

**BY ORDER OF THE COMMANDER**

**HEADQUARTERS FOURTH AIR FORCE  
INSTRUCTION 36-2802**

**1 MARCH 2003**

**Personnel**



**CHIEF MASTER SERGEANT JAMES K.  
CLOUSE TROPHY FOR MAINTENANCE  
EXCELLENCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-28, *Awards and Decorations Program*. It establishes policies and procedures for awarding the CMSgt James K. Clouse Trophy to the Fourth Air Force maintenance organization demonstrating the most notable sustained superior performance for the year.

### ***SUMMARY OF REVISIONS***

This revision complies with new directives and updates office symbols, titles and squadron references. No major changes were made.

**1. Purpose or Objective:** Maintenance units represent a large segment of the Air Force Reserve, providing vital support to the operational mission often under exceptionally adverse conditions. The CMSgt James K. Clouse Trophy is presented to recognize excellence among maintenance organizations within Fourth Air Force.

**2. Eligibility:** All maintenance units assigned to Fourth Air Force.

**3. Selection Criteria :** Criteria is based upon those listed in this paragraph and any other reports that are available to the headquarters staff (eg RCS 7103, GO-81 data, quarterly metrics and measures). To supplement the headquarters information, an optional submission should be at HQ 4 AF/LGM no later than 31 October. An example of the optional unit generated submission is shown in [Attachment 1](#).

- 3.1. Outstanding mission performance as demonstrated during operational or exercise commitments.
- 3.2. Original or innovative actions that have significantly improved unit, Reserve or Air Force mission performance.
- 3.3. Performance on local and higher headquarters evaluations.

3.4. Participation in Maintenance Award Programs.

3.5. Training programs.

3.6. Manning/Retention.

3.7. Safety.

**4. Selection Procedure:** The selection will be accomplished as follows:

4.1. The Chief, Logistics Division will appoint a chairperson who, in turn, will assemble a quorum of staff members (at least 6 people) present from the Fourth Air Force Logistics Division for the award panel.

4.2. If possible, the panel will convene during the November or December UTA. Deliberations will be in closed session.

4.3. The chairperson will notify the Chief, Logistics Division of the selection.

4.4. The panel may decline to award this trophy.

**5. Awarding the Trophy:**

5.1. The Chief, Logistics Division will notify the Fourth Air Force Public Affairs Officer of the selection.

5.2. The Public Affairs Officer will ensure the trophy presentation receives the appropriate publicity.

5.3. The Fourth Air Force Commander or representative will present the trophy at an appropriate ceremony.

**6. Trophy Maintenance and Care:**

6.1. The selected unit will maintain the perpetual trophy until announcement of the following year's selection. At that time it will be engraved by the unit and prepared for transfer. The selected unit will also be awarded an engraved plaque for permanent display at their unit.

6.2. A permanent plaque, engraved with all the recipients of the trophy, will be displayed prominently at Headquarters Fourth Air Force.

6.3. Trophy recipients will safeguard the trophy, repair all damage that occurs during their term of possession (including in-kind replacement for a lost or stolen trophy) and will return the trophy to the HQ Fourth Air Force upon the request of the Chief, Logistics Division.

JAMES P. CZEKANSI, Maj Gen, USAFR  
Commander

**Attachment 1****SAMPLE OPTIONAL SUBMISSION**

(Limit to two typewritten pages)

**CMSGT JAMES K. CLOUSE TROPHY FOR 2003**

318th Aircraft Maintenance Squadron

The 318th Aircraft Maintenance Squadron (AMXS), Larson ANGB, WY, submits the following for consideration of the CMSgt James K. Clouse Trophy for Fiscal Year 1999:

- **Mission Performance**: During Operation XX, unit members volunteered to support AMC's mission at RAF Mildenhall, England with 4 aircraft and 48 people per month for 3 months.
  - Out of a unit of 425, 303 unit members were activated for Operation XX, with 100% response within 2 days.
  - Participated in three major deployments with no delayed or lost missions.
- **Innovations**: Unit reorganized it's entire mobility tasking plan using newly acquired computers. Plan has been adopted command wide.
- **Special Projects**: Unit relocated into it's newly constructed hangar with no mission loss or deviations in scheduling effectiveness. Move was accomplished thru self-help and at no cost to the government.
  - Assisted HQ AFRC in rewriting the maintenance mobility plan.
- **Evaluations**: Received an "outstanding" during AFRC ORI, Jun 01.
- **Awards Participation**: Eight maintenance awards were submitted to higher headquarters. 318th AGS engine shop was recognized as the AFRC "Shop of the Year".
- **Training Programs**: 92.7% of the maintenance squadron received training away from home base.
- **Manning/Retention**: Overall 98.3% manning with a 72% retention for first term airman, 95.6% prior service reenlistments.
- **Safety**: There were no lost hours during FY 02 for either the ART workforce or reservists assigned.