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Personnel

**EUGENE M. ZUCKERT MANAGEMENT
AWARD**

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 directs the presentation of this annual award, recognizing outstanding management achievements by a top-level Air Force manager. The Eugene M. Zuckert Management Award was established as a tribute to the Honorable Eugene M. Zuckert, who served as Secretary of the Air Force from January 1961 to September 1965. Ensure that all records created by this Air Force Instruction (AFI) are maintained and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This instruction aligns with AFPD 36-28. It updates the office of primary responsibility (OPR) information and directs where to send nomination packages (paragraph 5.). It changes the nomination package to consist only of a letter of transmittal and AF Form 1206, in accordance with AFPD 36-28 (paragraph 5.). It updates information on who is authorized to indorse letter of transmittal (paragraph 3.). Recipients of the award are authorized to wear the Air Force Recognition Ribbon (paragraph 7.). It adds **Attachment 1** Glossary of References and Supporting Information. It changes **Attachment 2** format to provide required sections on AF Form 1206.

1. Criteria.

1.1. Air Force general officers (brigadier general through lieutenant general), or equivalent-level civilians, who occupy positions of command or general management of both military and civilian personnel in an Air Force organization are eligible for nomination. A grade exception may be made with the approval of the Review Committee.

1.2. The Secretary of the Air Force, Under Secretary of the Air Force, Assistant Secretaries, Chief of Staff, Vice Chief of Staff, and Assistant Vice Chief of Staff are not eligible for nomination.

2. Nominating Procedures.

2.1. Each major command (MAJCOM), field operating agency (FOA), direct reporting unit (DRU), Headquarters US Air Force (HQ USAF) two-letter office, the Office of the Secretary of the Air Force, Assistant Secretaries of the Air Force, and each staff agency may nominate one person assigned to their organization during the award period (1 October through 30 September). Negative replies are appreciated.

3. Letter of Transmittal. A letter of transmittal must accompany each nomination and include the name, grade, office symbol, and Defense Satellite Network (DSN) number of a command point of contact. The letter of transmittal must not be indorsed by any member in the selection process described in section 6. This letter must be signed by one of the following:

MAJCOM/FOA/DRU: Commander or Vice Commander.

HQ USAF: Assistant or Principal Deputy Assistant Secretary, Deputy Chief of Staff (DCS), or Director.

Office of the Secretary of the Air Force: The Administrative Assistant to the Secretary of the Air Force.

4. Nomination Submittal. Once submitted, the nomination becomes the property of the United States Air Force and may be released to other organizations after the presentation of the award.

5. Nomination Format. Nomination package will include a letter of transmittal and AF Form 1206, providing nominee accomplishments on front and back. Send the original and four copies along with a floppy disk containing the nomination to AFMIA/MIPS, 550 E Street East, Suite 1, Randolph AFB TX 78150-4451, by 15 December. Refer to [Attachment 2](#) for sections required on AF Form 1206. Do not use binders, covers, tabs, photographs, or attachments. The application will not contain any classified information.

6. Selection Process.

6.1. The Director of Manpower and Organization (HQ USAF/DPM) serves as the Executive Secretary to the Review Committee, and the Air Force Manpower and Innovation Agency (AFMIA) administers the award for HQ USAF/DPM.

6.2. The Zuckert Management Award Review Committee consists of the Under Secretary, Assistant Secretary for Manpower and Reserve Affairs, Vice Chief of Staff, and Assistant Vice Chief of Staff. The Review Committee evaluates the nominations and recommends two persons to the Secretary and Chief of Staff, who jointly make the final selection.

7. Award Description. The award consists of the following elements: a plaque which becomes the personal property of the recipient, a citation which is signed and presented by the Secretary of the Air Force, and the Zuckert Award plaque to which the recipient's name is added and which is displayed in the Pentagon. Recipients of this award are authorized to wear the Air Force Recognition Ribbon in accordance with AFI 36-2805.

8. Presentation of Award. The Secretary of the Air Force presents the award at a ceremony, normally held at the Pentagon.

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

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

AFPD 36-28, *Awards and Decorations Programs*

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFDPO—Air Force Departmental Publishing Office

AFI—Air Force Instruction

AFMIA—Air Force Manpower and Innovation Agency

AFMIA/MIPI—Air Force Manpower and Innovation Agency Office of Innovation Programs

AFPD—Air Force Policy Directive

DCS—Deputy Chief of Staff

DRU—Direct Reporting Unit

FOA—Field Operating Agency

HQ USAF—Headquarters United States Air Force

HQ USAF/XPM—Headquarters United States Air Force Director of Manpower and Organization

AFMAN—Air Force Manual

MAJCOM—Major Command

OPR—Office of Primary Responsibility

PDO—Publishing Distribution Office

WWW—World Wide Web

Attachment 2

**NOMINATION FORMAT FOR THE EUGENE M. ZUCKERT MANAGEMENT
AWARD**

A2.1. AF FORM 1206 REQUIRED SECTIONS

A2.1.1. MARKED SUCCESS IN MANAGING A PARTICULARLY IMPORTANT AIR FORCE PROJECT OR PROGRAM.

- Project/program title, scope, and resources
- Management activities within the nominee's functional responsibilities and resources
- Tangible results of the nominee's contributions

A2.1.2. SUCCESSFUL MANAGEMENT OF AN OPERATION OR PROGRAM AFFECTING SEVERAL FUNCTIONAL AREAS.

- Programs directed, coordinated, and controlled to achieve a common objective
- Responsibilities and resources outside the nominee's normal span of control

A2.1.3. DEVELOPMENT OF MANAGEMENT PRACTICES SO VITAL AS TO RECEIVE AIR FORCE-WIDE OR MAJOR COMMAND ACCEPTANCE AND USE.

- Benefits resulting from Air Force or command-wide implementation of nominee's management innovations
- Emphasis is on ability to improve broad-scope operations

A2.1.4. DEVELOPMENT OF A SUCCESSFUL PROGRAM MATERIALLY AFFECTING HUMAN RELATIONS, EMPLOYEE MOTIVATION, OR ESPRIT DE CORPS.

- Actions to improve human relations and team environment
- Number of military and civilian personnel affected
- Tangible results of management action

A2.1.5. BROAD RECOGNITION OVER A SUSTAINED PERIOD AS AN OUTSTANDING AIR FORCE MANAGER OF TOTAL RESOURCES--HUMAN AND MATERIAL.

- Recognition/special honors received for effective resource management, include reason and significance of each award
- Military or civilian decorations, awards, or honors apply