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**Personnel**

**CAREER ASSISTANCE ADVISOR OF THE  
YEAR AWARD**

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(Col Michael A. Schiefer)

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This is the initial publication of Air Force Instruction (AFI) 36-2809. This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*. This AFI establishes and describes the nomination, eligibility, selection, announcement procedures, and award recognition for the Career Assistance Advisor (CAA) of the Year Award. It applies to active duty Air Force members. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 as authorized by Title 10, United States Code (U.S.C.), Chapter 857, *Decorations and Awards*, and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*. System of Records Notice F036 AF PC V, *Awards and Decorations* applies. This award program may be deferred in wartime. This AFI cannot be supplemented. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, to HQ AFPC/DPSA, 550 C Street West, Randolph AFB TX 78150-4723. Ensure that all records created by this AFI are maintained and disposed of in accordance with Air Force Manual 37-139, *Records Disposition Schedule*.

**1. Award Description.** The CAA of the Year Award recognizes and encourages outstanding achievement, creativity, and significant contributions to both Air Force and local commander retention initiatives. It is an annual award, based on activities accomplished during the fiscal year (1 October through 30 September).

**2. Award Eligibility.** Nominees must have served at least 6 months as a Career Assistance Advisor (DAFSC 8A100) by award close out date. Each MAJCOM may submit one nominee for the CAA of the Year Award.

**3. Writing the Nomination.**

3.1. General. Use AF Form 1206, **Nomination for Award**, for all nominations. Nominations will be one page (front only) and in bullet format. Do not include classified information in the nomination. Do

not sign the Air Force Form 1206. Do not weigh your nominations down with unnecessary, ineffective, and flowery language. Direct, hard-hitting, fact-filled, results-oriented nominations get more attention and more accurately reflect nominee performance.

3.1.1. Be specific when giving the timeframe of the accomplishment and do not include accomplishments which occurred outside the nomination period. If another award is formally announced and presented during the nomination period, it may be included in the nomination (even if the award itself was for accomplishment outside the nomination period). Information should be verifiable.

3.1.2. Air Force and local retention data can be affected by numerous variables. Caution and sound judgment should be used when stating the effectiveness of retention programs.

3.2. Category. Type not applicable.

3.3. Rank/Name of Unit Commander. Indicate wing commander making the nomination.

3.4. Specific Accomplishments. Use the areas listed below as headers for each specific category, and show clearly how the nominee performed in each area. (**NOTE:** Following each heading is the maximum point value for that category. **DO NOT** include the points as part of the headings.) To maximize use of space, bullets may begin immediately following the headings:

3.4.1. Leadership and Job Performance(60 Points)

3.4.2. Significant Self-Improvement(20 Points)

3.4.3. Base and Community Involvement(20 Points)

**4. Deadlines and Where to Mail Nomination Packages .** Nominations may be sent through electronic mail (e-mail) to Air Force Personnel Center Career Field Manager Branch (HQ AFPC/DPSAF). The appropriate e-mail address will be announced each year by message. If e-mail is not possible, nomination may be sent by certified mail. Nominations not meeting the established suspense date will be marked "LATE." Extensions will not be granted.

4.1. E-mail: MAJCOM/DP or equivalent must transmit the nomination package via e-mail no later than the 3rd Friday of October each year. If the email package is not coming from the DP, then the contents of the e-mail must indicate the DP has approved the package for electronic transmission. E-mail package must include Air Force Form.

4.2. Mail: MAJCOM/DP or equivalent must submit the nomination package to HQ AFPC/DPSAF, 550 C Street West, Suite 35, Randolph AFB TX 78150-4737, with a postmark no later than the 3rd Friday of October of each year.

**5. Selection Panel.** A central selection panel will convene at AFPC each year to select the Air Force-level winner. A general officer or Senior Executive Service (SES) will head the panel.

**6. Announcement of Winner.** The Chief Master Sergeant of the Air Force will present the award at the annual meeting of the Air Force Sergeants' Association.

**7. Award Recognition.** An engraved plaque will be presented to the winner. Additionally, winner will be authorized to wear the Air Force Recognition Ribbon.

## **8. Information Collections, Records and Forms.**

8.1. Information Collections. No information collections are created by this publication.

8.2. Records. Nominee packages will be retained in office files for 1 year after annual cut-off, then destroyed 1 year after completion by tearing into pieces, shredding, pulping, macerating or burning. Computer records are destroyed by erasing, deleting or overwriting.

8.3. Forms.

8.3.1. Adopted Forms. AF Form 1206, **Nomination for Award**.

8.3.2. Prescribed Forms. No forms are prescribed in this publication.

RICHARD E. BROWN III, Lt Gen, USAF  
DCS/Personnel

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

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*

System of Records Notice F036 AF PC V, *Awards and Decorations*

Title 10, U.S.C., chapter 857, *Decorations and Awards*

AFPD 36-28, *Awards and Decorations Programs*

AFMAN 37-139, *Records Disposition Schedule*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**CAA**—Career Assistance Advisor

**SES**—Senior Executive Service

**U.S.C.**—United States Code