awards. These awards recognize an individual and an IA element for sustained superior performance and professional excellence while performing and managing IA programs and whose contributions most improved the security of information systems at the base, MAJCOM, HQ USAF, DOD, and national-level, or the security of the United States government information. This section of the program provides for only one winner in each category and nominating authorities defined in paragraph 2.7. may nominate one IA individual and one IA element. Individuals competing for the IA Professional award are not eligible to compete for the awards defined in other tables in this chapter where the AFSC and/or subspecialty work performed would be the same as those recognized by this award. Commanders who nominate an element of a unit for the IA Element award may incorporate the element into a combined nomination to qualify the unit for a unit award. They cannot, however, use the same accomplishments as those already used by the element as the sole basis of the nomination. The definition of an element in this instance is a part of a unit and considered a “non-unit”; it may be a flight, division, branch, section, or office. Follow the guidance in **Table 2.3.** for eligible candidates.

**Table 2.3. Air Force Information Assurance Award Categories.**

Award Category	Eligibility
Air Force Outstanding Information Assurance Program Manager	Air Force military members and civilian employees, regardless of AFSC or civilian job series, working at all levels of command, performing information assurance duties and providing information assurance support to missions and operations are eligible for this award. Nominated individuals must have performed information assurance duties for more than 180 days during the award period of service.
Air Force Outstanding Information Assurance Element	Air Force communications and information unit elements at any level of command performing information assurance activities and providing information assurance support to missions and operations are eligible for this award. Nominated elements must have performed information assurance operations for more than 180 days during the award period of service.

**NOTE:** The individual and element selected as winners of the awards in this table will go on to compete for National Security Agency's Information Assurance, Frank B. Rowlett trophies.

2.5.4. Air Force Communications and Information Team Award. Named in honor of a former comptroller of the Air Force and commander of the Air Force Logistics Command, this award recognizes a group of people (excludes contractors) that perform one-time, nonrecurring special acts associated with special projects, process improvements, short-, or long-term endeavors that significantly improve communications and information support to Air Force and/or DOD missions and operations. The undertaken endeavor is not part of the groups' daily operational work and unlikely to occur again. Do not nominate units or any part thereof for the unit members' teamwork while performing daily operational work and/or missions. This section provides for only one winner and nominating authorities defined in paragraph 2.7. may nominate one team. Follow the guidance in Table 2.4. for eligibility.

**Table 2.4. Air Force Communications and Information Team Award Category.**

Award Category	Eligibility
Air Force Communications and Information General Edwin W. Rawlings Team Award	Groups of 2 to 25 USAF personnel assigned to perform communications and information activities and brought together to work as a team to perform <i>one-time, nonrecurring special acts</i> associated with special projects, process improvements, or short- or long-term endeavors are eligible for this award. The team's actions must have resulted in tangible or intangible benefits to the Air Force and produced goal-oriented results that, when put in place, would significantly improve communications and information support to Air Force and/or DOD missions and operations. The endeavor may have started prior to the beginning of the award period of service but the team must have completed the effort by the end of the award period of service.

2.5.5. Air Force Communications and Information Unit Awards. There are two unit award categories. One honors Major General Harold M. McClelland Award, a distinguished air power pioneer who was an Air Force communications officer; the other honors Lieutenant General Harold W. Grant, the

director of Air Force Telecommunications (1958-1961) and the first commander of the Air Force Communications Service. The awards recognize large and small units for sustained superior performance and professional excellence while managing core communications and information functions and for contributions that most improved communications and information support to Air Force and/or DOD operations and missions. This section of the program provides for only one winner in each unit award category and nominating authorities defined in paragraph 2.7. may nominate one unit in each unit award category. Normally, nominated units may compete for only one unit award; however, group commanders who nominate a subordinate squadron for the small unit award may incorporate the squadron into a combined nomination to qualify the group for the large unit award. They cannot use the same accomplishments as those already used by the squadron as the sole basis of the nomination. Follow the guidance in Table 2.5. for eligible candidates. This rule also extends to commanders who nominate an element of a unit for the IA Element award addressed in paragraph 2.5.3.

**Table 2.5. Air Force Communications and Information Unit Award Categories.**

Award Category	Eligibility
Air Force Communications and Information Major General Harold M. McClelland Award	Air Force units authorized 301 or more members providing core communications and information services and support to Air Force and/or DOD operations and missions are eligible for this award. All authorized positions count, except contracted positions.
Air Force Communications and Information Lieutenant General Harold W. Grant Award	Air Force units authorized 300 or fewer members providing core communications and information services and support to Air Force and/or DOD operations and missions are eligible for this award. All authorized positions count, except contracted positions.

2.5.6. Air Force Postal Facility Awards. These awards recognize military post offices for superior performance and professional excellence while managing and providing a full range of post office services to the populace and whose contributions most improved Air Force postal services operations. This section of the program provides for only one winner in each postal unit award category and nominating authorities defined in paragraph 2.7. may nominate one unit in each postal unit award category. Nominated facilities may compete for only one postal facility award. Follow the guidance in Table 2.6. for eligible candidates.

**Table 2.6. Air Force Postal Facility Awards.**

Award Category	Eligibility
Air Force Outstanding Large Postal Facility	Air Force military post offices with 10 or more manpower authorizations that provide a full range of post office services and support to federal and military personnel, dependents, and organizations are eligible for this award. Base information transfer system activities do not qualify as a "military post office"and, therefore, are not eligible for this award.
Air Force Outstanding Small Postal Facility	Air Force military post offices with 9 or fewer manpower authorizations that provide a full range of post office services and support to federal and military personnel, dependents, and organizations are eligible for this award. Base information transfer system activities do not qualify as a "military post office"and, therefore, are not eligible for this award.
Air Force Outstanding Aerial Mail Terminal	Air Force military aerial mail terminals that provide aerial mail services and support to patrons at military and State Department locations are eligible for this award. Base information transfer system activities do not qualify as a "military post office"and, therefore, are not eligible for this award.

## 2.6. Award Period of Service and Nomination Packages.

2.6.1. Award Period of Service. This awards program is on a calendar year basis, 1 January-31 December.

2.6.2. Nomination Packages.

2.6.2.1. Nomination packages consist of an AF IMT 1206, and a RIP information sheet or SURF for each of the military nominees, and a career brief for each of the civilian nominees. Structure the AF IMTs 1206 the same as those outlined in [Attachment 3](#) through [Attachment 5](#); use the performance topics defined therein. Do not exceed one page for the officer, civilian, and enlisted individual career award nominations; do not exceed two pages for the team and unit award nominations.

2.6.2.2. Nominations should be accurate, succinct, and describe how the nominee's superior performance and contributions in his or her respective career field impacted communications and information services and support to Air Force and/or DOD missions and operations. When scripting the nominations, writers should apply the same rules as those prescribed for the General John G. Jumper Award, addressed in paragraphs [1.7.3.](#) through [1.7.9.](#)

2.6.2.3. For the team award, attach a separate, plain-bond sheet of paper that contains the name, rank or grade, and unit assignment of each team member to the AF IMT 1206—exclude contract personnel.

2.6.2.4. For each unit award, provide the number of Air Force communications and information positions authorized to the unit in the first statement on the AF IMT 1206—exclude contract positions.

**2.7. Nomination Due Date and Nominating Authorities.** Nomination packages are due to HQ AFCA/DS electronically no later than the **second Friday in February** each year. Nominations documenting a deployed member's achievements must compete through the deployed member's home-station unit and owning command, regardless of the length of the member's deployment.

2.7.1. MAJCOM directors of communications and information (or designated authorities) are the nominating officials for Air Force personnel assigned or attached to the command. Each command can nominate no more than the number allowed in each of the award categories.

2.7.2. Air Force leaders (or designated authorities) at HQ USAF and SAF 2-digit offices are the nominating officials for Air Force personnel assigned to those organizations. Each organization can nominate no more than the number allowed in each of the award categories.

2.7.3. Commanders of Air Force- and command-level DRUs and FOAs and commanders of AFEs assigned to commands outside of Air Force are the nominating officials for Air Force personnel assigned or attached to those organizations. Each organization can nominate no more than the number allowed in each of the award categories.

2.7.4. Commanders of independent centers or units that are administratively aligned under a MAJCOM or Numbered Air Force but perform specialized Air Force- or command-level tasked activities that extend beyond the scope of the command's subordinate units may skip command competitive echelons. Each organization can nominate no more than the number allowed in each of the award categories.

## **2.8. Selection Panels and Process.**

2.8.1. HQ AFCA/DS shall administer this Air Force selection board by way of a web-recognition tool. This tool provides for each panel member to view, evaluate, and score nominees on-line. The time allowed for panel members to evaluate and score nominations will be no more than 2 weeks.

2.8.2. HQ AFCA/DS shall establish separate panels for each of the awards defined in **Table 2.1.** through **Table 2.6.** Panel membership shall be functional in nature and USAF military members and civilian employees assigned to units at any level of command may serve as members. Individuals who accept a position on the panels will abide by the following oath: "I will, without prejudice or partiality, having in view the special fitness of the officers, airmen, or civilians, and the efficiency and effectiveness of the United States Air Force, perform the duties imposed upon me." They must also be available to devote the time required to evaluate and score the nomination packages.

2.8.3. Each panel shall consist of at least three voting members (but Air Force encourages one voice, per command, per panel) and one president. Voting panel members will work independent of each other as they evaluate and score nominations. The board rules of engagement will provide no room for discussions about the nominations or scoring decisions, in whole or part, between panel members or with anyone else inside or outside of the selection process. Nor can any panel member attempt to coerce or influence any other members on the panels to formulate scores or select a particular individual during the selection processes.

2.8.4. The senior-ranking member on the panel shall take the role of president. Panel presidents will not score the nominations, unless asked to do so by the panel administrator. Rather, presidents will certify the panel members' scores and the outcome of the competition; they will also be the decision-maker for ties and splits. The panel administrator will assist panel presidents with adjudicating the need for any rescoring actions in the event of major split decisions between panel members. Res-

coring may take place only if it will change the outcome of the competition and the decision for panel members to rescore any nominees will rest with the panel president. Panel membership discussions may take place during this decision-making process.

2.8.5. The board rules of engagement will provide no room for discussions about the nominations or scoring decisions, in whole or part, between panel members or with anyone else inside or outside of the selection process. Nor can any panel member attempt to coerce or influence any other members on the panels to formulate scores or select a particular individual during the selection processes.

**2.9. Presenting Awards.** SAF/XC will announce award recipients by message. SAF/XCI and HQ AFCA/DS will determine the most appropriate method used to distribute the awards each year. If and when necessary, individual award recipients may attend an award ceremony at government expense. This policy extends to commanders or designated representative, in the commander's absence, for unit awards. Payment of travel and per diem costs associated with a ceremony is the responsibility of the nominating unit. Spouses may accompany individual award winners to an Air Force award ceremony, but commanders may authorize only transportation costs to and from the ceremony at government expense for award recipients' spouses. Guidance in AFI 24-101 and the JFTR/JTR, Appendix E, for invitational orders for spouses applies. Policy for attending award ceremonies does not extend to the award winners' supervisors, managers, commanders, or any other members of the award winners' units. Exceptions to this rule may apply only if a requirement exists for members, other than those authorized above, to participate in the event in an official capacity. Attendance in a supporting role does not constitute official participation.

**2.10. Photographs.** Each winning organization, as well as units with individual and team winners, will provide photographs, as described below, by way of digital photo files to HQ AFCA/DS not later than the **first Friday in June**.

2.10.1. Individual award winners provide *one 5 X 7 portrait-style (head and shoulders, with the US flag in the background) color* photograph.

2.10.2. Team award winners provide *one 8 X 10 color* photograph of the entire team posed together as a group.

2.10.3. Unit award winners provide *one 8 X 10 color* photograph reflecting the unit members posed together as a group.

### Chapter 3

#### OTHER SPECIAL TROPHIES AND AWARDS SPONSORED BY SECRETARY OF THE AIR FORCE CHIEF OF WARFIGHTING INTEGRATION AND CHIEF INFORMATION OFFICER

**3.1. Air Force Warfighting Integration and Chief Information Officer Special Recognition Program.** This program provides special recognition to individuals who made significant contributions to an Air Force special project, tiger team, and the like. This is *not an annual competitive recognition program*, but rather serves as an incentive to encourage continued high performance at all levels of command. The intent is to reward military members and federal civilian employees at installations, intermediate headquarters, FOAs, DRUs, MAJCOMs, and HQ USAF staff activities for specific achievements associated with the completion of a short-term endeavor or land-marked event that benefits Air Force warfighting integration and chief information officer programs, operations, and/or missions. SAF/XC may award a small memento, such as a coin, key chain, cup, or any other small item of minimal value, bearing the SAF/XC organizational seal, in a fashion that is similar to that used for awarding commanders' coins or by any other appropriate method.

##### 3.1.1. Eligibility.

3.1.1.1. USAF military members and federal civilian employees, regardless of their career fields and organizational assignments, who perform a special act, process improvement, short-term endeavor, or land-marked event, or participate as members on small (10 people or less) Air Force tiger teams to complete a specific project are eligible for this recognition. Contracted personnel selected or hired to participate in a special project or on a team are not eligible for a memento. However, SAF/XC may use AF Form 3033, **Certificate of Appreciation**, to recognize these individuals should their contributions and efforts extend far beyond those specified or implied in the terms of the contract, according to AFI 36-1004, *Managing the Civilian Recognition Program*.

3.1.1.2. The need for the special act, short-term endeavor, or land-marked event may have derived from an Air Force- or command-level task and have produced goal-oriented results that, when put in place, would improve the efficiency, effectiveness, and economy of Air Force warfighting integration and chief information officer programs, operations, missions, and support to the war fighter.

3.1.1.2.1. A special act or achievement means an accomplishment associated with a *one-time, nonrecurring* special project, process improvement, or other short-term endeavor, which is in addition to the military member's or civilian employee's normal job requirements and warrants SAF/XC recognition.

3.1.1.2.2. A land-marked event means special accomplishments associated with the completion of a test effort or multi-year project that occurs in a continuing assignment and warrants SAF/XC recognition.

3.1.1.3. Those recommended for this special recognition are eligible to compete for the annual awards addressed in this publication and commanders may use the same special act and accomplishments as part of the basis for annual awards.

3.1.2. Period of Service. The period of service is dependent on the time frame associated with the short-term achievement, process improvement, or land-marked event.

3.1.3. Documentation Requirements. Managers or team leaders at any level command who have first-hand knowledge of the individual's or team members' combined performance while assigned to perform the Air Force- or command-level task may send an E-mail through command channels to HQ AFCA/DS within 3 months of completion of the project or event. Documentation should provide the individual's or team member's name, organization, period of service, and briefly describe the purpose, accomplishments, and goal-oriented results.

### 3.2. DELETED.

3.2.1. DELETED.

3.2.2. DELETED.

3.2.2.1. DELETED.

3.2.2.2. DELETED.

3.2.2.3. DELETED.

**3.3. Air Force Darryl G. Winters Award.** SAF/XC sponsors this award program in honor of the first aerospace audiovisual services combat photographer killed in Vietnam. The award recognizes enlisted combat camera personnel or mobility tasked base-level multimedia enlisted personnel who, despite the possibility of placing themselves in harm's way, provided excellent combat camera support to Air Force deployed or domestic contingency missions or operations.

3.3.1. Eligibility. Air Force enlisted members performing combat camera or mobility-tasked MM activities in AFSC 3V0X2 and 3V0X3 who demonstrated courage, in the face of danger, while providing combat camera or mobility-tasked MM services in support of deployed or domestic contingencies. *Those nominated for this award are not eligible to compete for the communications and information MM career awards described in [Table 2.1.](#)*

3.3.2. Period of Service. The special acts or services will have taken place during **1 January-31 December**.

3.3.3. Nomination and Selection Process. MAJCOM directors of communications and information are the nominating authorities for individuals from units assigned within their jurisdiction. Each nominating authority may nominate **one** combat camera enlisted member or a mobility-tasked base-level multimedia enlisted member for this award. Nomination packages, consisting of AF IMTs 1206, as prescribed in [Attachment 6](#), and RIP information sheet or SURF are due to HQ AFCA/DS electronically **no later than the second Friday in February** each year. When scripting the nominations, writers should apply the same rules as those prescribed for the General John G. Jumper Award, addressed in paragraphs [1.7.3.](#) through [1.7.9.](#) The selection process and announcement of the winner of this award are the same as those used for the Air Force Communications and Information annual awards addressed in [Chapter 2](#).

3.3.4. The winner shall provide *one 5 X 7 portrait-style (head and shoulders, with the US flag in the background color* photograph by way of digital photo files to HQ AFCA/DS not later than the **first Friday in June**.

**3.4. Air Force Multimedia (MM) Production Award Program.** SAF/XC sponsors this award program to recognize outstanding MM video productions created by Air Force and base-level support pro-

duction activities. The award period of service is 18 months to coincide with the DOD Production Awards Program.

3.4.1. Eligibility. Planned or scripted Air Force and local videos produced in a controlled environment and the centers that produced them are eligible for recognition. Nominated Air Force productions must have a production identification number and local productions must have a production approval number. *Contract-operated MM centers and contracted productions are **not** eligible for recognition.*

3.4.2. Production Categories. Air Force will consider the following types of productions: training, recruiting, internal/public information, documentaries, and all others (compilation, music programs).

3.4.3. Nominating Procedures. HQ AFCA/DS, in coordination with the Air Force multimedia functional manager, will notify MAJCOM MM managers when video productions and nomination entry forms are due, along with the host organization point of contact and shipping instructions. Using the entry form outlined in [Attachment 7](#), Air Force MM activities with a Defense Visual Information Activity number (DVIAN) may nominate **up to four** productions in each category; MAJCOM MM managers may nominate up to **four** productions in each category. Entered production will be in DVD format only.

3.4.4. Air Force Board Membership and Selection Process.

3.4.4.1. A general officer or civilian equivalent assigned to SAF/XC will chair the board and approve the winners. HQ AFCA/DS will administer the board proceedings and provide the board recorder. The board shall consist of members from SAF/XCI and the Air Force MM community.

3.4.4.2. The board members will select only one winning production in each of the categories for recognition using a point scaling system; however, the top four ranking productions will go on to compete against productions from other Services at the DOD-level. Board members will base the selections on how well the video productions satisfied the customers' requirements—achievement of stated purpose, appropriate use of medium, creativity and originality, production value (editing, lighting, writing, composition, etc.).

3.4.4.3. The Air Force board rules of engagement provide no room for discussions about the nominated productions and production centers or scoring decisions, in whole or part, between panel members or with anyone else inside or outside of the selection process during the evaluation and scoring process. Nor can any panel member attempt to coerce or influence any other members on the board to formulate scores or select a particular production center during the selection processes.

3.4.4.4. The senior-ranking member on the board will preside as the board president. Normally, presidents will not score the nominated videos, unless instructed otherwise by the board administrator. Rather, presidents will certify the panel members' scores and the outcome of the competition; they will also be the decision-maker for ties and splits. The panel administrator will assist panel presidents with adjudicating the need for any rescoring actions in the event of major split decisions between panel members. Rescoring may take place only if it will change the outcome of the competition and the decision for panel members to rescore any nominees will rest with panel president. Panel membership discussions may take place during this decision-making process.

3.4.5. Presenting Awards. SAF/XC will announce the winning productions by message. HQ AFCA/DS will distribute award mementos to the winning productions' MAJCOM MM managers. Major units will determine the most appropriate method used to present the mementos to the winning production centers.

## Chapter 4

### NON-AIR FORCE AWARDS SPONSORED BY EXTERNAL ORGANIZATIONS

#### 4.1. Air Force Association (AFA) General Billy Mitchell Award for Communications and Information Excellence.

4.1.1. Purpose. Named in honor of an air power pioneer, whose service began in the Army Signal Corps, SAF/XC and AFA cosponsors this award to recognize Air Force individuals whose communications and information contributions most enhanced Air Force's communications and information operations and warfighting capability.

4.1.2. Eligibility. Those selected as winners of the Air Force communications and information individual career awards addressed in [Table 2.1.](#) and [Table 2.2.](#) will compete for selection as the recipient of AFA's General Billy Mitchell Award. The selection will take place in conjunction with the Air Force Communications and Information Annual Awards Program addressed in [Chapter 2.](#)

4.1.3. Recognition. AFA normally recognizes the award winner during the AFA annual convention in Washington DC. The convention usually takes place during the month of September each year. AFA notifies the award winner as well as the winner's unit commander of the details applicable to any presentation ceremony. The award recipient may attend this ceremony at government expense; payment of travel and per diem costs associated with the event are the responsibility of the winner's organization. This policy does not extend to the award winner's spouse or any other member of the unit, unless a requirement exists for them to participate in the event in an official capacity. Attendance in a supporting role does not constitute official participation.

#### 4.2. National Security Agency (NSA) Information Assurance, Frank B. Rowlett Individual and Organizational Recognition Program.

4.2.1. Purpose. Named in honor of a cryptologic pioneer, Frank B. Rowlett, NSA established this program to recognize individuals and the unit that have made the most significant contributions to improving information systems security, operational information assurance readiness, or enhancing the defensive information operations posture of the United States.

4.2.2. Eligibility.

4.2.2.1. The individual selected as the Air Force Information Assurance Program Manager of the Year (see [Table 2.4.](#)) competes at the national level for the Frank B. Rowlett Information Assurance Individual Trophy.

4.2.2.2. The organization selected as the Air Force Information Assurance Organization of the Year (see [Table 2.4.](#)) competes at the national level for the Frank B. Rowlett Information Assurance Organizational Trophy.

4.2.3. Nominating Procedures. Commanders and supervisors of the Air Force IA winners will have to revise the nominations used for the Air Force IA awards to conform to NSA's nomination format requirements. Using the same format as that outlined for each page in [Attachment 8, Figure A8.1.](#), send the revised packages to HQ AFCA/DS, electronically, by the **first week in June** each year. HQ AFCA/DS staff will work closely with commanders and supervisors during this phase of the program.

4.2.4. Recognition. It is normal practice for NSA to conduct a ceremony during the month of November to recognize those selected as the top three finalists. Out of the top three finalists, NSA will announce one overall winner. Any travel and per diem costs associated with this ceremony are normally funded by NSA or the nominating unit.

### 4.3. Department of Defense (DOD) Chief Information Officer (CIO) Awards.

4.3.1. Purpose. DOD CIO started this award program in October 2001 to recognize individuals or groups of people that have worked together and achieved success in DOD information management (IM). Based on the intent of the *Information Technology (IT) Management Reform Act of 1996* (Title 40, U.S.C. 1401(3), *Clinger-Cohen Act*), this program focuses on achievements in any one or more of the following areas: acquisition, architecture and interoperability, information assurance, management and standards, application (technology and/or process), capital planning and investment, and IM/IT workforces.

4.3.2. Eligibility. Military members and federal civilian employees or a group of people from any organization are eligible for this recognition. This program targets those who are in ranks and grades below the flag officer and Senior Executive Service-level. *Contract personnel are not eligible.*

#### 4.3.3. Nomination Packages.

4.3.3.1. Nominations should be accurate and succinct.

4.3.3.2. Using 8.5 X 11-inch plain white, bond paper with at least 0.75-inch margins all around, nominations must identify the name of the nominee or nominated team, position title (if appropriate), organizational address, and at least one (but more than one would be better) of Title 40, U.S.C. 1401(3) areas in which nominated. Use the same form outlined in [Attachment 9](#).

4.3.3.3. Although this award program focuses on accomplishments performed during the fiscal year of nomination, writers may include the previous years' activities, providing the activities are completed during the year of nomination or still ongoing. Nominators should describe the successes that qualify the nominee for the award as clearly and persuasively as possible and describe how and what the nominee accomplished—accomplishment, results, impact—in each one or more of Title 40, U.S.C. 1401(3) management areas. When scripting the nominations, writers should apply the same rules as those prescribed for the General John G. Jumper Award, addressed in paragraphs [1.7.3](#) through [1.7.9](#). Use normal, single-line spacing and don't exceed one page.

4.3.4. Nomination Due Date and Nominating Authorities for USAF Personnel and Teams. Nomination packages are due to HQ AFCA/DS electronically no later than the **first Friday in April** each year. Nominations documenting a deployed member's achievements must compete through the deployed member's home-station unit and owning command, regardless of the length of the member's deployment.

4.3.4.1. MAJCOM directors of communications and information (or designated authorities) are the nominating officials for Air Force personnel assigned or attached to the command. Each command can nominate one individual and one team.

4.3.4.2. Air Force leaders (or designated authorities) at HQ USAF and SAF 2-digit offices are the nominating officials for Air Force personnel assigned to those organizations. Each organization can nominate one individual and one team.

4.3.4.3. Commanders of Air Force- and command-level DRUs and FOAs and commanders of AFEs assigned to commands outside of Air Force are the nominating officials for Air Force personnel assigned or attached to those organizations. Each organization can nominate one individual and one team.

4.3.4.4. Commanders of independent centers or units that are administratively aligned under a MAJCOM or Numbered Air Force but perform specialized Air Force- or command-level tasked activities that extend beyond the scope of the command's subordinate units may skip command competitive echelons. Each organization can nominate one individual and one team.

4.3.5. Selection Process. The Air Force judging panel will base selections on the nominees' demonstrated performance and leadership in information delivery, management capability, cost avoidance and savings, benefits to a broad user base, improved processes, mission impact, and net-centricity. DOD and Air Force place special emphasis on positive returns on investment, strong mission effect, and outstanding achievements in more than one of the Title 40, U.S.C. 1401(3) areas and a positive effect to a broader user base. Individuals and teams selected as the Air Force nominees will go on to compete for the DOD award.

**4.4. Interagency Resource Management Conference (IRMCO) Award.** Each year, the General Services Administration (GSA) in partnership with the Federal Chief Information Officers Council, the Chief Financial Officers Council, the Chief Acquisition Council, and the Chief Human Capital Officers Council conduct an annual IRMCO. During this conference they recognize individuals and teams that have improved the government's service to its people.

4.4.1. Eligibility: Military members and federal civilian service employees and teams that have demonstrated leadership in operating across organizational boundaries; willingness and ability to treat obstacles as challenges, and not barriers; and have made measurable improvements in performance linked to mission objectives and results are eligible for these awards. *Direct- and indirect-hire foreign national employees, nonappropriated-fund employees, and contracted employees are not eligible for these awards.*

4.4.2. Nomination Packages: Nominations should be accurate and succinct. Not exceeding two pages and using Times New Roman, size 12 font, in narrative (story) format, identify the name of the nominee, the name and address of the nominee's organization, and the name and telephone number of the nominator. Describe the accomplishments that qualify the nominee for the award as clearly and persuasively as possible and address each of the following selection criteria: (1) demonstrated leadership in operating across organizational boundaries; (2) willingness and ability to treat obstacles as challenges and not barriers; and (3) measurable improvements in performance linked to mission objectives and/or results. When scripting the nominations, writers should apply the same rules as those prescribed for the General John G. Jumper Award, addressed in paragraphs 1.7.3. through 1.7.9. Format the nomination the same as that outlined in **Attachment 10**.

4.4.3. Nominating Instructions: GSA has no restrictions on the number of nominees federal agencies can nominate for these awards. Designated nominating authorities, outlined below, should establish a process to select the most deserving individuals from organizations for this recognition and may send nomination packages direct to GSA, with a copy to HQ AFCA/DS. HQ AFCA/DS will publish GSA's due date on an annual basis. Nominations documenting a deployed member's achievements must flow through the deployed member's home-station unit and owning command, regardless of the length of the member's deployment.

4.4.3.1. MAJCOM commanders (or designated authorities) are the nominating officials for Air Force personnel assigned or attached to the command.

4.4.3.2. Air Force leaders (or designated authorities) at HQ USAF and SAF 2-digit offices are the nominating officials for Air Force personnel assigned to those organizations.

4.4.3.3. Commanders of Air Force DRUs and FOAs and commanders of AFE assigned to commands outside of Air Force are the nominating officials for Air Force personnel assigned or attached to those organizations.

**4.5. Outstanding Global Information Grid (GIG) Facility Awards.** The Defense Information Systems Agency (DISA) sponsors these award programs to recognize outstanding achievements and contributions that ensured both positive management and control of GIG networks and the guaranteed availability of GIG services. Nominations from GIG facilities in the DISA continental United States (CONUS), formerly known as the Western Hemisphere area, are due to HQ AFCA/DS electronically, through command channels, by the **first Friday in March** each year. Using Times New Roman, size 12 font, nominations should be accurate, succinct, and describe the accomplishments that qualify the nominee for the award as clearly and persuasively as possible and address each of the topics outlined in **Attachment 11**. Avoid using acronyms, jargon, and technical terminology that is unique only to the unit and Air Force. Air Force GIG facilities in the DISA European and Pacific areas should follow the instructions published by DISA agencies in the European and Pacific localities.

**4.6. Information Collections, Records, and Forms or Information Management Tools (IMT).**

4.6.1. Information Collections. This instruction requires collecting and maintaining information subject to the *Privacy Act of 1974*, authorized by Title 5, U.S.C. and Title 10, U.S.C. System of Records F036 AF PC V, Awards and Decorations, applies.

4.6.2. Records. Retain and dispose of these records pertaining to award nominations according to AFRIM RDS, Table 36-33, Rules 1 through 3.

4.6.3. Forms or IMTs. (Adopted or Prescribed).

4.6.3.1. Adopted Form or IMTs. AF IMT 847, **Recommendation for Change of Publication**, AF IMT 1206, **Nomination for Award**, and AF Form 3033, **Certificate of Appreciation**.

4.6.3.2. Prescribed Forms or IMTs. No forms or IMTs are prescribed by this publication.

MICHAEL W. PETERSON, Lt General, USAF  
Chief of Warfighting Integration and  
Chief Information Officer

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

*Information Technology (IT) Management Reform Act of 1996*

Privacy Act of 1974

E.O., *Numbering System for Federal Accounts Relating to Individual Persons*

Title 5, U.S.C., *Government Organization and Employees*

Title 10, U.S.C., *Armed Forces*

Title 40, U.S.C., 1401(3), *Clinger-Cohen Act*

AFPD 36-28, *Awards and Decorations Programs*

AFI 24-101, *Passenger Movement*

AFI 36-1004, *Managing the Civilian Recognition Program*

AFI 36-2805, *Special Trophies and Awards*

AFI 36-2818, *The USAF Maintenance Awards Program*

AFMAN 37-123, *Management of Records* (will become AFMAN 33-363)

JFTR/JTR, Appendix E

AFRIMS RDS, <https://afrims.amc.af.mil/rds/index.cfm>

***Abbreviations and Acronyms***

**AF**—Air Force (when used with a form/IMT number)

**AFA**—Air Force Association

**AFCA**—Air Force Communications Agency

**AFE**—Air Force Element

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**CIO**—Chief Information Officer

**CGO**—Company Grade Officer

**CONUS**—continental United States

**DAFSC**—Duty Air Force Specialty Code

**DISA**—Defense Information Systems Agency  
**DOD**—Department of Defense  
**DRU**—Direct Reporting Unit  
**DVIAN**—Defense Visual Information Activity Number  
**E.O.** —Executive Order  
**E-mail**—Electronic Mail  
**FGO**—Field Grade Officer  
**FOA**—Field Operations Agency  
**GIG**—Global Information Grid  
**GSA**—General Service Administration  
**HQ USAF**—Headquarters United States Air Force  
**IA**—Information Assurance  
**IM**—Information Management  
**IMT**—Information Management Tool  
**IRMCO**—Interagency Resource Management Conference  
**IT**—Information Technology  
**JFTR/JTR**—Joint Forces Travel Regulation/Joint Travel Regulation  
**MAJCOM**—Major Command  
**MM**—Multimedia  
**NCO**—Noncommissioned Officer  
**NSA**—National Security Agency  
**OPR**—Office of Primary Responsibility  
**RDS**—Records Distribution Schedule  
**RIP**—Report of Individual Personnel Information Sheet  
**SAF**—Secretary of the Air Force  
**SDI**—Special Duty Identifier  
**SNCO**—Senior Noncommissioned Officer  
**SURF**—Single Unit Retrieval Format  
**U.S.C.**—United States Code  
**USAF**—United States Air Force

Attachment 2

GENERAL JOHN P. JUMPER WARFIGHTING INTEGRATION AWARD

A2.1. Use the format in Figure A2.1. to submit a nominee for the General John P. Jumper Warfighting Integration Award.

Figure A2.1. Format for the General John P. Jumper Warfighting Integration Award.

NOMINATION FOR AWARD		
AWARD General John P. Jumper Warfighting Integration Award	CATEGORY (If Applicable) Officer / Enlisted / Civilian	AWARD PERIOD 01 Jan - 31 Dec 05
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSGT Jane D. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AFCA (FOA)
DAFSC/DUTY TITLE XXXXX / Warfighting Integrator	NOMINEE'S TELEPHONE (DSN & Commercial) DSN XXX-XXXX / CMCL (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Full name of unit (also office symbol in parenthesis) / bldg # & street / base / state (or country, if overseas) / zip code (or APO #)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Col / Frederick R. Smith / DSN 779-1234 / CMCL (618) 229-1234		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>OVERALL CONTRIBUTIONS: (Scoring value 95 percent of total points)</p> <ul style="list-style-type: none"> <li>- Describe the nominee's outstanding contributions to the Air Force warfighting and/or operations support capabilities that shortened the kill chain and/or enhanced the decision cycle.</li> <li>- Specifically address how the nominee's superior performance positively impacted Air Force warfighting capabilities, while focusing on measurable increases or improvements in capability or performance. While it is not feasible to define all justifiable contributions, some examples are as follows:                             <ul style="list-style-type: none"> <li>-- Efforts leading to shortening the kill chain (find, fix, target, track, engage, and assess)                                     <ul style="list-style-type: none"> <li>--- Network centric collaborative targeting advances</li> <li>--- Increasing precision and speed of targeting process</li> <li>--- Innovative tactics, techniques, and procedures</li> </ul> </li> <li>-- Improving connectivity to make essential information more available to the warfighter,                                     <ul style="list-style-type: none"> <li>--- Gateways, translators, beyond line of sight extensions, increases in bandwidth, etc...</li> </ul> </li> <li>-- Demonstrating innovations that enhance the power of decision superiority,</li> <li>-- Fusing information to provide better overall situational awareness to the warfighter,</li> <li>-- Improving the effectiveness of air and space operations through improved command and control (C2) and information flow</li> <li>-- Enhancing effects-based operations to increase the AOC operations tempo and more efficiently utilize combat assets,                                     <ul style="list-style-type: none"> <li>--- Machine to machine fusion of intelligence, surveillance, and reconnaissance (ISR) data with desired effects criteria</li> </ul> </li> <li>-- Efforts that increase or accelerate fielding of net-centric warfare capabilities,                                     <ul style="list-style-type: none"> <li>--- Increasing the number of global information grid (GIG) enabled platforms</li> <li>--- Network enabling assets using existing technology</li> </ul> </li> <li>-- Integration efforts with joint or coalition partners that increase warfighting capability,                                     <ul style="list-style-type: none"> <li>--- Joint and coalition datalink, ISR, and C2 integration</li> </ul> </li> <li>-- Innovative employment or application of existing capabilities or technology to improve mission execution,                                     <ul style="list-style-type: none"> <li>--- Adding video downlink capability to strike aircraft targeting pods</li> </ul> </li> <li>-- Efforts that lead to a decrease in fratricide or 'friendly fire' incidents                                     <ul style="list-style-type: none"> <li>--- Common operational picture, blue force tracking, data sharing, etc...</li> </ul> </li> <li>-- Improving the accuracy and security of information for the warfighter,                                     <ul style="list-style-type: none"> <li>--- Information assurance advances in the GIG,</li> </ul> </li> <li>-- Developing a process to decrease acquisition and fielding time to rapidly deliver urgently needed capability to the warfighter</li> <li>-- Other areas as applicable                                     <ul style="list-style-type: none"> <li>--- The above list is NOT all encompassing - it's intended to paint a broad picture of justifiable contributions</li> </ul> </li> </ul> </li> <li>- Discuss what made the contributions unique from similar tasks</li> <li>- Highlight the circumstances that made the contributions significant -- the challenges the nominee faced and how he or she overcame them.</li> <li>- Explain the nominee's innovations to improve warfighting and/or information support procedures</li> <li>- Identify what needs the nominee addressed, the targeted audience, and how he or she achieved the desired goal, focusing on the value of the achievement -- moderate, substantial, high, or exceptional -- and its extent of application -- limited, extended, broad, or general.</li> </ul>		
OTHER RELEVANT ACCOMPLISHMENTS: (Scoring value 5 percent of total points)		

## Attachment 3

## INDIVIDUAL CAREER AWARDS

A3.1. Use the format in [Figure A3.1](#). to submit a nominee for the Individual Career Award.

Figure A3.1. Format for the Individual Career Awards.

NOMINATION FOR AWARD		
AWARD Air Force Communications and Information Annual Individual Award	CATEGORY (If Applicable) 3A / NCO	AWARD PERIOD 01 Jan-31 Dec 05
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt / Jane D. Doe (also provide "go-by" name)	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AFCA (FOA)
DAFSC/DUTY TITLE 3A105 / Client Support Administrator	NOMINEE'S TELEPHONE (DSN & Commercial) DSN XXX-XXXX / CMCL (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Full name of unit (also office symbol in parenthesis) / bldg # & street / base / state (or country, if overseas) / zip code (or APO #)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Col / John M. Smith / DSN XXX-XXXX / CMCL (XXX) XXX-XXXX / provide organizational email address		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>MAJOR ACHIEVEMENTS:</b> (Scoring value 70 percent of total points)</p> <ul style="list-style-type: none"> <li>- Describe the nominee's significant accomplishments and how the nominee excelled while providing support to the organization, the wing, command, Air Force, or DoD objectives and missions</li> <li>-- Discuss what made the achievement unique from similar tasks--how the nominee improved procedures used for communications and information programs, etc., and how the nominee used creativity in promoting new or improved methodologies used in work areas or activities</li> <li>- Describe the nominee's technical and administrative skills and how the nominee applied these abilities to the performance of his or her functional responsibilities</li> <li>-- Identify what needs the nominee addressed, the targeted audience, and how he or she served customers</li> <li>--- Focus on the value of the achievement--moderate, substantial, high, or exceptional--and its extent of application--limited, extended, broad, or general--discussing the quality of performance, products, and service; the extent and scope that the nominee's work affected; and the results of his or her actions</li> <li>-- Highlight circumstances that made tasks difficult--the challenges the nominee faced and how the nominee overcame them, identifying any improvements made to existing procedures used, and how the improvements lessened the difficulty of the task and benefited operations</li> <li>--- Focus on the nominee's resourceful innovations--independent thought and imagination--how management officials accepted the nominee's ideas and how the nominee implemented changes</li> <li>-- Identify any net savings the nominee's efforts produced (use actual figures, not percentages or terminology such as "staff doubled")</li> </ul> <p><b>LEADERSHIP ABILITIES AND MANAGEMENT EXPERIENCES:</b> (Scoring value 25 percent of total points)</p> <ul style="list-style-type: none"> <li>- Describe the leadership and work experiences that set the nominee apart from others of equal or higher rank (or) grade</li> <li>-- Discuss how the nominee used his or her leadership and management abilities during his or her daily performance and how the nominee's ability to plan, control, and document projects impacted on both the work center and (or) unit</li> <li>-- Focus on how he or she may have fostered the growth and development of others or served as an inspiration to others</li> </ul> <p><b>OTHER ACCOMPLISHMENTS:</b> (Scoring value 5 percent of total points)</p> <ul style="list-style-type: none"> <li>- Discuss any other significant acts that benefited the Air Force communications and information programs</li> <li>-- Address any awards given to the individual during the award period of service but only those awards granted for acts that occurred during the award period service (1 Jan-31 Dec)</li> <li>--- Quarterly awards and awards granted for short-term endeavors [one time, nonrecurring acts] qualify in this instance</li> <li>---- Provide the date(s) the award was granted and the period of recognition</li> <li>--- Do not address decorative awards given for outstanding service achievements, such as commendation medals, exemplary civilian service or meritorious service medals, etc.</li> <li>- Do not discuss educational degrees or courses, seminars, etc., or community and cultural activities</li> </ul>		
DO NOT EXCEED ONE PAGE		

## Attachment 4

## TEAM AWARD

A4.1. Use the format in [Figure A4.1](#). to submit a team for the Team Award.

Figure A4.1. Format for the Team Award.

NOMINATION FOR AWARD		
AWARD Air Force Communications and Information Annual Team Award	CATEGORY (If Applicable) Gen Edwin W. Rawlings	AWARD PERIOD 1 Jan-31 Dec 05
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Computer Systems Software Team	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AFCA (FOA)
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial) DSN XXX-XXXX / CMCL (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Full name of unit (also office symbol in parenthesis) / bldg # & street / base / state (or country, if overseas) / zip code (or APO #)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Col / Jane J. Doe / DSN XXX-XXXX / CMCL (XXX) XXX-XXXX / also provide organizational email address		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>MAJOR ACHIEVEMENTS:</b> (Scoring value 70 percent of total points)</p> <ul style="list-style-type: none"> <li>- Explain the charter for the special project or process and what prompted the need to enhance communications and information business practices and support to Air Force or DoD objectives and missions--include the number of people assigned to the team (do not include contracted employees)</li> <li>- Discuss how the team's project or process improvement impacted other units (internally/externally) and the communications and information support to Air Force operations <ul style="list-style-type: none"> <li>-- Highlight what made the team's achievement unique from similar tasks; how the team improved procedures used for communications and information programs, etc., and how they used creativity in promoting new or improved methodologies used in work areas and/or activities</li> <li>-- Include the breadth and level of issues the team addressed, the number of people and units the team's actions affected, the team's interaction with customers and suppliers, and the impact of the team's activities and improvements on the units or agencies supported <ul style="list-style-type: none"> <li>--- Focus on the value of the project or improvement--moderate, substantial, high, or exceptional--and its extent of application--limited, extended, broad, or general</li> </ul> </li> </ul> </li> <li>- Address any special activities to which the project or process was applicable--a specific operation that supported an Air Force or joint service effort, major exercise, etc.</li> <li>- Summarize the results of the team's actions--how they bettered communications and information services (before and after) and the importance to others--customers, unit, mission objectives</li> </ul> <p><b>PLANNING AND MANAGEMENT OF THE PROJECT OR PROCESS AND RESOURCES:</b> (Scoring value 25 percent of total points)</p> <ul style="list-style-type: none"> <li>- Discuss how the team worked together in planning and managing resources provided for the special project--the team's construction of strategic and productivity objectives and what measures they used for planning day-to-day management of the process <ul style="list-style-type: none"> <li>-- Describe challenges the team members faced and how they worked together as a team to overcome them</li> <li>-- Focus on the innovative techniques used by the team to improve performance of the program or process</li> <li>-- Discuss any measures or any other well-executed approach the team put in place to ensure robust or failure-resistant products or services--action plans or indicators developed to continually measure performance of the team and its products or services <ul style="list-style-type: none"> <li>--- Highlight how they measured success and failure of the project or improvement, how management officials accepted the team's ideas, and how the team implemented the changes that occurred as a result of their efforts--include any savings in manpower and dollars (tangible or intangible), short- and long-term implications, and peacetime and wartime impact</li> </ul> </li> </ul> </li> </ul> <p><b>OTHER ACCOMPLISHMENTS:</b> (Scoring value 5 percent of total points)</p> <ul style="list-style-type: none"> <li>- Discuss any other significant actions taken by the team that benefited the Air Force communications and information programs <ul style="list-style-type: none"> <li>-- Address any recognition given to the team during the award period of service, but only awards granted for what the entire team accomplished during the award period of service <ul style="list-style-type: none"> <li>--- Quarterly awards and special act or service awards granted for short-term endeavors [one-time, nonrecurring acts] qualify in this instance; awards granted to individuals on the team for individual accomplishments don't qualify <ul style="list-style-type: none"> <li>---- Provide the date(s) the award was granted and the period of recognition</li> </ul> </li> </ul> </li> <li>-- Do not discuss any community or cultural activities</li> </ul> </li> </ul>		
DO NOT EXCEED TWO PAGES		

## Attachment 5

## UNIT AWARDS

**A5.1.** Use the format in **Figure A5.1.** to submit a unit for the Unit Award.

**Figure A5.1. Format for the Unit Awards.**

NOMINATION FOR AWARD		
AWARD Air Force Communications and Information Annual Unit Award	CATEGORY (If Applicable) Lt Gen Harold W. Grant	AWARD PERIOD 1 Jan-31 Dec 05
RANK/NAME OF NOMINEE (First, Middle Initial, Last) 375th Communications Squadron	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AMC (MAJCOM)
DAFSC/DUTY TITLE N/A	NOMINEE'S TELEPHONE (DSN & Commercial) DSN XXX-XXXX / CMCL (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Full name of unit (also office symbol in parenthesis) / bldg # & street / base / state (or country, if overseas) / zip code (or APO #)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col / John D. Doe / DSN XXX-XXXX / CMCL (XXX) XXX-XXXX / provide organizational email address		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>MAJOR ACHIEVEMENTS:</b> (Scoring value 70 percent of total points)</p> <ul style="list-style-type: none"> <li>- Describe the organization's significant accomplishments and sustained superior performance while providing support to Air Force or DoD objectives and mission--include the number of people assigned to the unit (do not include contracted positions)</li> <li>-- Highlight what made the organization's achievement unique from similar tasks; how the organization improved procedures used for communications and information programs, etc., and how they used creativity in promoting new or improved methodologies used in communications and information work areas and or activities</li> <li>-- Discuss how the organization demonstrated a sustained trend in providing high-quality communications and information support to its customers--the impact on units (internally and externally) they support and the level of support they provided to Air Force and DoD operations</li> <li>--- Include the breadth and level of issues the organization addressed, the number of people and units the organization's actions affected, the members' interaction with customers and suppliers</li> <li>---- Focus on the value of the project or improvement--moderate, substantial, high, or exceptional--and its extent of application--limited, extended, broad, or general</li> <li>- Address any special activities the organization supported--a specific operation that supported an Air Force or joint service effort, major exercise, etc.</li> <li>- Summarize the results of the organization's key communications and information processes and services on customers, unit, and Air Force communications and information objectives and missions</li> </ul> <p><b>PLANNING AND MANAGEMENT OF RESOURCES:</b> (Scoring value 25 percent of total points)</p> <ul style="list-style-type: none"> <li>- Discuss how the organization set directions, clear and visible values, and high expectations in planning and managing resources--the organization's construction of strategic and productivity objectives and what methods they used for planning day-to-day management of communications and information programs</li> <li>-- Describe any internal or external partnerships to better accomplish the communications and information goals and objectives--employee-management relationships, employee development, cross-training, cross-utilization, high-performance work teams, etc., to improve flexibility and responsiveness</li> <li>-- Focus on the innovative techniques used to improve performance of the organization's communications and information products and services. Discuss any well-executed approach put in place that measures the organization's performance and the success and failure of its communications and information products and services</li> <li>-- Describe how the organization implemented any changes that occurred as a result of these efforts, highlighting any savings in manpower and dollars (tangible or intangible), short- and long-range implications, and peacetime and wartime impact (use actual figures versus percentages or terminology such as "staff doubled")</li> </ul> <p><b>OTHER ACCOMPLISHMENTS:</b> (Scoring value 5 percent of total points)</p> <ul style="list-style-type: none"> <li>- Describe any other significant acts that occurred during the nomination period that benefited Air Force communications and information programs</li> <li>-- Address any awards or recognition given to the organization during the nomination period but only those granted or presented for acts that occurred during the nomination period</li> <li>--- Provide the date(s) the award was granted and the period of recognition</li> <li>-- Do not discuss any community and cultural activities</li> </ul>		
DO NOT EXCEED TWO PAGES		

Attachment 6

THE AIR FORCE DARRYL G. WINTERS AWARD

A6.1. Use the format in [Figure A6.1](#). to submit a nominee for the Air Force Darryl G. Winters Award.

Figure A6.1. Format for the Air Force Darryl G. Winters Award.

NOMINATION FOR AWARD		
AWARD Air Force Darryl G. Winters Award	CATEGORY (If Applicable) NA	AWARD PERIOD 1 Jan-31 Dec 05
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA / John D. Doe (also provide "go-by" name)	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AMC (MAJCOM)
DAFSC/DUTY TITLE 3V0X2 / Still Photographer	NOMINEE'S TELEPHONE (DSN & Commercial) DSN XXX-XXXX / CMCL (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Full name of unit (also office symbol in parenthesis) / bldg # & street / base / state (or country, if overseas) / zip code (or APO #)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Col / Jane S. Smith / DSN XXX-XXXX / CMCL (XXX) XXX-XXXX / also provide organizational email address		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>MAJOR ACHIEVEMENTS:</b> (Scoring value 70 percent of total points)</p> <ul style="list-style-type: none"> <li>- Describe the nominee's significant accomplishments and outstanding performance while providing combat camera and mobility-tasked visual information services to Air Force and (or) DoD deployed or domestic contingencies                             <ul style="list-style-type: none"> <li>-- Discuss what made the achievement unique from similar tasks--the extent of risk involved to gather the information required</li> <li>-- Highlight circumstances that made tasks difficult--the challenges the nominee faced and how he or she overcame them, identifying any improvements made to existing procedures used, and how the improvements lessened the difficulty of the task and benefited the contingency</li> <li>-- Explain the nominee's innovations to improve combat camera or mobility-tasked visual information procedures used in world theater deployments or other documented operations and missions</li> <li>-- Identify what needs the nominee addressed, the targeted audience, and how he or she achieved the desired goal, focusing on the value of the achievement--moderate, substantial, high, or exceptional--and its extent of application--limited, extended, broad, or general                                     <ul style="list-style-type: none"> <li>--- Discuss quality of performance, products, and service, the extent and scope that his or her work affected the contingency or mission, and the results of his or her actions</li> </ul> </li> </ul> </li> <li>- Describe the nominee's technical and administrative skills and how the nominee applied these abilities to the performance of his or her responsibilities                             <ul style="list-style-type: none"> <li>-- Focus on the nominee's resourceful innovations-independent thought and imagination--how management officials accepted the nominee's ideas and how the nominee implemented changes, suggestions, etc., to advance the capabilities of the combat camera mission objectives                                     <ul style="list-style-type: none"> <li>--- Identify any net savings the nominee's efforts produced (use actual figures, not percentages or terminology such as "staff doubled")</li> </ul> </li> </ul> </li> </ul> <p><b>LEADERSHIP ABILITY AND MANAGEMENT EXPERIENCES:</b> (Scoring value 25 percent of total points)</p> <ul style="list-style-type: none"> <li>- Describe the leadership and work experiences that set the nominee apart from other of equal or higher rank (or) grade                             <ul style="list-style-type: none"> <li>-- Discuss how the nominee used his or her leadership and management abilities during his or her daily performance and how his or her ability to plan, control, and document projects impacted on both the work center and (or) unit</li> <li>-- Focus on how he or she may have fostered the growth and development of others or served as an inspiration to others</li> </ul> </li> </ul> <p><b>OTHER ACCOMPLISHMENTS:</b> (Scoring value 5 percent of total points)</p> <ul style="list-style-type: none"> <li>- Discuss any other significant acts that benefited the Air Force combat camera and (or) mobility-tasked visual information services program                             <ul style="list-style-type: none"> <li>-- Address any awards given to the individual during the award period of service but only those awards granted for acts that occurred during the award period service (1 Jan-31 Dec)                                     <ul style="list-style-type: none"> <li>--- Quarterly awards and awards granted for short-term endeavors [one time, nonrecurring acts] qualify in this instance   <ul style="list-style-type: none"> <li>---- Provide the date(s) the award was granted and the period of recognition</li> </ul> </li> <li>--- Do not address decorational awards given for outstanding service achievements, such as commendation medals, exemplary civilian service or meritorious service medals, etc.</li> </ul> </li> <li>- Do not discuss educational degrees or courses, seminars, etc., or community and cultural activities</li> </ul> </li> </ul> <p style="text-align: center;">DO NOT EXCEED ONE PAGE</p>		

**Attachment 7****FORMAT FOR THE AIR FORCE MULTIMEDIA (MM) PRODUCTION AWARD**

**A7.1.** Use this format to submit a nominee for the Air Force MM Production Award.

**DEPARTMENT OF DEFENSE MULTIMEDIA PRODUCTION AWARDS NOMINATION  
(INSERT COMPETITIVE PERIOD OF SERVICE)**

**1. Category (check only one):**

Training  
Recruitment  
Internal/Public Information  
Documentaries  
Interactive Media  
All Others

**2. Component:**

**3. Component Representative:**

Name:

Address:

Phone Numbers (DSN and Commercial):

E-mail Address (SMTP):

**4. Production Title:**

**5. PIN/PAN:**

**6. Production Length:** (If interactive media, provide total file size...300 MB for example)

**7. Purpose of Production:** Explain what the OPR intended to accomplish by creating or acquiring the production; e.g., to inspire outstanding high school students to apply for admission to the US Naval Academy.

**8. Intended Audience:** Describe the type of audience the OPR had in mind by creating or acquiring the production; e.g., enlisted medical personnel at Walter Reed Army Medical Center.

**9. Presentation Scenario:** Describe the type of setting the OPR intended to use for the audience to view the production; e.g., a classroom setting, auditorium, office, etc. How long did the OPR intend for the production to remain active for use? What method of delivery did the OPR have in mind; e.g., closed-circuit television, large screen projection, VCR and television, etc.? Was it an augmented or stand-alone production; e.g., did it require instructor-led discussions, a checklist, manual, or brochure?

**10. Date Production Completed:**

**11. Production Activity:**

Activity Name:

Point of Contact:

Mailing Address:

Phone Numbers:

Email Address:

DVIAN:

**13. Office of Primary Responsibility:**

Organization Name:

Point of Contact:

Mailing Address:

Phone Numbers:

Email Address:

Attachment 8

NATIONAL SECURITY AGENCY (NSA) FRANK B. ROWLETT TROPHIES

A8.1. Use the format in Figure A8.1. to submit a nominee for the NSA Frank B. Rowlett Trophy.

Figure A8.1. Format for National Security Agency (NSA) Frank B. Rowlett Trophies.

UNCLASSIFIED

Individual Excellence Information Assurance Nomination Form

Name: Last First Middle Initial Date of Submission (MM/DD/YYYY) Rank or Grade: Military Service (if applicable): United States Air Force Mailing Address Address 1: Address 2: City: State: Zip Code: Telephone Non-secure: Secure (if applicable): N/A E-mail address:

Assigned Organization: Brief Background on Organization:

[Large empty box for background information]

Job Title: Brief Synopsis of Duties:

[Large empty box for synopsis of duties]

Supervisory Chain of Command: (Beginning with immediate supervisor) Name: Title: Name: Title: Name: Title: Name: Title:

UNCLASSIFIED

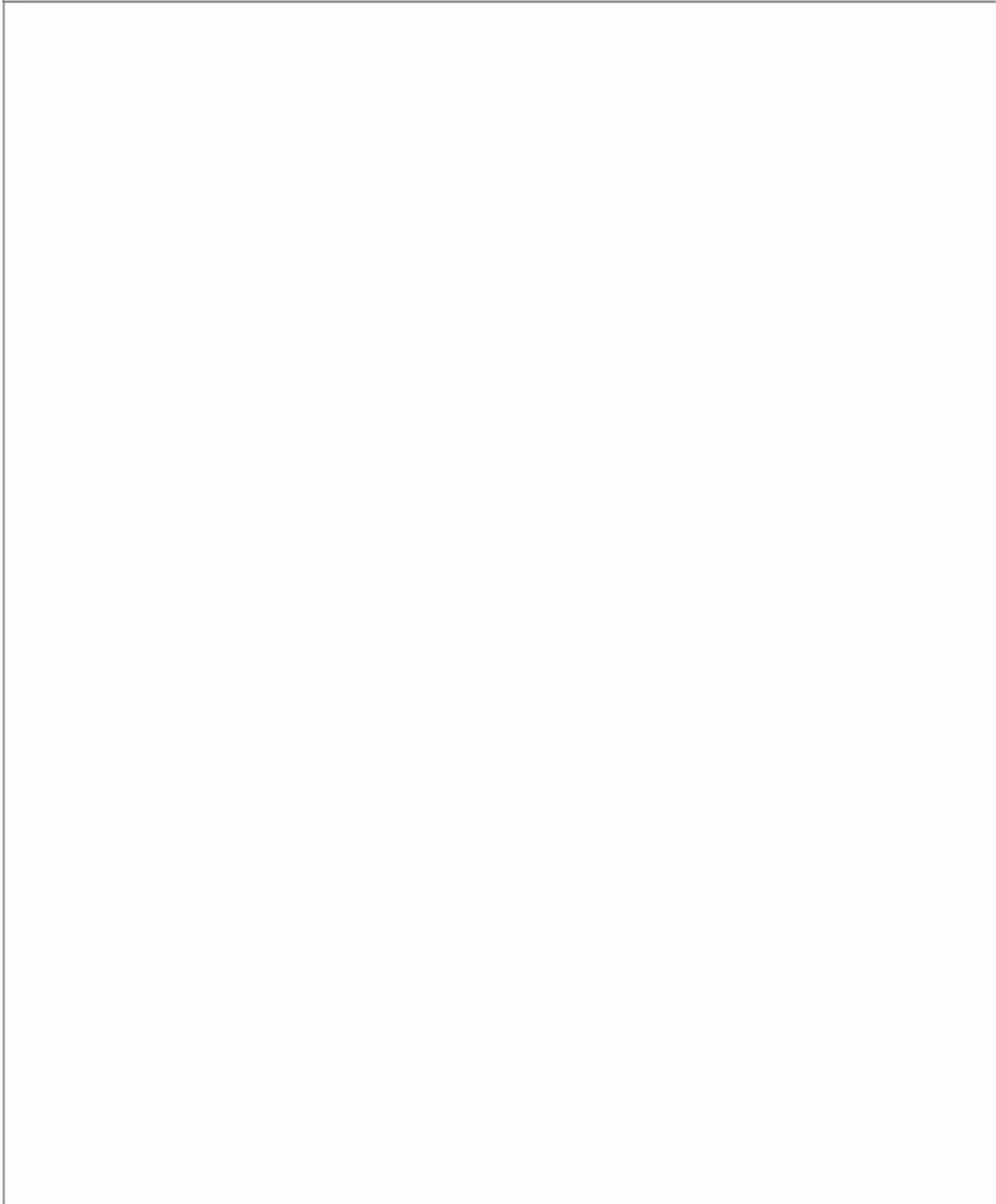
**Figure A8.1. Format for National Security Agency (NSA) Frank B. Rowlett Trophies (cont).****UNCLASSIFIED****Narrative of Accomplishments:**

*Keeping flush to the left margin and using no more than two pages, describe the nominee's significant accomplishments that enhanced information systems security in either the classified or unclassified security related areas. Identify what need(s) the nominee addressed, the target audience, his or her goals, and what he or she achieved. Describe who received services and how the nominee served his or her customers—extent and scope—and the results of his or her actions. Highlight any improvements made to existing procedures used for computer security network security, etc., or any outstanding achievements in comparison to other procedures with the same mandate. Describe the quality of services the nominee provided, emphasizing his or her contributions and achievements. Discuss how the nominee demonstrated creativity and promoted information systems security. Define what makes your nominee so special and why he or she deserves this award. The purpose is to direct the judges' attention to the importance of the nominee's accomplishments and how the Air Force and (or) government benefited from them.*

**UNCLASSIFIED**

**Figure A8.1. Format for National Security Agency (NSA) Frank B. Rowlett Trophies (cont).**

**UNCLASSIFIED**



Frank B. Rowlett Award Nomination Form – Individual Excellence  
3 of 4

**UNCLASSIFIED**

Figure A8.1. Format for National Security Agency (NSA) Frank B. Rowlett Trophies (cont).

**UNCLASSIFIED**

Endorsement by Director/Chief of Agency or Department:

Name: LEAVE BLANK

Title: LEAVE BLANK

*Signature (Required)*

Nominating Officer:

Name: LEAVE BLANK

Title: LEAVE BLANK

*Signature (Required)*

Agency Point of Contact:

Name: LEAVE BLANK

Title: LEAVE BLANK

Telephone

Non-secure: LEAVE BLANK

Secure (if applicable): LEAVE BLANK

N/A

Classification Advisory Officer:

Name: Provide the name and telephone number of the organization's classification officer

Telephone

Non-secure: \_\_\_\_\_

Secure (if applicable): \_\_\_\_\_

N/A

**UNCLASSIFIED**

**Attachment 9****FORMAT FOR DEPARTMENT OF DEFENSE (DOD)  
CHIEF INFORMATION OFFICER (CIO) AWARDS**

**A9.1.** Use this format to submit a nominee for the DOD CIO Award.

**DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER AWARD  
NOMINATION FOR FISCAL YEAR (INSERT YEAR)**

**Nominee:** Provide nominee's name and rank or grade or name of nominated team

**Position:** Provide individual's AFSC or civilian job series and position title; for team nominations leave out

**Location:** Provide name and address of nominee's organization

**Background:** Provide a brief description of nominee's responsibilities or project for which nominated.

**Clinger-Cohen Act Management Areas:** List one or more of the areas for which nominated.

**Judging Criteria:** List one or more of the judging criteria used to form the basis of the nomination.

**Acquisition****Architecture and Interoperability****Information Assurance****Management and Standards Application****Application (technology and [or] process)****Capital Planning and Investment****Information Management or Technology**

**DOD Mission Impact:** Briefly highlight how the nominee's efforts and performance benefited DOD and/or Air Force missions and/or operations.

**POC:** Provide name of nominator, organization, telephone number, and E-mail address.

**Endorsement:** Provide name of commander, organization, telephone number, and E-mail address.

**Attachment 10****FORMAT FOR INTERAGENCY RESOURCE MANAGEMENT CONFERENCE  
(IRMCO) AWARD**

**A10.1.** Use this format to submit a nominee for the IRMCO Award.

**Interagency Resource Management Conference Award Nomination**

**NAME OF NOMINEE:**

**NOMINEE'S PAY PLAN/GRADE/SERIES:**

**NOMINATOR:** Provide the name of the nominator to include organizational address and telephone number.

**JUSTIFICATION:**

**(Insert name of nominee) has demonstrated exceptional ability and leadership in operating across organizational boundaries to improve the government's service to its people.**

Explain why, what, and how.

**(Insert name of nominee) has shown a willingness and ability to treat obstacles as challenges and not barriers.**

Explain why, what, and how.

**(Insert name of nominee) has made measurable improvements in performance linked to mission objectives and results.**

Explain why, what, and how.

**Attachment 11****FORMAT FOR DEFENSE INFORMATION SYSTEMS AGENCY (DISA) CONTINENTAL UNITED STATES (CONUS) GLOBAL INFORMATION GRID (GIG) AWARDS**

**A11.1.** Use this format to submit a nominee for the DISA CONUS GIG Award.

**PART I:** (Page 1 is a detachable cover sheet containing the following information):

**OUTSTANDING GLOBAL INFORMATION GRID FACILITY  
AWARD NOMINATION (INSERT YEAR)****Category****Activity Name and Location****Area O&M Command****OIC/NCOIC****Number of Personnel  
Assigned****Military:****Civilian:****Facility Type, Number of  
Links, Trunks, and Circuits****Special DCS Support  
Missions****Unit Recognition**

**PART II** (Page 2 contains the following information):

**A.** Provide a concise, brief statement justifying why the facility warrants the award. This statement should cite specific accomplishments that occurred during the award period of service that separate the facility from other facilities in the same category rather than a broad, generalized statement.

**B.** Other Areas (Using the topic headings, describe specific accomplishment that occurred during the award period of service for each topic.)

1. **Initiative:**

2. **Mission Accomplishment:**

3. **Training:**

4. **Lateral support:**

5. **Other Qualities:** (Address any other achievements that contributed to the outstanding performance.)