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SECRETARY OF THE AIR FORCE**

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Supplement 1**

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Personnel

JUDGE ADVOCATE GENERAL AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations*, and describes The Judge Advocate General awards presented to individuals in recognition of their outstanding service or contributions to The Judge Advocate General's Department. It explains who is eligible for the awards, the criteria and procedures for nomination, and who selects the winners.

This instruction requires the collection of information protected by the Privacy Act of 1974. Title 37 United States Code (U.S.C.), Section 321 authorizes collection and maintenance of the information. Air Force Privacy Act systems of records notice F051 AFJA C, Judge Advocate Personnel Records, applies. Each form and format that is subject to the provisions of AFI 33-332, Air Force Privacy Act Program, and required by the publication contains a Privacy Act Statement, either incorporated in the body of the document or in a separate statement accompanying each document. Refer to **Attachment 1** for glossary of references, abbreviations, acronyms, terms, and addresses. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, Volume 1, Table 3.2, *The Air Force Publications and Forms Management Program--Developing and Processing Publications* [formerly Air Force Regulation (AFR) 5-8]. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*. This publication does not apply to the U.S. Air Force Reserve and the Air National Guard.

(AETC) AFI 36-2855, 15 February 2002, is supplemented as follows:

(AETC) This publication does not apply to Air National Guard and Air Force Reserve Command units. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>).

SUMMARY OF REVISIONS

This revision aligns the instruction with AFPD 36-28, mandating the use of AF Form 1206, Nomination for Award, for the submission of award nominations. It further clarifies the format for award nomination packages. This revision also establishes the Outstanding Paralegal Senior NCO of the Year Award named in honor of Chief Master Sergeant Karen Yates-Popwell, USAF (Retired).

(AETC) This revision changes the award submission date (paragraph **2.3. (Added)**). A bar (|) indicates revision from previous edition.

1. Description of the Awards:

1. (AETC) Description of the Awards. The Outstanding AETC Judge Advocate of the Year, Outstanding AETC Reserve Judge Advocate of the Year, Outstanding AETC Civilian Attorney of the Year, Outstanding AETC Paralegal Airman of the Year, Outstanding AETC Paralegal Senior NCO of the Year, Outstanding AETC Reserve Paralegal of the Year, Outstanding AETC Legal Services Civilian of the Year, and Outstanding AETC Senior Attorney of the Year will be chosen by the criteria in AFI 36-2855 for the corresponding Air Force award; selectees will be announced when the nominations are submitted to HQ USAF/JA. The AETC Trial Advocacy Award, AETC Top Officer Reservist Charge to Headquarters (TORCH) Award, AETC Special Training Award for Reservist (STAR), and AETC Total Force Award will be chosen by the criteria contained in this supplement for the corresponding AETC award.

1.1. Outstanding Judge Advocate of the Year Award (Albert M. Kuhfeld Award). Brigadier General (USAFR) and Mrs. Richard C. Hagan established this award in honor of the late Major General Albert M. Kuhfeld (USAF, Retired), who formerly held the position of The Judge Advocate General (TJAG), USAF. The annual winner is an officer selected as the most outstanding judge advocate of the year, based on demonstrated excellence, initiative, and devotion to duty. Eligible candidates are active-duty judge advocates serving in the grades of captain or major as of 31 December of the year for which the award is given. A trophy recognizing the winners is on display at the Air Force Judge Advocate General School, Maxwell AFB, Alabama. The selected officer receives an award certificate and plaque.

1.1. (AETC) Nominate the Outstanding AETC Judge Advocate of the Year for the Air Force Outstanding Judge Advocate of the Year Award (Albert M. Kuhfeld Award).

1.2. Outstanding Reserve Judge Advocate of the Year Award (Reginald C. Harmon Award). This award honors Major General Reginald C. Harmon (USAF, Retired), who formerly held the position of TJAG, USAF. The annual winner is an officer in the grade of lieutenant colonel and below selected as the most outstanding Air Reserve Component judge advocate, based on training accomplishments or contribution to mission support; exhibition of leadership in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement. On the AF Form 1206 the first heading should be "Total Number of Points Earned" for the period of the award. Two trophies recognizing the winner are displayed, one at the Air Force Judge Advocate General School and one at the Air Reserve Personnel Center (ARPC), Denver, Colorado. The selected officer receives an award certificate and plaque.

1.2. (AETC) Nominate the Outstanding AETC Reserve Judge Advocate of the Year for the Air Force Reserve Judge Advocate of the Year Award (Reginald C. Harmon Award).

1.3. **Outstanding Civilian Attorney of the Year Award (James O. Wrightson, Jr., Award).** Mr. John A. Everhard established this award in memory of Mr. James O. Wrightson, Jr., who formerly held the position of Chief, Military Affairs Division, Office of The Judge Advocate General, USAF. The annual winner is the civilian who has been selected as the most outstanding civilian attorney of the year based upon demonstrated excellence, initiative and devotion to duty. Civilian attorneys employed by or serving with The Judge Advocate General's Department are eligible for this award. A trophy recognizing the winner is displayed at the Air Force Judge Advocate General School. The selected attorney receives an award certificate and plaque.

1.3. (AETC) Nominate the Outstanding AETC Civilian Attorney of the Year for the Air Force Civilian Attorney of the Year Award (James O. Wrightson, Jr., Award).

1.4. **Outstanding Paralegal Airman of the Year Award (Steve Swigonski Award).** This award honors Chief Master Sergeant Steve Swigonski (USAF, Retired), the first Special Assistant for Legal Airman Affairs to TJAG, USAF. The annual winner is the active-duty airman selected as the most outstanding paralegal of the year, based upon demonstrated superior initiative, technical skill, leadership ability and devotion to duty. However, headings to be listed on the nomination form are demonstrated superior initiative, technical skills and devotion to duty, and leadership ability. Eligible candidates are paralegals who are serving in the grade of technical sergeants and below as of 31 December of the year for which the award is given. A trophy recognizing the winner is displayed at the Air Force Judge Advocate General School. The selected paralegal receives an award certificate and plaque.

1.4. (AETC) Nominate the Outstanding AETC Paralegal Airman of the Year for the Air Force Paralegal Airman of the Year Award (Steve Swigonski Award).

1.5. **Outstanding Paralegal Senior NCO of the Year Award (Karen Yates-Popwell Award).** This award honors Chief Master Sergeant Karen E. Yates-Popwell, USAF (Retired), who formerly held the position of Senior Paralegal Manager to TJAG. The annual winner is the active duty senior noncommissioned officer selected as the most outstanding paralegal senior NCO of the year, based upon demonstrated excellence, superior initiative, leadership, management skills, and professionalism. However, headings on the nomination should be limited to demonstrated excellence, superior initiative, and leadership and management skills. Eligible candidates are paralegals who are serving in the grade of senior master sergeant or master sergeant as of 31 December of the year for which the award is given. A trophy recognizing the winner is displayed at the Air Force Judge Advocate General School. The selected senior paralegal receives an award certificate and plaque.

1.5. (AETC) Nominate the Outstanding AETC Paralegal Senior NCO of the Year for the Air Force Outstanding Paralegal Senior NCO of the Year (Karen Yates-Popwell Award).

1.6. **Outstanding Reserve Paralegal of the Year Award (David Westbrook Award).** This award honors CMSgt David Westbrook (USAFR, Retired), a former Senior Individual Mobilization Augmentee. The award is presented annually to the member of the Air Reserve Component selected as the most outstanding paralegal of the year, based upon demonstrated superior initiative; technical skill; training accomplishments or contribution to mission support; exhibition of leadership qualities in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement. Air Force Reserve and Air National

Guard paralegals serving on inactive duty are eligible for this award. On the AF Form 1206 the first heading should be "Total Number of Points Earned" for the period of the award. Two award plaques recognizing the winner are displayed, one at the Air Force Judge Advocate General School and the other at ARPC. The selected paralegal receives an award certificate and plaque.

1.6. (AETC) Nominate the Outstanding AETC Reserve Paralegal of the Year for the Air Force Outstanding Reserve Paralegal of the Year Award (David Westbrook Award).

1.7. **Outstanding Legal Service Civilian of the Year Award (Harold R. Vague Award).** This award honors Major General Harold R. Vague (USAF, Retired), who formerly held the position of T-JAG, USAF. The award is presented annually to the legal service civilian who is selected as the most outstanding civilian based upon demonstrated excellence, initiative and devotion to duty. Give special consideration to individuals who develop or improve systems, programs, or procedures that enhance management efficiency or cost-effectiveness for Air Force legal programs. Civilians (excluding attorneys) employed by or serving with The Judge Advocate General's Department and providing legal and/or administrative support to Department legal offices are eligible for this award. A trophy recognizing the winner is displayed at the Air Force Judge Advocate General School. The selected legal service civilian receives an award certificate and plaque.

1.7. (AETC) Nominate the Outstanding AETC Legal Service Civilian of the Year for the Air Force Outstanding Legal Service Civilian of the Year Award (Harold R. Vague Award).

1.8. **Outstanding Senior Attorney Award (Stuart R. Reichart Award).** This award honors Mr. Stuart R. Reichart, who formerly held the position of General Counsel of the Air Force. It is presented annually by the Air Force Association and recognizes the outstanding legal achievements of a senior Air Force attorney. The award honors demonstrated excellence, initiative, leadership, management skills and professionalism in the practice of law. Eligible candidates are attorneys with at least 14 years of service with the Department of Defense, with the most recent 7 years as a judge advocate or civilian attorney or both for the Air Force. The last day for meeting the eligibility requirements is 31 December of the year for which the award is being given. Although the nominator should cite specific examples of outstanding service, the award is for continuous contributions throughout a career of federal service, not a single achievement. The selected attorney receives an award certificate and plaque.

1.8. (AETC) Nominate the Outstanding AETC Senior Attorney of the Year for the Air Force Outstanding Senior Attorney of the Year Award (Stuart R. Reichart Award).

1.9. **Special Service Award.** This award recognizes exceptionally worthy performance by Department members or outstanding contributions to The Judge Advocate General's Department. The award may be presented to a member of the Department, a military member or civilian government employee outside the Department, or a member of the civilian community. Candidates should normally be nominated within 60 days after acts or contributions to the Department for which they may be recognized. The selected individual receives an award certificate.

1.9. (AETC) The AETC Special Service Award recognizes outstanding contributions to the AETC legal mission. It may be presented to any military or civilian individual assigned to or outside of AETC, or to a deserving member of the civilian community. Award recipients will also be nominated for The Judge Advocate General's Special Service Award.

1.10. (Added-AETC) **AETC Trial Advocacy Award.** The AETC Trial Advocacy Award winner is an AETC trial counsel who has demonstrated outstanding clarity, zeal, civility, confidence, and preparation as a trial counsel and/or as recorder.

1.11. (Added-AETC) **AETC Torch Award.** The AETC TORCH Award is presented in three different categories to outstanding reserve judge advocates to allow reserve judge advocate training to be broadened by performing duty at higher headquarters. The Category I award winner is selected from reserve judge advocates who are attached to bases within AETC, and the selectee will perform at least one week of training at the NAF level. The Category II award winner is selected from reserve judge advocates that have performed Category I training, or who are attached at the NAF. The selectee will perform at least one week of training at HQ AETC/JA. The Category III award winner is selected from reserve judge advocates that have performed Category II training, or are attached to HQ AETC/JA. The selectee will perform at least one week of training at HQ/USAF/JA, subject to HQ USAF/JA approval. All selectees will perform their duty during the fiscal year commencing 1 October following their selection.

1.12. (Added-AETC) **AETC STAR Award.** The AETC STAR is presented to a reserve judge advocate attached to AETC who has created an outstanding written work product while performing inactive duty tours (IDT), annual tours, or special tours during the period 1 July through 30 June of the preceding calendar year.

1.13. (Added-AETC) **AETC Total Force Award.** The AETC Total Force Award recognizes outstanding use of active duty, reserve, and civilian resources in performing the mission of a base legal office for actions, which occurred during the period 1 July through 30 June of the preceding calendar year.

2. How To Submit a Nomination:

2.1. Major commands (MAJCOMs), field operating agencies (FOAs), and direct reporting units (DRUs) will establish their own procedures to select command nominees.

2.1. (AETC) HQ AETC/JA appoints a panel to select the award winner for each award or award category.

2.2. Submit one original and six copies of each nomination to HQ USAF/JAX through intermediary command Staff Judge Advocate (SJA) channels. Each MAJCOM, FOA, and DRU may submit one nomination per award except for the Reichart Award. There is no limit on the number of Reichart Award nominations that may be submitted. Limit nominations for all awards (except the Reichart Award) to activities during the year for which the award is given. You may highlight previous significant achievements establishing a consistent record of exemplary performance; however, the focus of the nomination must be for the year of the award. The Reichart Award covers the entire career of Federal service. For all awards, emphasize what the nominee did and how it affected one or more missions. The nomination package contains these items in this order:

2.2.1. Forward each copy of the nomination package in a standard brown file folder, attached with two hole punch fasteners. Do not use staples, binders, plastic page covers, paper clips, or any other binding on nomination packages. Place a label on the front of each folder with the nominee's full name and rank on the first line and the MAJCOM being represented on the second line.

2.2.2. On the left side of the folder, from top to bottom, assemble the following, without tabs or dividers:

2.2.2.1. Nomination Form. Submit one AF Form 1206, Nomination for Award, using Form-Flow format or 10 pitch font, in bullet format, not more than two pages in length. Note, there is no page limit for the Reichart Award. When preparing award nominations for officers and

civilians or for anyone nominated for a Special Service Award, list the nominee's accomplishments in bullet format using the award criteria set out in the description of each award. For example, the headings for a Kuhfeld Award nomination would be "Demonstrated Excellence," "Initiative," and "Devotion to Duty." Highlight the headings in bold face. Make sure the text on both sides of the AF Form 1206 is not concealed by fasteners, whether the form is printed head-to-toe or head-to-head.

2.2.2.2. Indorsements. Type the name of the initiating commander in the block of the AF Form 1206 entitled "Rank/Name of Unit Commander." The commander should not sign the form. A signed indorsement memorandum not to exceed one page from the initiating commander or an authorized representative is permissible but not required. No other indorsement memorandum should be included.

2.2.2.3. Award Citation. Submit a complete proposed award citation describing the nominee's accomplishments or achievements. Unless otherwise directed, follow the citation format sample in AFI 36-2805, *Special Trophies and Awards*, Attachment 3. Note, whereas the format in attachment 3 of AFI 36-2805 recommends a narrative of no more than 50 words, TJAG award citations are recommended to be no more than 150 words, including the introductory identifying remarks. All awards should specify the year in which the duty was performed.

2.2.2.4. Biographical Sketch. A biographical sketch not to exceed one page in narrative format. Do not submit "official" Air Force biographies.

2.2.3. For the Reichart Award only, submit, on the right side of the folder, from top to bottom, all Officer Performance Reports (OPRs) or Civilian Performance Appraisals without tabs or dividers.

2.3. (Added-AETC) Submit nominations for the AETC Trial Advocacy Award in a two-page memorandum format focusing on four criteria: results achieved in the courtroom/board room, given the nature and circumstances of the cases tried; preparation and flexibility; civility; and basic advocacy skills displayed on a consistent basis. Also, submit the last five officer performance reports (OPR). (If the nominee has less than five OPRs, then submit all of the nominee's OPRs.) Submit nominations from the wing/base SJA to HQ AETC/JA not later than 15 March of each year. Each nominee will compete in a moot court competition. HQ AETC/JA will select the award winner NLT 30 May.

2.4. (Added-AETC) Procedures for submission of nominations for the Torch Award are outlined separately for each category:

2.4.1. (Added-AETC) Category I. The wing/base SJA submits nominees to the NAF SJA for selection no later than 1 August of each year. The NAF SJA will make the selection from those submissions no later than 31 August, and submit the nominee to HQ AETC/JA no later than 1 September of each year. HQ AETC/JA will make the selection from those submissions NLT 30 September.

2.4.2. (Added-AETC) Category II. The NAF SJA submits nominees to HQ AETC/JA NLT 1 September of each year. HQ AETC/JA will make the selection from those submissions NLT 30 September.

2.4.3. (Added-AETC) Category III. The NAF SJA submits nominees no later than 1 September of each year. HQ AETC will make the selection from reserve judge advocates that have either performed Category II training or are attached to HQ AETC/JA NLT 30 September.

2.5. (Added-AETC) Nominations for the AETC STAR must include one submission of the nominated reserve judge advocate's work product along with a cover letter not exceeding one page in length. Submit the nomination package to the NAF SJA no later than 1 August following the close of the year for which the award is given. Each NAF SJA will consider the wing/base SJA submissions and submissions of work product of reserve judge advocates attached to the NAF, and select the best work product no later than 31 August of each year. The NAF SJA must forward the nomination package with an endorsement letter to HQ AETC/JA no later than 1 September. HQ AETC/JA will consider the NAF SJA submissions and the work product of reserve judge advocates attached to HQ AETC/JA, and select the best work product no later than 30 September.

2.6. (Added-AETC) Submit nominations for the AETC Total Force Award in a memorandum not exceeding two typewritten, single-spaced pages. The nomination letter must be signed by the SJA, and shall specify the short or long term efficiencies, savings or recognition that resulted from the use of the resources. The wing/base SJA will submit the nomination to the NAF SJA no later than 1 August following the close of the year for which the award is to be given. The NAF SJA shall make the selection no later than 31 August, and forward their selection to HQ AETC/JA no later than 1 September of each year. HQ AETC/JA will select the award winner no later than 30 September.

3. How To Process Nominations:

3.1. When evaluating a nomination at any level of competition, consider (1) the nominee's performance during the year for which the award is given, then (2) consider that performance within the context of the nominee's entire career. MAJCOM, FOA, and DRU SJAs should ensure that nominees are accorded command-wide recognition.

3.1. (AETC) Present the AETC award winners appropriate mementos designating their particular award.

3.2. Forward one original and six copies of each nomination package to HQ USAF/JAX, 1420 Air Force Pentagon Washington, DC 20330-1420. The suspense for all nominations is 1 March annually, or if 1 March falls on a weekend, the first duty day thereafter. Each MAJCOM, FOA, and DRU may submit one nomination for each award, but any level of command may submit any number of nominations for the Reichart Award.

3.2.1. Send nominations for Air National Guard (ANG) state headquarters or National Guard Bureau (NGB) assigned personnel directly to ANG/DPFOC, 1411 Jefferson Davis Highway, Arlington, Virginia, 22202-3231 (DSN 327-3917). The Director, ANG, forwards one nomination to HQ USAF/JAX with six copies.

3.3. MAJCOM, FOA, DRU winner must forward an official photograph to HQ USAF/JAX, 1420 Air Force Pentagon, Washington, DC 20330-1420, by 15 March annually, or if 15 March falls on a weekend, the first duty day thereafter.,

3.3. (AETC) Submit nominations for AF-level awards to HQ AETC/JA by 15 February of each year.

3.4. Candidates for any of these awards may also be nominated or selected for any award not established by this instruction. Except for the Special Service Award, award recipients cannot receive the same award covered by this instruction twice. Award certificates and plaques will be presented by The Judge Advocate General.

4. Recognition Insignia. Military recipients of these awards may wear the Air Force Recognition Ribbon. Civilian recipients may wear the lapel pin.

5. Forms Adopted. This publication adopts AF Form 1206, Nomination for Award, as referenced in AFD 36-28, *Awards and Decorations*.

WILLIAM A. MOORMAN, Major General, USAF
The Judge Advocate General

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

AFPD 36-28, *Awards and Decorations*

Abbreviations and Acronyms

ANG—Air National Guard

ARPC—Air Reserve Personnel Center

DRU—Direct Reporting Unit

EPR—Enlisted Performance Report

FOA—Field Operating Agency

HQ—Headquarters

JAES—Executive Services, Office of The Judge Advocate General, Headquarters, United States Air Force, Pentagon, Washington, DC

JAX—Professional Development Division, Office of The Judge Advocate General, Headquarters, United States Air Force, Pentagon, Washington, DC

MAJCOM—Major Command

NGB—National Guard Bureau

OPR—Officer Performance Report

RIP—Record of Individual Personnel

SJA—Staff Judge Advocate

SURF—Air Force Reserve Point History

TJAG—The Judge Advocate General

USAFR—United States Air Force Reserve