

**10 September 1999**

**Personnel**



**HUGHES MEMORIAL TROPHY AND  
NOMINATION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 507 ARW/CCE (Capt Ralph B. Hawkins)

Certified by: 507 ARW/CC (Brig Gen Jon S. Gingerich)

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This instruction implements AFD 36-28, *Air Force Awards and Decorations Programs*, and establishes the 507th Air Refueling Wing (ARW) procedures for the nomination and selection of the annual Hughes Memorial Award for Exemplary Enlisted Service. This program recognizes an enlisted member within the 507th Air Refueling Wing. The award is a Fiscal Year (1 Oct - 30 Sep) submission.

**SUMMARY OF REVISIONS**

This revision updates and streamlines previous guidance.

**1. Responsibilities:**

1.1. The 507 ARW Senior Leadership Council (SLC), in concert with 507 ARW First Sergeants, are responsible for the management of this program. The program will select one 507 ARW enlisted member to receive the annual Hughes Memorial Trophy.

**2. Unit Responsibilities:**

2.1. Each 507 ARW squadron will submit one nominee to the Command Chief Master Sergeant (507 ARW/CCM) no later than close of business on Sunday of the September UTA. Nominations will be submitted on AF Form 1206, **Nomination For Award**, outlining how the member best exemplifies the core values of the USAF as a reservist and in their personal lives. Nomination may be in bullet style format or paragraph format (See attachment 2 for narrative). The Command Chief Master Sergeant and a minimum of three Squadron First Sergeants will board the nominations during the October UTA. The CCM and First Sergeants will select a nominee, and rank the remaining nominees in order (i.e., 1st alternate, 2nd alternate, etc.). This list (with nominations attached) will be reviewed by the SLC and approved/disapproved.

**3. Presentations:**

3.1. The 507 ARW has purchased a perpetual trophy for use as the Hughes Memorial Award, to remain on display at Wing Headquarters. A replica will be issued to the award winner and a plaque will be issued to the award winner's squadron for display to recognize the member. The Hughes Memorial Award winner will be announced at the first Wing Commander's Call or suitable event following the SLC members' approval.

JON S. GINGERICH, Brig Gen, USAFR  
Commander

**Attachment 1**

**PRESENTATION NARRATIVE**

**THE HUGHES MEMORIAL AWARD FOR EXEMPLARY ENLISTED SERVICE**

The Hughes Memorial Award for Exemplary Enlisted Service is presented annually to the enlisted member of the 507th Air Refueling Wing whose duty performance and everyday conduct have best exemplified the Air Force core values of integrity, service before self, and excellence in all we do. The award was instituted by the men and women of the 507th Air Refueling Wing to commemorate the life of Technical Sergeant Billy Lee Hughes, United States Air Force Reserve, a supervisory aircraft maintenance technician of the wing's predecessor organization, the 507th Tactical Fighter Group. Sergeant Hughes died in active service at Tinker Air Force Base on 12 July 1992, after having served on extended active duty, in the Oklahoma Air National Guard, and from April 1982 until his death, in the 507th Tactical Fighter Group. He is remembered by all who knew him-subordinates, peers, and superiors alike-as an exemplary worker, a self-sacrificing leader, a forceful, yet sympathetic mentor, and a loyal friend. Sergeant Hughes' legacy to the United States Air Force, his family, and his community is that of the model citizen airman for those who come after to emulate.

**Attachment 2****SAMPLE CITATION****CITATION TO ACCOMPANY THE AWARD OF  
THE TECHNICAL SERGEANT BILLY LEE HUGHES MEMORIAL AWARD FOR  
EXEMPLARY ENLISTED SERVICE****FOR THE YEAR 1999****TO****GEORGE WASHINGTON HAYDUKE**

Staff Sergeant George W. Hayduke distinguished himself by exemplary service as a member of the 507th Air Refueling Wing, Tinker Air Force Base, Oklahoma, from 1 October 1998 to 30 September 1999. During this year, Sergeant Hayduke's duty performance and conduct best demonstrated the traditions of integrity, self-sacrifice, and excellence in all his endeavors represented by Technical Sergeant Billy Lee Hughes, a member of the 507th Air Refueling Wing who died in active service on 12 July 1992.

(SPECIFIC ACCOMPLISHMENTS HERE-CITATION NARRATIVE MAY NOT EXCEED TEN LINES TOTAL IN LANDSCAPE FORMAT.)

The singularly distinctive accomplishments of Sergeant Hayduke reflect credit upon himself and the enlisted corps of the United States Air Force, while serving as a worthy tribute to the memory of Technical Sergeant Billy Lee Hughes, United States Air Force Reserve.